

Employment New Hire Checklist - Schools

Employee Name: _____

Date: _____ Date of Hire: _____

Requirements

_____ **Application:** Even if the employee has a resume on file, it is good to have them fill out an application. The application is the official legal document of the Diocese.

_____ **Job Offer:** All employee files should contain a job offer outlining the position, salary and benefit information.

_____ **References:** The Diocese requires a minimum of three work references from every potential employee. References should be kept in the personnel file along with the application.

_____ **Background Check:** All diocesan, school and parish employees must complete a background check and send it to the diocesan Human Resource office for processing. All job offers are contingent upon the results of the background check.

_____ **Signed Job Description** (templates attached): A job description provides understanding for both the employer and the employee for job duty expectations.

_____ **W-4:** Be sure to use the current year W-4.

_____ **I-9:** An I-9 must be completed within 3 days of hire. Please read the I-9 information to find out the proper identification the employee must bring on their first day of employment for documentation. (An I-9 is a very important document. It MUST be filled out correctly and should be kept in a separate file from the personnel file.)

_____ **Virtus Training:** It is Diocesan policy that all employees attend the Protecting God's Children class (within the first 30 days of employment) **and sign up for the on-line bulletins to continue their education.** This is a condition of employment.

_____ **Hours Worked, Work Week:** Discuss the expected hours to be worked with the employee, include any overtime requirements.

_____ **Salary/Hourly Rate:** Make sure to include discussion on the employee's salary, pay periods and first payday. Also discuss when pay increases will be offered.

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

_____ **Dress Code**

_____ **Probationary Period:** The diocesan probationary period is 6 months during which time an employee can be let go and no reason needs to be provided.

_____ **Conflict of Interest Form:** A signed copy should be kept in the personnel file and the original sent to the diocesan Human Resource office.

_____ **New Hire Report:** Must be completed and sent to MT New Hire Reporting for every new employee.

Benefits (Applicable for employees that work 1560 hours per annum or 30 hours per week consistently during the year.)

_____ **Medical Plans:** The Diocese provides two options for health insurance. A PPO plan that has a \$1000 deductible and a \$2500 high-deductible plan. The diocese pays for the employee premium of the HDHP plan but there is an employee contribution of \$30 for the PPO plan. The Diocese contributes money for a health savings account for the high-deductible plan. Spouses and families can be added to the plan, but premiums are employee paid. Health insurance begins the first of the month following the hire date. (i.e. If an employee starts on January 8th, the health insurance would begin on February 1.) Please refer to the Benefit Guide for details.

_____ **Dental/Vision:** Our dental plan is through SunLife and our vision plan is Vision Service Providers (VSP). The Diocese pays for the employee premium for dental and vision. Spouses and families can be added to the plans, but the premiums are employee paid. Start dates for dental/vision are the same as medical.

_____ **Wellness:** The Diocese sponsors a Wellness Program in which employees can earn incentive cash rewards for participation in the program.

_____ **Life and Long Term Disability:** Fill out the UNUM group enrollment benefit form and send it to the Diocese. The life insurance benefit is 1.5 times an employee's annual salary. This benefit begins the first of the month following 30 days of employment.

_____ **Ancillary Products:** The Diocese offers group plans for Term Life, Critical Care, Hospital and Accident insurance. All of these products are voluntary and paid for by the employee.

_____ **403(b)(7) Retirement Plan:** After the 6-month probationary period, the Diocese contributes 3% of the annual salary of eligible employees into a retirement account. The employer will also match up to 5%, but the employee must contribute to receive the match for each percentage point. (i.e. If an employee wants a contribution of 5% from the employer, they must contribute 5% of their income to receive the match.) An employee can choose to make additional contributions to their retirement account which can be deducted from their paycheck. Currently, contributions made in combination by the employee and employer cannot exceed \$55,000 yearly. In addition, the employee salary reduction limit is \$19,000 per year, unless the employee is at least 50 years old by the end of the plan year. Then the employee is allowed an additional \$6000 catch-up contribution.

Additional Items

_____ **Lunch areas/break times**

_____ **Security code/keys**

_____ **Introduction to Staff**

_____ **Confidentiality Agreement**