H|R “101” for 4th Year Seminarians

Human Resources and Employee Relations

- [Human Resources Home Page](https://nolacatholic.org/human-resources-job-bank)
- [Archbishop Aymond’s WELCOME VIDEO for New Staff](https://nolacatholic.org/hr-downloads)

Downloads & Media

- [Online Resources for H|R Processes](https://nolacatholic.org/hr-downloads)

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 iSolved/ 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

- [2 minute Video Summary of ANO’s Benefits Suite](https://nolacatholic.org/ano-staff-benefits-information)
- Info Sheets | Site links for all ANO Benefits Programs

Parishes & Schools

- 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.

- **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**

- **Chalana Landry**, SHRM-SCP
  - H|R Director
  - 504 / 310-8792
  - clandry@arch-no.org

- **Pam Power**
  - Staff & Priests Benefits
  - 504 / 310-8793
  - ppower@arch-no.org

- **Galintha Thomas**
  - H|R Generalist
  - 504/310-8795
  - gthomas@arch-no.org

Our Mission:

Impelled by Christ’s call and inspired by the Holy Spirit through the work 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 of the parishes, schools and organizations of the Archdiocese in enabling them to encounter Jesus and to witness with Joy!

Serving you with Joy!

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