

HIRING POLICIES

Section 200

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201 HIRING PROCEDURE POLICY

When a staff position is opened, through resignation, transfer, retirement or dismissal, or newly created, the Pastor or his designee will complete and file with the Pastor a "Position Request Form" (*Appendix D*). This form is to provide the following information:

- I. Title of Position
 - ...Job Description (*See Section 302*)
 - ...State whether position is to be considered exempt or non-exempt (*See Section 301*)
 - ...State whether position is to be considered part-time or full-time
 - ...Salary Classification
 - ...Recommended Starting Salary
 - ...Benefits to be offered
- II. Provide a job posting to be distributed via electronic mail and placed on employee bulletin boards describing position and requirements. A position will be posted for five (5) days.
- III. Employment Justification
 - ...A brief description why the particular office has this particular employment need at this particular time.
- IV. Employment Authorization
 - ...Signed by Pastor or his designee

No employment postings, interviews, etc. may take place until the "Position Request Form" is returned and the pastor declares the position "open." Once the "Position Request Form" is properly authorized and returned to the Pastor or his designee, then the search for the most qualified candidate may begin.

202 PRE-EMPLOYMENT PROCEDURE POLICY

All applicants are required to complete a written "Employment Application" (*Appendix F*). In doing so, all potential employees are responsible for making available to Saint Paul Parish employment related facts about themselves with regard to their qualifications, experience, related skills and abilities and any other factors which may affect job assignments or continued performance. Applicants will also provide a list of references. The Pastor or his designee will check at least two (2) professional references during the interview process.

Within the first two weeks of employment the Pastor or his designee, will review a number of personnel documents with the new employee. The following documents are required to be on file with the parish office and or the Diocesan Manager of Human Resources within the first two weeks of employment:

1. Completed Employment Application
2. W-4 Form
3. W-H4 Form
4. I-9 Form
5. Completed Reference and Background Check Forms
6. Signed Handbook
7. Letter of appointment
8. Conflict of interest Form

Saint Paul Parish and all its' entities are committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 (see *Appendix H*) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not previously completed an I-9 with the Diocese within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Within the first two weeks of employment, the Pastor or his designee will review the personnel manual with the new staff member. Upon reviewing the manual, the new staff person will execute the "Acknowledgment and Acceptance" form verifying that the policies have been reviewed, explained and accepted (see *last page of Policy Manual*). The Pastor or his designee and/or the Coordinator of Benefits will also explain the benefits available to the new staff member and any necessary forms to be completed.

203 EMPLOYMENT APPLICATION POLICY

Saint Paul Parish relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

204 EMPLOYMENT REFERENCE AND BACKGROUND CHECK POLICY

All new applicants for employment or volunteers with the Diocese of Gary must complete a criminal background check. Some positions require additional items. It is the responsibility of the supervisor to ensure that all applicable requirements are met.

If an offer of employment is made prior to completion of the criminal background check, (this is NOT recommended), the offer MUST contain the statement: "This offer is contingent on the verification of credentials and other information required by diocesan policies and any applicable state laws including the successful completion of a criminal background check.

Criminal background checks must be completed prior to the start of employment or the start of volunteer service. If the criminal background check search finds any reportable issues, the diocesan Safe Environment Coordinator will notify the location pastor and designated contact for their review. No offer of employment may be finalized with an applicant who has reportable issues on a criminal background check without consultation with the diocesan Director of Human Resources and the diocesan Safe Environment Coordinator. [Additional policy details in pastor appendix].

To ensure that individuals who join the Saint Paul Parish staff are well qualified and have a strong potential to be productive and successful, it is the policy of Saint Paul Parish to check at least two (2) employment references (Appendix I) for eligible applicants.

The Pastor or his designee will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by Parish and or Diocesan records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

All new employees and volunteers at Saint Paul Parish will also be subject to a criminal background check (Appendix K). This check will be conducted by the Diocesan office of schools. Should a candidate not be hired due to their background check results, contact the diocesan Director of Human Resources so that a mandatory adverse letter can be sent as required by federal law.

The Pastor or his designee will respond in writing only to those background check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by parish and or Diocesan records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Unacceptable results discovered in either a reference check or background check will result in termination or removal from the applicant pool.

205 SEARCH PROCESS POLICY

The Parish Pastoral Associate or Bookkeeper will assist the Pastor or his designee with:

- Facilitating inner-office applications
- Placing employment ads (cost will be charged to the Office with the opening)
- Screening of internal and external candidates
- Scheduling interviews, checking references, etc.

206 HIRING PROCESS POLICY

The Pastor or his designee will select the candidate that is, in his/her opinion, the most qualified for the position. The Pastor or his designee makes the selection based on the individual's competence for the particular position as determined through evaluation of written applications and resumes, personal interviews and written references. All appointments to all non-exempt positions are confirmed in writing when a "Letter of Appointment" (*Appendix B*) is issued by the Pastor.

It is the policy of Saint Paul Parish that all volunteers, staff members, employees, as a term and condition of employment or appointment, be advised of diocesan policies relating to Sexual Harassment, Equal Employment Opportunity, Conflict of Interest and any other program augmenting any condition affecting their appointment.

207 OFFICE TRANSFER POLICY

It is the policy of Saint Paul Parish to, whenever possible, promote or transfer qualified staff members.

A coordinated job posting will be printed twice in the Saint Paul weekly bulletin and parish web site. The weekly bulletin may be accessed via our web site at www.saintpaulvalpo.org. When a job opening has been declared "open", the position may also be published in the Northwest Indiana Catholic newspaper for two weeks (two publications).

If a Saint Paul paid staff member or unpaid volunteer wishes to apply for an open position, they are to apply, in writing, to the Pastor or his designee within ten (10) working days of the posting. The Pastor or his designees should always seek to work collaboratively in such matters, keeping regular communication on the matter. Staff members should not be deprived of other employment opportunities with Saint Paul Parish, even if their departure from one office will leave an

employment gap in that office. Every effort will be made to complete transfer within (4) weeks. (*Appendix A*)

208 EMPLOYMENT COMPLIANCE POSTINGS AND REPORTING

Saint Paul Parish will comply with all federally and state mandated laws regarding employment posters and mandated reporting. Annually, no later than January 31, of the respected year, Saint Paul Parish will report and mail W-2's and 1099's to reporting agencies, employees and contractors. Saint Paul Parish is an Equal Employment Opportunity Employer.



INTEROFFICE MEMORANDUM

To: Priests of the Diocese of Gary
From: Kelly A. Venegas, SPHR
Re: Employment of Minors
Date: 5-21-19

As the summer approaches, some parishes or schools may be considering hiring temporary student workers. The Fair Labor Standards Act (FLSA) sets rules around employing young people to ensure that work does not jeopardize a young person's health, well-being or education. Here are some helpful hints in hiring summer help:

14-15 Years Old: Children who are 14 or 15 years old may be employed in non-manufacturing and non-hazardous jobs over the summer and work until 9 pm. Permitted jobs include:

- Office and clerical work
- Work of an intellectual or artistically creative nature
- Cooking with electric or gas grills (not over an open flame)
- Cashiering
- Bagging and carry out orders
- Errand and delivery work
- Clean up work
- Kitchen work
- Loading onto motor vehicles
- Certain lifeguarding responsibilities (15 and older)

16-17 Years Old: Children age 16 and 17 may be employed for any number of hours in any occupation other than those that are considered hazardous by the Department of Labor (coal mining, explosives, power driven machinery, demolition etc). In most cases, minors age 16 and 17 years old are allowed to use most mowing and weed cutting equipment. Weed cutters, however, must not be outfitted with a saw blade attachment. Push mowers, garden tractors and riding lawn mowers are also allowed, as long as the tractors and riding mowers are not operated on public roadways.

Violating the youth employment provisions may result in a fine of up to \$11,000 for each youth subject to the violation. For more information: <https://www.in.gov/dol/childlabor.htm>

Please feel free to call me with questions. Thank you.