**Employee’s Application Materials**

* ADOM Applications for employment
* Resumes
* Scholastic Record, Diploma and Transcripts.

**Job Descriptions**

Job Descriptions document a job’s major functions or duties, responsibilities and/or critical features, such as skill, effort and working conditions.

They are a foundational tool for managing and evaluating performance, compensation determination, and accommodation issues under American with Disabilities Acts (ADA).

**Compensation and Benefits Information**

Information documenting rates of pay and other forms of compensation:

* Letter of Offer of Employment; Teacher’s Contract; Agreement with Religious Community - copy
* Employee Information Form (for processing payroll, emergency contact, etc.) – copy
* W-4 Employee’s Withholding Allowance Certificate - copy
* Pension Plan Enrollment - copy
* Defined Contribution 403(b) Retirement Plan Enrollment - copy
* Any changes in Compensation and Benefits – copy
* Employee Pledge to Promote a Safe Environment

**Signed Receipts for handbooks, keys, and policies**

Other documents, forms and information that become an important part of employee personnel files include:

* Employee Handbook Presentation + Acknowledgement & Statement of Understanding
* Acknowledgement of Contingent Offer of Employment (Found in ADOM Application for Employment, last page)
* Keys, Acknowledgement Receipt
* Other employer policies and notices issued to employees as part of a legal compliance and/or best preventive practices program.
* A signed:

1. Disclosure Regarding Conflict of interest and other receipts required by entity;
2. Confidentiality Agreement

**5.**

**Education and Training Records**

Acknowledgment of having completed:

* Education and training on anti-harassment policies and discrimination in employment enforced by the U.S. Equal Employment Opportunity Commission(EEOC)
* Diversity training
* Employee Development Trainings
* Virtus "Protecting God's Children for Adults" – a copy of the training report from the employee

**6.**

**Documentation of employee performance**

Documents and forms pertaining to **managing employee performance** are retained in employee personnel files.

* Performance appraisal and compensation reviews, which build an important foundation for employee development and evaluation and for future employment actions.

**7.**

**Employee recognition programs**

* Letters of **recognition**
* Awards and citations for superior job performance, such as those from formalized recognition programs
* Informal comments of supervisors or customer letters of appreciation

**8.**

**Written documentation of job title or status change taken during the course of employment**

Personnel records also contain documents, forms, requests, interview notes and other pertinent information related to an employee promotion, demotion, transfer, layoff or other employment actions, such as promotion or transfer to another position, should be included in an individual’s personnel records.

**9.**

**Warnings, counseling and disciplinary actions**

* Disciplinary notices
* Written warnings
* Incident reports
* Record of verbal counseling, reprimand /disciplinary reports
* Action plans for improving performance
* Last-chance agreements or other documents supporting adverse employment actions.

**10.**

**Documents regarding separation of employment**

* Voluntary letter of resignation
* Separation form,
* Separation checklist, waivers and severance agreements