

CENTRAL NEW YORK BAPTIST ASSOCIATION
Policy

Policy Subject: Personnel Records

Policy #: P 2-7-1

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Date Adopted: 13 October 2001

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POLICY

1. Personnel and Payroll records will be kept on all CNYBA employees.
2. Payroll records will be filed in safe keeping by the Book keeper/Treasurer.
3. Personnel records will be filed for safe keeping with the clerk or the Director of Missions.
4. Personnel records are considered confidential and will be protected as required by law.