

## Conditions of Employment

### SELECTION OF STAFF

#### Chancery

When an opening occurs for a new or replacement position in the curia, the BAC must give written approval to proceed with the hiring process. Permission to Hire (Appendix D-22) A new or replacement position must be posted within the Diocesan system prior to external recruitment, unless such notice has been waived by the BAC. The Division/Department Director, with the support of the Director of Human Resources, is responsible for the selection of new employees. The offer of employment must be made in writing by the Department Director and the Director of Human Resources setting forth the position, salary and beginning date of employment. No other terms and conditions of employment will be recognized except those contained in the written offer of employment and in the Diocese of Oakland Personnel Policies manual (Appendix D-4 and/or D-5.) Application: Appendix D-15.

#### Parishes

When an opening occurs, the Department of Human Resources should be notified and the position will be posted as appropriate, for both internal and external recruitment. The posted job description must have salary classification. The Pastor/Administrator/Parish Life Director (and appropriate Business Manager, Director, etc.) is responsible for the selection of new employees. The Director of Human Resources of the Diocese is available for consultation and support. The offer of employment will be made in writing by the Pastor/Administrator setting forth the position, salary and beginning date of employment. No other terms and conditions of employment will be recognized except those contained in the offer of employment and in the Chancery/Parish Personnel Policy manual (Appendix D-4 and/or D-5).

No one is to be employed under the age of 16, as a worker must be at least 16 for Workers Compensation. The 16-18 year old must have a valid work permit and the employer must pay Workers Compensation for the employee.

#### New Hire Information

Prior to starting employment, each employee is required to complete and/or sign the following:

- Employee Information Sheet (Appendix D-1);
- W-4 Income Tax Withholding form (Appendix D-2);
- I-9, required by Immigration Reform and Control Act (Appendix D-3);
- Fingerprinting clearance;
- Child Abuse Reporting form (Appendix D-7);
- Complete the *Shield the Vulnerable* online training or attend a Safe Environment workshop;
- Other forms required by state and federal law.

### **California Criminal Background Check**

Following an offer to hire, and as a condition of employment, all Diocesan employees are required to meet the requirements of the Diocese of Oakland for criminal records verification prior to commencing their employment.

This involves being fingerprinted through the Livescan method approved by the California Department of Justice. If an employee moves from site to site, the new employer should call Safe Environment to verify that the employees' clearance record is on file and have a certificate sent to the new site. The Department of Human Resources also receives Subsequent Arrest Notification so the employee does not need to be re-fingerprinted if the information is already on file.

Prospective employees will be expected to have Criminal Records Verification [Fingerprinting] done prior to beginning work. The Department Director or Parish employer is to contact the Department of Safe Environment [267-8343] to request the necessary forms and information and to inform the Department of the name of the prospective employee. The Department of Safe Environment will in turn advise the site of hire of clearance to begin work.

Cost of the fingerprinting process [fingerprinting rolling fee, Department of Justice (DOJ) and FBI clearances] is borne by the site of employment. The Department of Safe Environment will invoice the site of hire for the DOJ/FBI costs at the time of notification of clearance. The notification should be placed in the employee's personnel file. The cost of Livescan screening done at the Diocese is less than \$90.00.