



# Employee File Checklist

## Mandatory:

### Pre-Employment

- Application
- Release for and Reference Checks

### As Required for position:

- Signed Release for / Documentation of Criminal Background /Drug Screen
- Evidence of licenses/certifications

### Ongoing

- Completed Performance Evaluation
- Other Job Actions (*promotion, disciplinary action, etc.*)
- Employment History – *including compensation history/fact sheet*

## At Initial Hire

### **REQUIRED on or before 1st DAY**

- Federal I-9 Form  
*(with Verification Documentation)*
- Federal Withholding Tax Form (W-4)
- Louisiana Withholding Tax Form (L-4)
- \*LA OWCA Second Injury Board Knowledge Questionnaire
- Job Description
- Signed Handbook Acknowledgement

### As applicable to the position:

- Statement Regarding the Abuse and Neglect of Minors
- Principles of Ethics and Integrity in Ministry: Code of Ethics
- Technology Policy for Pastoral Work with Young People
- Contract

### If Benefits Eligible

- Health Insurance Enrollment or waiver of coverage
- Benefits Packet Acknowledgment
- 401(k) and Life Insurance Beneficiary designations

### If NOT Benefits Eligible

- Statement of Understanding | *Acknowledging not a benefits-covered position (could be language included in an offer letter)*

### Medical | Must be kept separate from personnel files

- Notice of Existing Disability
- \*LA OWCA Second Injury Board Knowledge Questionnaire: **FILE in Confidential Medical Folder**
- POST-OFFER Physical, as pertinent to the position**

### If Employment has ended:

- Separation Checklist / Contact form for Termination (if applicable)
- Letter of Separation (resignation, retirement, etc. if applicable)
- Continuation of Health Insurance Letter

