

## **P. PERSONNEL FILES**

Each member of staff will have a personnel file. The file will include but is not strictly limited to the following:

- \* Evaluations both current and previous year only.
- \* Actionable items discussed in Employee Retrospective.
- \* Current Compensation Review.
- \* Contract, letter of agreement or similar appropriate documents
- \* Letters of recognition or discipline (typically retained for no more than one year).
- \* Accident or Injury reports- **in accordance with OSHA standards for recording and record keeping.**
- \* Current contact data

Other materials are not likely appropriate for personnel files. The immediate supervisor for compliance will audit personnel Files at least biannually. Legal papers, for example an EEOC matter, may be retained longer.

Contents of personnel files are available to the employee (copies provided) and the person they report to. The Board of Trustees ultimately has access at such time as they see a specific business reason for examination of particular items, by majority vote. The President of the Board of Trustees and the Chair of Staff Resources committee have joint access to the Spiritual Leaders file when necessary.

*Approved 03/20/2017*

*Revised 06/19/2017*