

DIOCESE OF STEUBENVILLE
Human Resources Employee Checklist

Recruiting

- Job Descriptions
 - One for each position
 - Accurately reflects essential functions of position
 - List of Valid qualifications
 - Define the physical requirements of the job
- Reference Checking
 - Is there a formal practice in place
- Offer Letter
 - Salary for exempt employees should be stated as per pay period and non-exempt as hourly
 - Do not promise benefits that currently are not offered
 - Employee-at-will language
- New Employee Procedures & Paperwork
 - I-9 Completion within 72 hours of hire
 - W-4
 - Appropriate state withholding certificate
 - Employee handbook evidence of receipt
 - Confidentiality agreement signed
 - E-mail electronic device policy signed
- Employee handbook
 - Provided to all employees
 - Contains essential policies including:
 - At-will employment
 - Pay Practices
 - Handling of error in pay
 - Anti-harassment and discrimination
 - Internet and e-mail policy
 - Confidentiality
- Compensation
 - Evaluation of compensation for those in similar positions
 - Record keeping of work hours (Time sheets)
 - True reflection of work
 - Signed by employee
 - Paid time off categories tracked and enforced

- All appropriate withholding occur
 - FICA
 - State & Federal
 - Overtime paid based on 40 hours
- Classification of exempt and non-exempt employees are accurate
- Independent Contractors Properly Classified
- Benefits
 - Retirement Plan communication provided
 - Employees either enrolled or signed waiver of benefits
- Employee Files
 - One official file for each employee
 - Files kept in locked cabinet/office
 - Medical Information retained in separate files
 - Performance reviews exist and signed and dated by both employee and direct supervisor
 - All paper work for hire except the I-9
- Employee Discipline/ Termination
 - Discipline policy established and maintained
 - Procedure for investigation of employee incidents and complaints
 - Retrieval of Church property
 - Eliminate access to all company resources
 - Final Pay
 - Benefit termination and notification