

## **Employment Practices**

		Yes	Needs Attention
1.	Do you have up-to-date knowledge of the employment laws in your state?		
2.	Do you consult with an attorney regarding employment- related issues that arise?		0
3.	Do you invest in thorough background checks for each of your employees?		
4.	Do you store personnel information in a secure area that is separate from medical records?		0
5.	Do you keep up-to-date attendance records on all personnel?		
6.	Do you accurately document employee performance throughout the year and maintain this documentation with the employee's records?	0	0
7.	Do you keep detailed records of annual reviews and any disciplinary actions taken for each employee?		0
8.	Do you keep good records of all changes in employee status? (e.g., promotions, leaves of absence, pay rates, etc.)		0
9.	Do you require new employees to sign a personal conduct agreement outlining behavior considered unacceptable by your church?		0
10.	Do you provide regular training on employees' rights and responsibilities?		0
11.	Do you have a sexual harassment policy that provides clear guidelines for reporting?		0
12.	Do you consult local counsel before terminating employees?		0
13.	Do you have policies in place to guide what information you can share with employees about terminations?		0
Notes:			
Completed by: Date:			

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