



Personnel Committee

A Subcommittee of Finance Council

Personnel Committee:

- ▶ Source of advice & consult to Pastor/Parish Director/Administration
- ▶ Resource to parish - ensuring competent review of HR issues
- ▶ Resource to employees - internal vehicle to express concerns
- ▶ Taps into gifts of the community

Formation of

- ▶ 3 - 5 members appointed by parish leadership
- ▶ Staff or staff's immediately family or household may not be members
- ▶ Consider 1 rotating member every year
- ▶ Member knowledgeable in HR or employment law while understanding Catholic Church
- ▶ Member be able to be confidential
- ▶ Can attend scheduled meetings

Basic Function of Personnel Committee

- ▶ Development of comprehensive personnel system
- ▶ Monitor implementation and administration

Possible Responsibilities

- ▶ Personnel planning:
 - ▶ Job descriptions
 - ▶ Salary scale
 - ▶ Organizational chart
- ▶ Update personnel policies
- ▶ Develop employee evaluation tool

Possible Responsibilities continued...

- ▶ Convenes a search committee when hiring
- ▶ Develops orientation process for new employees
- ▶ Affirms and supports on-going education & development for employees

Possible Responsibilities continued...

- ▶ HR Review (see Arch website)
 - ▶ Hiring process
 - ▶ Personnel files
 - ▶ Employee status (exempt, non-exempt...)
 - ▶ Employee posters
 - ▶ Record retention

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:
- | | |
|---|---|
| <input type="checkbox"/> Equal Opportunity Statements | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Anti-harassment Statements | <input type="checkbox"/> Sick Leave & Attendance |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> IT, Internet, E-mail, Social Media | <input type="checkbox"/> Leave of Absence/FML/Maternity |
| <input type="checkbox"/> Whistleblower | <input type="checkbox"/> Performance Reviews |
| <input type="checkbox"/> Pay Date Defined | <input type="checkbox"/> Personal Conduct Standards |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Progressive Disciplinary Actions |
| | <input type="checkbox"/> 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

HR Review - Sneak preview

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PERSONNEL FILES

☐ Secure Location & Types of Separate Files: ☐ Personnel File ☐ Medical File ☐ Shadow File ☐ I-9 Binder ☐ TB Binder

PERSONNEL FILE	MEDICAL FILE	SHADOW FILE	I-9 BINDER
<input type="checkbox"/> Signed application <input type="checkbox"/> Transcripts, if needed	<input type="checkbox"/> Doctor's excuses	<input type="checkbox"/> Interview notes	<input type="checkbox"/> Using current I-9 Form rev. 8/31/19
<input type="checkbox"/> Offer or Offer/Acceptance letter or Contract (Principal & Teacher only)	<input type="checkbox"/> Insurance enrollment forms	<input type="checkbox"/> Initial background check	<input type="checkbox"/> List A or List B & List C filled in
<input type="checkbox"/> Signed Job Description (JD) <input type="checkbox"/> Revised JD within last 5 years.	<input type="checkbox"/> FML paperwork	<input type="checkbox"/> Background check every 5 yrs.	<input type="checkbox"/> Photocopies of identification should not be attached
<input type="checkbox"/> Disclaimer & Acknowledgment of Receipt of Handbook signed & dated	This file is not part of personnel file. Info kept in here may include: emails, conversations, & information related to an investigation. Any information in which the supervisor intends to take formal action should be moved into the personnel file in the form of an evaluation or disciplinary documentation.	<input type="checkbox"/> Reference checks	<input type="checkbox"/> Signed by employee
<input type="checkbox"/> Signed & dated <i>Code of Ethical Standards for Church Leaders</i>		<input type="checkbox"/> Supervisor notes	<input type="checkbox"/> Signed by employer
<input type="checkbox"/> Performance evaluations		<input type="checkbox"/> Welfare inquires	
<input type="checkbox"/> Written warnings		<input type="checkbox"/> Child support	
Principal/Teacher: <input type="checkbox"/> Current license/Plan of Study <input type="checkbox"/> Professional Development Plan (PDP) <input type="checkbox"/> Performance Improvement Plan (PIP) <input type="checkbox"/> Formal observations & evaluations <input type="checkbox"/> Religious Certification		<input type="checkbox"/> Garnishments	

☐ Performance evaluation & frequency = _____ (minimum 90 days & yearly at anniv. date or at a specific time of year)

☐ Insurances & pension available: ☐ Health ☐ Dental ☐ Vision ☐ STD ☐ LTD ☐ Pension Other _____

☐ Health insurance premiums - minimum of 85% for single coverage & 70% for family coverage for full-time employees.

☐ Minors have work permit, defined work days and hours in personnel file: Resource: <https://www.dol.gov/whd/childlabor.htm>

EMPLOYEE STATUS:

Position Title	Date of Job Descr.	At- Will or Contract or Independent Contractor	Exempt or Non-exempt	# of Positions	Comments

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. October 2008
 - 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 Fair Employment Law ERD-4531-P rev. 5/2014
 - 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

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Possible Meeting Format

- ▶ Opening
 - ▶ Prayer, Minutes for previous meeting, Review agenda
- ▶ Agenda
 - ▶ Background, Input, Build on ideas, Summarize and Agree on Action
- ▶ Close - Thanks & Prayer

Important Notes

- ▶ The actual hiring, supervision, evaluation and termination of employees is the responsibility of the Pastor/PD/A
- ▶ A well-functioning committee can be a valuable asset to the Pastor/PD/A in the area of HR

Questions?

