

**#5.24****PERSONNEL FILES**

All personnel files shall be maintained by the Office Administrator in a secure location to respect the privacy of the employee. Contents shall include, at a minimum, the following documents:

1. Application/Resume,
2. Salary/Hourly rate form(s),
3. Current W-4,
4. Payroll deduction authorizations,
5. Annual reviews,
6. Counseling or disciplinary documentation, and
7. Current position description.

Medical information shall not be kept in an employee's personnel file. If medical information is required because of the American Disabilities Act or the Family Leave Act, a separate confidential file shall be maintained.

An employee may review the contents of his/her personnel file(s) upon a request to the Office Administrator. Information shall not be released to any outside source without the employee's written approval, except to verify the employee's length of service and title or other information as required by law.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.