

Employment New Hire Checklist

Employee Name: _____

Date: _____ Date of Hire: _____

Requirements

Documents/Paperwork

_____ **Application:** All employees must complete an application. This is the official legal document of the Diocese. The form can be found on the Diocesan web page, under forms at the Human Resources (HR) section (under Ministries. Keep the completed application in the employee's personnel file.

_____ **Job Offer Letter:** All employees should receive, and sign, a job offer letter which outlines the position, salary and benefit information and acknowledges acceptance thereof. (A fill-in-the-blank template can be found under forms on the HR section of the diocesan web page.) Be sure that this letter includes a clear, complete description of expectations for the position offered – either within the letter or as an attachment. Keep the signed letter in the employee's personnel file and provide the employee with a copy.

_____ **References:** The Diocese requires a minimum of three work references for each potential employee. References are to be kept in the personnel file.

_____ **Background Check:** All diocesan, school and parish employees must complete a background check authorization form. All job offers are contingent upon satisfactory results of this check. The completed form is to be sent to the diocesan Human Resources Department.

_____ **Personnel Policy Manual:** Every employee should receive a copy of the Diocesan Personnel Policy Manual. A signed Acknowledgement of Receipt is to be kept in the employee's personnel file.

_____ **Conflict of Interest Form:** A signed copy should be kept in the personnel file.(The form can be found under forms on the HR section of the diocesan web page.)

_____ **W-4:** Be sure that the current year's form is used.

_____ **I-9:** By law, within 3 days of hiring, an I-9 form must be completed. The instructions attached to the form provide information regarding the identification required for identification. The form can be found under Forms in the HR Section of the Diocesan web site.

_____ **New Hire Report:** Must be completed and sent (via fax, scan or mail) to MT New Hire Reporting for every new employee.

Discussion Items

- _____ **Monthly Pay Dates, Hours Worked, Work Week:** Discuss the expected hours to be worked with the employee, include any overtime or off-hour work requirements.
- _____ **Probationary Period:** The diocesan probationary period is 6 months. During that period, an employee can be let go without cause.
- _____ **VIRTUS Training:** Diocesan Policy requires that all employees become VIRTUS compliant within 30 days of employment. This includes self-enrolling in VIRTUS and attending a live training session.

Benefits - for employs working in excess of 30 hours/week (1560 hours/year)

- _____ **Health Insurance** coverage begins on the first day of month after thirty days' employment. The diocese pays the full premium for all eligible employees but premiums for spouses/families are the responsibility of the employee. Employee should be provided with a copy of the current Benefit Guide at time of hire in order to ascertain which of the two available Plans is preferable for them. (This can be found on the Diocesan website – under Forms in the HR section.)
- _____ **Dental/Vision Insurance** coverage is provided by Assurant. The full premium is paid by the diocesan entity for full-time employees. This coverage also becomes available as of the First of the month after 30 days on the job.
- _____ **Life and Long Term Disability:** New employees are provided Life and Long Term Disability coverage through the UNUM group insurance. The Diocese provides a life insurance benefit in the amount of 1.5 times the employee's annual salary and Long Term Disability in the amount of 60% of the employee's annual salary after a 90 day waiting period. Additional coverage that might include spouses/children is also available at the employee's expense.
- _____ **Ancillary Products:** The Diocese offers group plans for Critical Illness (cancer, etc.) and additional Accident Insurance. These products are voluntary and paid for by the employee.
- _____ **406(b)(7) Retirement Plan:** After the 6-month probationary period, the Diocese matches 3% of the annual salary of eligible employees into a retirement savings account. An employee must contribute to get the match but can choose to make additional contributions to their retirement account as well. These contributions are deducted from one's paycheck. Such reductions have a limit of \$18000/year unless the employee is at least 50 years of age by the end of the plan year. (In that case, an additional \$6000 catch-up contribution is permissible.)

Additional Items

- _____ **Vacation and Sick Leave**
- _____ **Lunch areas/break times**
- _____ **Security code/keys**
- _____ **Introduction to Staff**
- _____ **Confidentiality Agreement**
- _____ **Whistle Blower Policy**