

HIRING POLICIES of THE PASTORAL CENTER

Section 200

- **201** **Hiring Procedure Policy**
- **202** **Pre-Employment Procedure Policy**
- **203** **Employment Application Policy**
- **204** **Employment Reference Check Policy**
- **205** **Search Process Policy**
- **206** **Hiring Process Policy**
- **207** **Office Transfer Policy**
- **208** **Employment Compliance Posting and Reporting**

201 HIRING PROCEDURE POLICY – See Parish Administrator and/or Pastor for Parish Hiring Policies

When a staff position is opened, through resignation, transfer, retirement or dismissal, or newly created, the Office Coordinator will complete and file with the Office of Human Resources a “Position Request Form” (See *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
 - ...Whether the position requires a ministerial prerequisite to be a Practicing Catholic in good standing
- II. Jobs will be posted via electronic mail, placed on employee bulletin boards or through the diocesan website describing position and requirements. A position will be posted for a minimum of five 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 Office Coordinator
 - ...Signed by Manager of Human Resources
 - ...Signed by Chief Financial Officer
 - ...Submitted to the Bishop or Bishop’s designee for signed authorization.

No employment postings, interviews, etc. may take place until the “Position Request Form” is returned and the Director of Human Resources declares the position “open.” Once the “Position Request Form” is properly authorized and returned to the Office Coordinator, the Director of Human Resources will begin the search for the most qualified candidate.

202 PRE-EMPLOYMENT PROCEDURE POLICY

All applicants are required to complete a written “Employment Application” (See *Appendix F*). In doing so, all potential employees are responsible for making available to the Diocese of Gary 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.

203 EMPLOYMENT APPLICATION POLICY

The Diocese of Gary 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 misleading responses, 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 CHECK POLICY

To ensure that individuals who join the diocesan staff are well qualified and have a strong potential to be productive and successful, it is the policy of the Diocese of Gary to check at least two employment references (See Appendix C) for eligible applicants. The Office of Human Resources will check at least two professional references during the interview process.

205 SEARCH PROCESS POLICY

The Director of Human Resources will assist the Office Coordinator with:

- Facilitating inter-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 Office Coordinator will select the candidate that is, in his/her opinion, the best qualified for the position. The Office Coordinator 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 are confirmed in writing when an "Offer Letter" is issued by the Director of Human Resources.

207 OFFICE TRANSFER POLICY

When a job opening has been declared "open," the position will be posted through electronic mail as well as employee bulletin boards. It is the policy of the Diocese of Gary to, whenever possible, promote or transfer qualified staff members. (See *Appendix A*)

If a Pastoral Center staff person wishes to apply for an open position, they are to notify, in writing, the Director of Human Resources of their intention to apply within ten working days of the posting. The Director of Human Resources will contact both the Office Coordinator who is seeking applicants and the applicant's

current Office Coordinator. Office Coordinators 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 the Diocese, even if their departure from one office will leave an employment gap in that office.

208 EMPLOYMENT COMPLIANCE POSTINGS AND REPORTING

The Diocese of Gary and all its related entities will comply with all federally and state mandated laws regarding employment posters and mandated reporting. Annually, no later than January 31, the Diocese of Gary and all its entities will report and mail W-2s and 1099s to reporting agencies, employees and contractors. If you are unable to locate this information, please ask your supervisor.