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:
    o At-will employment
    o Pay Practices
    o Handling of error in pay
    o Anti-harassment and discrimination
    o Internet and e-mail policy
    o Confidentiality

☐ Compensation
  • Evaluation of compensation for those in similar positions
  • Record keeping of work hours (Time sheets)
    o True reflection of work
    o Signed by employee
  • Paid time off categories tracked and enforced
• All appropriate withholding occur
  o FICA
  o Sate & Federal
  o 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