**1. Employee’s Application Materials**

* ADOM Application for Employment
* Resume
* Scholastic Record, Diploma and Transcripts.

**2. Job Description**

(Using ADOM format)

**3. Compensation and Benefits Information**

Information documenting rates of pay and other forms of compensation:

* Employee Information Form (for processing payroll, emergency contact, etc.)
* Letter of Offer of Employment; Teacher’s Contract; Agreement with ReligiousCommunity
* Florida New Hire Reporting Form
* W-4 Employee’s Withholding Allowance Certificate

(Attach a voided check for direct payroll deposit)

* Social Security Card, Driver License, Auto Insurance Card
* Salary Reduction Agreement, Section 125 Plan
* Pension Plan(through December 2012), Cash Balance Plan (from January 2013) Enrollment / Statement
* Defined Contribution 403(b) Retirement Plan Enrollment
* Registration Form, ADOM Health Plan if less than 30 hours / week
* Any changes in Compensation and Benefits
* Authorization of Salary Change

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

* Employee Handbook Presentation + Acknowledgement & Statement of Understanding
* Keys, Acknowledgement Receipt
* Other employer policies and notices issued to employees as part of a legal compliance and/or best preventive practices program.
* Disclosure Regarding Conflict of Interest
* Confidentiality Agreement
* Employee Pledge to Promote a Safe Environment (as of 9/2013)
* Use of Archdiocese of Miami Credit Cards
* Memos to employees reinforcing policies
* The New Health Insurance Marketplace Coverage Options and Your Health Coverage

**5. Education and Training Records**

Acknowledgment / Record of having completed:

* New Employee Orientation (NEO) – as of December 2012
* 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 Certificate of completion

**6. Employee performance**

* Introductory (3 months from date of hire) Performance Evaluation
* Annual Performance Evaluation
* Teacher evaluations (for school employees)

**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**

* Documents, forms, requests, interview notes and other pertinent information related to an employee promotion, demotion, transfer, and reduction in force (RIF)
* Other employment actions, such as promotion or transfer to another position
* Application for Internal Transfer

**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
* Exit Interview
* Separation Checklist, Waivers and Severance Agreements