

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 2.00.10
Subject Personnel Files
Effective Date 02/18/09
Committee Personnel

Personnel Administration

- I. File Information
 - A. There will be a personnel file and a separate benefits file for each employee.
 - B. Both file folders will be kept in a secure cabinet and will remain on church property.
 - C. Documentation in benefits files includes:
 1. Insurance Information/Documentation
 2. Pension and/or Retirement files/applications
 3. Banking information
 4. Privacy Statements
 5. Confidentiality Agreements
 6. Tax Forms
 7. Special Leave Requests (for example FMLA)
 - D. Documentation in personnel files includes:
 1. Application for employment
 2. Signed employment contracts
 3. Letters of reference
 4. Records of employment and termination dates
 5. Letters of commendation
 6. Personnel committee annual interviews (in sealed envelopes)
 7. Letters regarding disciplinary actions (must be signed by supervisor and employee, and reviewed by Personnel Committee before inclusion)
 8. Any other items that are approved by the Personnel Committee at the time of submission
- II. File Access
 - A. The following have access to all benefits files:
 1. Pastors
 2. Office Manager
 3. Treasurer/Benefits Manager
 - B. The following have access to all personnel files:
 1. Pastors
 2. Office Manager (except for sealed envelopes)
 3. Personnel Committee Chairperson (at the direction of the Personnel Committee)
 4. Congregation Council President (at the direction of the council)
 - C. The Building Superintendent has access to custodian personnel files.

- D. Employees may view their files in the presence of one of the above listed under II. A. or II. B, as appropriate.
- E. Employees may not copy or remove anything from their file (they may have a copy of something that they already received or should have received).