

CATHOLIC CHARITIES INDIANAPOLIS INC.  
AGENCY POLICIES AND PROCEDURES

Policy Name:	<b>Personnel Records</b>
Domain:	<b>Human Resources 2.6</b>
Policy Location:	<b><a href="http://www.archindy.org/intranet/shared/cci/index.html">www.archindy.org/intranet/shared/cci/index.html</a></b>
Date of Adoption:	
Effective Date:	<b>Jan. 10, 2017</b>
Dates of Revision:	<b>3/2020, 8/23</b>
References:	<b>Personnel Record Checklist, Archdiocese New Hire Checklist</b>

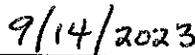
**POLICY:** Catholic Charities Indianapolis maintains personnel records for each employee in compliance with applicable legal and regulatory requirements.

**PROCEDURE:**

1. Personnel records are updated regularly, and contain:
  - a. Documentation that mandated background checks have been performed
  - b. Safe environment training certificate
  - c. Signed offer letter
  - d. Identifying information and emergency contacts;
  - e. Application for employment, hiring documents including job postings and interview notes, credentials verification and reference verification;
  - f. Signed job description;
  - g. Written confirmation of receipt of employee policies and procedures manual
  - h. Compensation documentation, as appropriate;
  - i. Pre-service and in-service training records; and
  - j. Copy of resolution of any grievances filed by the employee
  - k. Health information or report for annual physical examinations, appropriate to the job position or when require by law
  - l. Performance reviews and all documentation relating to performance, including disciplinary actions and termination summaries, if applicable.
  - m. Exit interview feedback or declination

2. Supervisors may maintain records in separate files in addition to submitted records to the Archdiocesan Office of Human Resources according to its own record keeping needs and as required by law or regulation.
3. Personnel may review, add and correct information contained in their records.

  
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David J. Bethuram  
Executive Director

  
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Date