



# HR Connect

• • • Staying In Touch

Issue 55

September 2007

## Happy New Year!!! - School and Fiscal ...Ramping up for the Busy Fall Season

After a nice “Summer Break,” we see activities increase to support the Fall schedule including students starting or returning to school; Fall sports programs beginning practice for the new season; Religious Education meetings and classes starting; music programs beginning to prepare for the Advent and the Christmas celebrations; and many other activities at the Parishes and Schools. Those activities need employees and some need volunteers as well to insure that they run successfully. We thought it might be helpful to present a checklist of activities or requirements that new and existing employees and volunteers may need to complete, if they have not already done so, to support all the ministries and events that take place at your location.

### New Employees

#### **Checklist for the Site Administrator:** <http://www.sfarchdiocese.org/HRConnect35.pdf>

- Master File Input Form
- Employee Benefit Enrollment Form (if eligible: regular schedule of at least 20 hours per week)
- Form I-9 this legally required, Federal form needs to be completed either before hire or within 3 days of hire; otherwise by law they cannot continue to work.
- Offer Letter – Sample offer letter at <http://www.sfarchdiocese.org/HRConnect48.pdf>
- Employee Handbook
- “Shield the Vulnerable” training for all employees. This training has replaced the “37 minute video” on Sexual Boundaries. Employees can self-register at: <http://www.shieldthevulnerable.org/menu.asp>

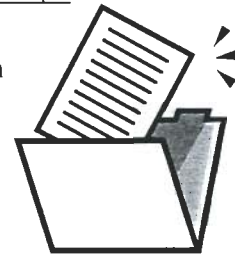


**Reminder:** All employees must be paid at least the minimum wage by law. San Francisco Minimum Wage (\$9.14 per hour) poster can be found at: [http://www.sfgov.org/site/uploadedfiles/olse/mwo/MWO\\_Official\\_Poster.pdf](http://www.sfgov.org/site/uploadedfiles/olse/mwo/MWO_Official_Poster.pdf). CA Minimum Wage (\$7.50 per hour) poster can be found at: <http://www.dir.ca.gov/IWC/Minwage2007.pdf>.

**Important:** For locations in San Francisco, effective Feb. 5, 2007, please download and post the San Francisco Paid Sick Leave Ordinance: [http://www.sfgov.org/site/uploadedfiles/olse/Paid\\_Sick\\_Leave\\_Poster.pdf](http://www.sfgov.org/site/uploadedfiles/olse/Paid_Sick_Leave_Poster.pdf). Carl Feil and Maureen Huntington sent out a letter to all SF Parishes and Schools to comply with this city ordinance on January 22, 2007.

#### **Important Documentation and Helpful Materials to be given to the New Employee:**

- Employee Benefits List—newest version was revised 5/06 <http://www.sfarchdiocese.org/hrEEBenefits.pdf>
- Timecard & Timecard instructions
- Holiday and Vacation schedule—subject to the Addendum to the Handbook written at each parish and approved by Vicar for Administration
- Workers’ Compensation pamphlet
- Workers’ Compensation pre-designation of health care provider form (only for benefited employees). This form must be completed by the employee to be placed in his/her the personnel file at your location
- Paid Family Leave pamphlet
- EDD Booklet (“For Your Benefit”) State of California’s Programs for the Unemployed



Please turn over

- State Disability Insurance Provisions pamphlet
- Patelco/Provident Credit Union brochure



### Reminder: Fingerprinting required for some positions that have regular contact with children

Depending on the position, if the employee has “regular contact with children,” that employee will be required to have his or her background checked. The following positions are required to have LiveScan fingerprinting successfully completed before they begin to have regular contact with children. (If a volunteer holds any of the following positions, the volunteer must be fingerprinted.)

- Clergy
- Directors of Youth Athletics/Head Coaches
- Directors/Coordinators of Religious Education and paid Catechists
- Directors/Coordinators of Youth Ministry Programs; Directors of Children’s Choir
- Teachers/School Personnel
- Regularly assigned School Yard Duty Workers and Teachers Aides



All other employee or volunteers that have regular contact with children must have background check forms submitted to the Office of Human Resources for Parish employees/volunteers and the Dept. of Catholic Schools for school employees/volunteers, as well as have background checks cleared before they begin to have regular contact with children. Those employees and volunteers must also complete the mandatory “Shield the Vulnerable” on-line training. That training is available at: <http://www.shieldthevulnerable.org/menu.asp> and select San Francisco Archdiocese.

For further information refer to:

HR Connect Issue #27, Jan 2005 (Background Evaluations...) <http://www.sfarchdiocese.org/HRConnect45.pdf>

HR flow chart - <http://www.sfarchdiocese.org/hrBkqdEvalOverviewChart.pdf>

HR Connect Issue #45 Sept. 2006— (Reference Checks...) <http://www.sfarchdiocese.org/HRConnect45.pdf>

### Existing Employees

All supervisory employees are required by California law AB 1825 to take the mandatory training within 6 months of accepting supervisory responsibilities and take subsequent training every two years. 2007 is our Archdiocesan “AB 1825 Training Year.” Human Resources will send a separate mailing to all locations with full details.

Existing or returning employees may have changes in their benefit programs that would require the completion of benefit application forms or they may want to change their medical coverage to add or remove dependents.

Existing employees may want to change their 403(b) contributions. Those employees should be instructed to visit the Web site: ([www.divinvest.com](http://www.divinvest.com)).

You should also do a periodic review of your personnel files to confirm that all employees have completed I-9 forms and supporting documents confirmed. The US Department of Homeland Security issued a **new I-9 form** in 2005 that must be used by all new employers. You can obtain a copy at:  
<http://www.uscis.gov/files/form/i-9.pdf>.

See HR Connect Issue 19 (March 2004) on personnel files through this link <http://www.sfarchdiocese.org/HRConnect19.pdf>, and HR Connect Issue 26 (November 2004) on handbook implementation <http://www.sfarchdiocese.org/HRConnect26.pdf>.



You may also find helpful information and forms on our Web page at: <http://www.sfarchdiocese.org/hrnewemployee.html>

Should you have questions or need help on any of these points, please contact the Office of Human Resources at 415-614-5540 and we will be happy to assist you.