

Spark Notes: Human Resource Review

Prepared and Distributed by: Parish and School Personnel Office Department for Human Resources
Archdiocese of Milwaukee
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The **purpose** of an HR Review is to recognize strengths and identify any needs for improvement in the area of human resources function. Whether to measure the current practice or to build a system, this tool is meant as one means to achieve Best Practices and assist an organization to meet its mission. Sections covered include handbook, hiring, personnel files, employee status, posting, record retention, awareness of key aspects of human resources.

Handbook – an organization must have written personnel policies and procedures, based on policies established by the diocese and after consultation with the respective council(s), that governing the work and actions of employees. In addition to covering the basic elements of the employment relationship (e.g. working conditions, benefits, vacation, and sick leave), the policies should address employee evaluation, supervision, hiring and firing, discrimination, grievance procedures, harassment, employee growth and development, confidentiality, and organization records and information.

Hiring – Each position within the organization must clearly identify roles and responsibilities with a system in place for regular written evaluation comparing the employee's performance to the job description. Having and following a clearly defined hiring process affects staff and those served. The hope is that a new hire can help the organization become stronger. Short cuts and/or rash decisions in the hiring process may eat into resources such as time and productivity. This section examines each phase of the hiring process and can be used to verify steps done in the past to see if steps are actually followed.

The **"Personnel Files"** section is meant to organize, protect confidentiality, and help with compliance. Personnel, medical, shadow, I-9 binder, and TB binder are types of files that are used to organize employee paperwork.

Employee Status identifies the type of employee in a particular role and therefore affects how that employee is affected by benefits. It is a good idea to review status yearly in case laws have changed.

Posting requirements are meant to keep employees informed in the sea of changes. As government enforcement becomes heightened, this area is one of the simplest items to correct.

The **"Record Retention"** section is based upon the "Parish Records Retention Guidelines – version IV, January 20, 2017" from the Archdiocese of Milwaukee.

The remaining areas of the review serve as topics that involve specific policies with "Parish Personnel Guidelines and Resource Guide" and "School Parish Policy Manual" and/or on their own merit their own defined steps/details.



Archdiocese of Milwaukee – Spark Note Human Resource Review

The purpose of an HR Review is to recognize strengths and identify any needs for improvement in the area of human resources function. As with life, there are areas that may need improvement. The hope is to provide resources to acknowledge area of opportunity to help remedy in this ever-changing world of rules and regulations.

This personnel system checklist is an evaluation that may be used for self-evaluation or on-site review and is intended for use by parishes, schools, and cemeteries within the Archdiocese of Milwaukee. Pastors/Parish Directors/Administrators, Trustees, and Director of Administrative Services/Business Managers and/or Principals may find this a helpful tool to review their internal controls with regard to personnel.

ORGANIZATION INFORMATION

Name: _____ Date: _____
 Location: _____ Parish School Cemetery

TYPE OF REVIEW

Compliance Review Self-Assessment by _____
 Best Practice Review Archdiocese Review with _____

HANDBOOK POLICIES

Date of Handbook= __/__/__ Update Frequency= __/__/__ Electronic pdf Copy Paper Copy

Policies include:

- Equal Opportunity Statements
- Anti-harassment Statements
- Substance Abuse
- IT, Internet, E-mail, Social Media
- Whistleblower
- Pay Date Defined
- Overtime
- Vacation
- Sick Leave & Attendance
- Holidays
- Leave of Absence/FML/Maternity
- Performance Reviews
- Personal Conduct Standards
- Progressive Disciplinary Actions
- Grievance

HIRING PROCESS: Written Procedures Follow Written Procedures

Steps Included in Hiring Process Include:	Location of Paperwork
<input type="checkbox"/> Job description	Position file and with new hire file
<input type="checkbox"/> Internal posting	Position file and with new hire file
<input type="checkbox"/> External posting	Position file and with new hire file
<input type="checkbox"/> Collect resumes	Position file and with new hire file
<input type="checkbox"/> Applications for those interviewed	Position file
<input type="checkbox"/> Resumes/Applications saved for: _____	Position file
<input type="checkbox"/> Interviews	Position file
<input type="checkbox"/> Written applicable questions	Position file
<input type="checkbox"/> Candidate answers written down	Position file and with new hire file
<input type="checkbox"/> Reference check	Position file and with new hire file
<input type="checkbox"/> Background check/Credit report	Position file and with new hire file
<input type="checkbox"/> Safeguarding	Position file and with new hire file
<input type="checkbox"/> Orientation checklist	Position file and with new hire file
<input type="checkbox"/> Get back to candidates	Position file and with new hire file

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POSTINGS

All Employers regardless of size:

- Federal Posters: <https://www.dol.gov/general/topics/posters>
 - Employee Rights under the Fair Labor Standards Act WH1088 rev. 7/16
 - Job Safety and Health It's the Law Poster – OSHA 3165-04R 2015
 - Employee Rights Under The Family And Medical Leave Act - WH1420 rev. 4/16
 - Employee Polygraph Protection Act – WH-1462 rev.7/16
 - Uniformed Services Employment and Reemployment Rights Act – rev. April 2017
 - Equal Employment Opportunity is the Law - EEOC-P/E-1 11/09
- Wisconsin Posters: <https://dwd.wisconsin.gov/dwd/posters.htm>
 - Unemployment Benefits Notice
 - Wisconsin Fair Employment Law – ERD-4531-P rev 5/2014
 - Employee Protections Against Use of Honesty Testing Devices – State of Wi – ERD-10861-P rev.9/2011
 - Wisconsin Minimum Wage Rates (1st page required, 2nd page optional) ERD-9247-P rev.4/2014

In addition to the above, employers with 50 or more employees must post:

- Employee Rights under Wisconsin's Business Closing/Mass Layoff Law – ERD-9006-P rev. 9/2011
- Notification Required for Cessation of Health Care Benefits – ERD-11054-P rev. 9/2011

Note #1 - Employers with 25 to 50 employees must post a notice describing their own policies with respect to family or medical leave. Applies to employers with 50 or more employees.

Note #2 – Employers with 25 to 50 employees must post Wisconsin Bone Marrow And Organ Donation Leave Act. ERD-18114-E-P (06/2016). Applies to employers with 50 or more employees.

Note #3: - Employers who hire minors need to post “Hours & Time of Day Minors May Work in WI” ERD-9212P rev 12/11

RECORD RETENTION & REVIEW OF:

- Permanent Records: disability, pension, retirement benefits, etc.
- 30 years – Employee medical records
- 12 years – Workers compensation records - after injury, death or last compensation payment
- 7 years – Employee contracts, permanent earning & records, employee salary schedules
- 4 years from filing – W-2, W-4, time cards, time sheets
- 3 years – terminated personnel files with written and accepted resignations or termination documentation

PERSONNEL COMMITTEE:

- Personnel Committee Job Description (consultative/advisor to the Pastor/Administrator)
- Membership & Terms:
- Focus:

CONVERSATIONS & REVIEW OF:

- Job Description with Ministerial Role defined
- Performance Improvement Plans (PIP) Process, if applicable
- Progressive Discipline or Corrective Action Process
- Reduction in Workforce
- Termination Process and Authorization
- Exit Interviews for Voluntary Terminations
- Insurance Continuation Offered

COMMENT AREA:

FUTURE GOALS:

WHO	WILL DO WHAT	BY WHEN

RESOURCES REQUESTED:

- "Parish Personnel Guidelines and Resource Guide"
- "School Parish Policy Manual"
- Spark Note - Difference between an Employee and Independent Contractor and a Volunteer
- Spark Note - Guidelines for Recruitment, Interviewing and Selection of Parish and School Personnel
- Spark Note - Setting Employees Up for Success
- Spark Note - Medical Leave in Wisconsin
- Spark Note - Personnel Committee
- Spark Note - Parish Personnel Survey Report
- Spark Note – Parish Leadership
- Spark Note – Conflict: It's Complex & Words Matter
- Spark Note – Performance Evaluations
- Spark Note – American with Disabilities Act (ADA)
- Church Unemployment Pay Program (Participants)
- Job Descriptions – see Archdiocesan website

If you have any questions, contact Director of Parish & School Human Resources at (414) 769-3370
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