



H|R "101" for 4th Year Seminarians

Human Resources and Employee Relations

✦ <https://nolacatholic.org/human-resources-job-bank>

Human Resources Home Page

Your online resource, including ANO's Staff Handbook as reference for your location's Policies/Practices

✦ [Archbishop Aymond's WELCOME VIDEO for New Staff](#)

Downloads & Media

www.nolacatholic.org/hr-downloads

Online Resources for H|R Processes

Checklists & Processes: Application, Hire, Transfer, Exit

Leave Forms: Family & Medical Leave & Parental Bonding

Current Year Benefits Applications & Info Sheets

Wage & Hour Resources

- ✓ **Job Postings:** Parish openings posted on H|R [JobLink](#)
- ✓ **Hire Process**
 - Sample Application for Employment
 - List of "do/don't ask" interview questions
 - Sample Written Job Descriptions | Reference checking
 - Employment Eligibility Verification (I-9s)
- ✓ **Required – NEW HIRE completes on DAY 1**
Location Verifies w/in 3 days, *or cannot continue in position*
- ✓ **Safe Environment** – background checks on all staff & volunteers working w/ children
- ✓ **Signed Authorizations**
 - Handbook acknowledgments, Ethics policy, Abuse & Neglect of Minors, etc.
- ✓ **Site Administrator Consultancy**
 - Communications & Guidance on Payroll / Benefits / Retirement questions / resolution
- ✓ **Performance Reviews & Performance coaching**

- ✓ **"Coaching Journal"**
Keep notes when holding 'Performance Improvement' conversations | enlist a colleague to witness conversation
- ✓ **Location Benefits Consultation & Guidance**
Part-Time Staff who are Benefits Eligible
Those consistently working 20 hours or more weekly!
- ✓ **Benefits Enrollment System**
Online enrollment Carrier feeds & ACA Compliance Reporting
Health Coverage Continuation form for those separating employment
- ✓ **Location Benefits Open Enrollment Oversight**
Signed enrollment or refusal annually on health plan
- ✓ **Location Employment Files Retention**
 - **ARCHIVE** post-termination
As advised by Office of Archives & Records
- ✓ **Location Employment Legal Posters:**
 - Federal & State employment posters
 - Required in your Staff's break room
- ✓ **Wellness & Outreach Communications**
Employee Relations & Connection | EAP

Staff Benefits Info Page

<https://nolacatholic.org/ano-staff-benefits-information>

- [2 minute Video Summary of ANO's Benefits Suite](#)
- [Info Sheets | Site links for all ANO Benefits Programs](#)

PARISHES & SCHOOLS H|R UPDATES

Please let us know of changes of Staff who should be receiving our H|R notification emails of required meetings & updates; You're welcome to include several Staff: Payroll Office, Principal, etc.

✦ H|R Consultancy

- **Pastor or School Leadership MUST discuss employment action prior to termination**
- *Discussion of your action plan with either General Counsel or Human Resources Director*
**Required by Catholic Mutual to be covered by our Employment Practices Liability [EPL] Insurance.*

Office of Human Resources Core Hours

8.30 AM - 4.30 PM

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|--|---|---|
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Our Mission: Impelled by Christ's call and inspired by the vision of the Ninth General Synod, the ministries of the Archdiocese of New Orleans, in union with the Archbishop and with one another, serve the people, parishes, schools and organizations of the archdiocese, enabling them to encounter Jesus and witness his love with Joy!

Serving you with Joy!

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