

## Employment Practices

	Yes	Needs Attention
1. Do you have up-to-date knowledge of the employment laws in your state?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you consult with an attorney regarding employment-related issues that arise?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you invest in thorough background checks for each of your employees?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you store personnel information in a secure area that is separate from medical records?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you keep up-to-date attendance records on all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you accurately document employee performance throughout the year and maintain this documentation with the employee's records?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you keep detailed records of annual reviews and any disciplinary actions taken for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you keep good records of all changes in employee status? (e.g., promotions, leaves of absence, pay rates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you require new employees to sign a personal conduct agreement outlining behavior considered unacceptable by your church?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you provide regular training on employees' rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have a sexual harassment policy that provides clear guidelines for reporting?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you consult local counsel before terminating employees?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have policies in place to guide what information you can share with employees about terminations?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_