# Employment Practices Checklist

1. Is your handbook reviewed by local counsel to confirm compliance with local, state, and federal law?  
   - Yes:  
   - Needs Attention:  

2. Do you use and consistently follow the terms of an employee handbook?  
   - Yes:  
   - Needs Attention:  

3. Is the handbook distributed and explained to employees when they are hired, and reviewed as changes are made?  
   - Yes:  
   - Needs Attention:  

4. Do you conduct thorough background checks for each of your employees?  
   - Yes:  
   - Needs Attention:  

5. In addition to background checks, do you ask for personal references for all your employees and volunteers, and follow up on those provided?  
   - Yes:  
   - Needs Attention:  

6. Do you store personnel information in a secure area that is separate from medical records?  
   - Yes:  
   - Needs Attention:  

7. Do you keep up-to-date attendance records on all personnel?  
   - Yes:  
   - Needs Attention:  

8. Do you accurately document employee performance throughout the year and maintain this documentation with the employee's records?  
   - Yes:  
   - Needs Attention:  

9. Do you keep detailed records of annual reviews and any disciplinary actions taken for each employee?  
   - Yes:  
   - Needs Attention:  

10. Do you keep good records of all changes in employee status?  
    (e.g., promotions, leaves of absence, pay rates, etc.)  
   - Yes:  
   - Needs Attention:  

11. Do you consult local counsel before terminating employees?  
    - Yes:  
    - Needs Attention:  

12. Do you have policies in place to guide what information you can share with employees about terminations?  
    - Yes:  
    - Needs Attention:  

13. Do you keep well-organized employment records for each employee, including applications for employment, reference checks, disciplinary actions, attendance records, changes in employee status, and I-9 immigration forms?  
    - Yes:  
    - Needs Attention:  

14. Are you familiar with your church's property deed and any restrictions that may be outlined in it?  
    - Yes:  
    - Needs Attention:  

15. Do your church leaders consult with the church's attorney before signing any contracts on behalf of the church?  
    - Yes:  
    - Needs Attention:  

Notes:  

Completed by: ________________________________ Date: ________________________________

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