

## Exhibit VI

### PERSONNEL AND OTHER EMPLOYMENT RELATED FILE CONTENTS

<b>SECTION 1 of 2: Lay Employees (including Religious Brothers and Sisters) &amp; Deacons Holding an Additional Employee Position at the Parish.</b>
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#### **Documents to be Retained in the Employee's Individual Personnel File**

- Employment Application Form
- Resume, if applicable
- Any employment contracts (i.e., teachers and other school employees.)
- Performance Evaluation Forms (if Employer utilizes this program, optional practice)
- A Pay Rate Authorization Form showing salary changes and effective dates, signed by the Pastor or a Priest with the title of "Administrator," except for employees whose wages are defined in a contract (i.e. teachers and other school employees).
- Deduction from Final Pay Agreement
- Copy of all W-4 Forms
- Unemployment Exemption Status Form
- Executed Acknowledgment of Drug and/or Alcohol Testing Policy
- Executed Acknowledgment of Receipt page for the Archdiocese of Denver and the Ecclesiastical Organizations' Employee Handbook
- Executed Workers' Compensation Acknowledgment of Receipt Form
- Copy of the Profile Form for Part-Time Lay Employee (either copy of employee profile form, or "print-screen" of profile printed from UltiPro)
- Copy of the Archdiocese of Denver Lay Employees' Money Purchase Pension Plan Profile Form for full-time employees (those employees who are regularly scheduled to work 30 or more hours per week) (either copy of employee profile form, or "print-screen" of profile printed from UltiPro)
- Letters of commendation and/or complaint, if applicable
- Written warnings and documentation of verbal warnings (if the Employer utilizes progressive discipline program)
- Employee emergency contact information
- Flex Time Work Plan Agreement, if applicable and approved by supervisor
- Telecommuting Work Plan Agreement, if applicable and approved by supervisor

#### **Documents to be Retained in a Separate Medical-Related Individual Employee File**

*Subject to stringent Health Insurance Portability and Accountability Act (HIPAA) confidentiality requirements*

- Workers' Compensation Injury Reports/Physician Status/Return to Work Information
- Job-required medical examinations
- Results of alcohol and drug screening
- Americans with Disabilities Act (ADA) information
- Family Medical Leave Act (FMLA) paperwork
- Short Term Disability claim paperwork
- Long Term Disability claim paperwork
- Employer copy of Health Insurance Enrollment/Change/Termination Form
- Flexible Spending Election Form/Pre-Tax Premium Election Form (if the employee is enrolled in the Flexible Spending Account (FSA) Program at a location that participates in this program)

- Post-Tax Election Form, if applicable (copy)
- Miscellaneous medical information (e.g., physician notes regarding absences, leave, etc.)
- HIPAA Forms
- Explanation of Benefits (EOBs) / Claim Forms, if applicable

### **Documents That Must Be Retained by Subject - One File/Notebook for all Employees**

#### **A. I-9 Employment Eligibility Verification Form** – Required for employees hired on or after 11/6/1986 (per U.S. Citizenship and Immigration Service & Immigration Reform and Control Act of 1986).

Retention: The I-9 Form (and copies of related documents if it is the employer’s practice to keep these with the I-9) must be retained for the greater of the following retention periods:

- 1 year from date of termination, OR
- 3 years from date of hire

*Note: It is permissible, but not mandated, to maintain copies of documents presented for work eligibility, though employers must ensure consistency of this business practice so as to reduce the risk of discriminatory practices.*

#### **B. Colorado Affirmation of Legal Work Status Forms** – Required for employees hired on or after 1/1/07 (per Colorado Revised Statutes § 8-2-122).

Retention: This affirmation and the documents required must be retained for the duration of employment only (shred upon termination of employment).

*Note: It is mandated that employers keep the completed form and the copies of the documents required by U.S.C. § 1324a (must be the same documents presented for work eligibility for I-9 compliance).*

#### **Using a Notebook Binder System is Recommended as “Best Practice”**

I-9 Verification Form /Copies (may include copy of documents if that is the Employers’ Practice)

1. I-9s for current employees, stored alphabetically
2. I-9s for former employees, stored chronologically by “destruction date”
3. I-9s for employees with future “employment authorization expiration dates” or other I-9s that require special attention, stored chronologically by date of “re-verification”
4. I-9 policies and procedures; I-9 Training documentation
5. Colorado Affirmation of Legal Work Status and Copy of Verified Documents (mandated)

#### **C. USCCB Charter for the Protection of Children and Young People Records** – Maintain bolded sections below separately.

##### **\*National Background Check Records:**

- National Background Checks
- Authorization to Obtain a Criminal Background Check Forms
- Fair Credit Reporting Act Disclosure and Authorization Forms (federally mandated)

##### **\*Executed Acknowledgement of Receipt Forms of the Code of Conduct**

**\*Safe Environment Proof of Training Records:** If there is no certificate, the master report from the parish coordinator must clearly indicate that the employee has completed the training.

*\*Note: Regarding Records of deacons holding an additional employee position at the parish, USCCB Charter for the Protection of Children and Young People Records are not required to be maintained at the parish as they are maintained by the Archdiocesan Diaconate Office.*

<b>SECTION 2 of 2: Clerics (Priests and Deacons)*</b>
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**Documents Required To Be Retained in a Cleric's Individual Personnel File**

- Copy of all W-4 Forms
- Letters of commendation and/or complaint, as applicable

**Documents to be Retained in a Separate Medical-Related Individual Employee File**

*Subject to stringent Health Insurance Portability and Accountability Act (HIPAA) confidentiality requirements*

- Workers' Compensation Injury Reports/Physician Status/Return to Work Information
- Job-required medical examinations
- Results of alcohol and drug screening
- Americans with Disabilities Act (ADA) Information
- Family Medical Leave Act (FMLA) Paperwork
- Employer copy of Health Insurance Enrollment/Change/Termination Form
- Flexible Spending Election Form/Pre-Tax Premium Election Form (if employee is enrolled in the Flexible Spending Account (FSA) Program at a location that participates in this program)
- Post-Tax Election Form, if applicable (copy)
- Miscellaneous medical information (e.g., physician's notes regarding absences, leave, etc.)
- HIPAA Forms
- Explanation of Benefits (EOBs)/Claim Forms, if applicable

**Documents That Must Be Retained by Subject - One File/Notebook for all Employees**

**A. I-9 Employment Eligibility Verification Form** – Retain in the same file as those of lay employees, as detailed in Section 1, above (**R1 Visa Exception:** clerics with this work eligibility status will take a copy of their original I-9 to the new appointment/assignment location, and a note will be placed with the original I-9 at the former location indicating this practice).

**B. Colorado Affirmation of Legal Work Status Form** – Retain in the same file as those of lay employees, as detailed in Section 1, above.

**C. USCCB Charter for the Protection of Children and Young People Records** – With regard to clerics, it is not necessary that these Records be obtained/maintained at the parish level; these Records are managed by the Office of Vicar for Clergy or Diaconate Office at the Pastoral Center.

*\*Note: For files of deacons holding an additional parish employee position, follow the directions provided in "Section 1: Lay Employees & Deacons Holding an Additional Employee Position at the Parish."*