
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.3 Hiring

It is the policy of the Diocese of Phoenix to follow a consistent pattern in the selection of employees on the basis of merit, qualifications and competence.

Procedures:

To ensure consistency and legal compliance, the procedures set forth below should be followed.

1. The preparation of a job description, which is a formalized statement of the qualifications for and duties and responsibilities of the job based on information obtained through the analysis of the position. Its purpose is to identify the job, define it within certain established limits and describe its scope and content. Assistance in and samples of various parish job descriptions may be obtained from the Human Resources Office (HR).
2. The hiring procedure should include recruitment, interviewing and reference and background checks of all applicants considered for the opening. HR is also able to help with the announcements of openings through the diocesan-wide e-mail posting system, posting the position on the Diocese of Phoenix website and, if requested, advertising in The Catholic Sun and/or other newspapers. The cost for advertising in the newspapers is the responsibility of the entity requesting the ad.
3. The job classification (exempt or nonexempt, hourly or salary) and the starting salary range for each position will be determined before recruitment begins. Each Pastor, Parish Life Coordinator, Parish Manager or appropriate authority is mailed a current salary grade and wage scale schedule at the beginning of the new fiscal year to assist in this determination.
4. First consideration should be given to promotion from within for those employees who have demonstrated by their performance and training that they are interested in assuming additional responsibilities.
5. The supervisor may establish a search committee.
6. When the hire of a candidate is approved, human resources or the appropriate authority notifies the candidate in writing, indicating the job title, starting salary, name of supervisor, hours of work, and starting date.
7. New employees may attend the New Hire Orientation seminar at the Diocesan Pastoral Center, which is normally held on the second Tuesday of each month. At this seminar, new employees will receive information on benefits, be fingerprinted, and will receive Safe Environment Training (SET). The appropriate authority must call the Diocese of Phoenix Human Resources Office at (602) 354-2203 to register the new employee for the benefits and fingerprint session within 30 days of full time employment, and register the employee for the Safe Environment Training at <http://safeenvironmenttraining.org>.

If it is not possible to send new employees to New Hire Orientation, the appropriate authority is responsible for presenting the benefits package and for seeing that

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fingerprints are rolled and sent in to the Diocese of Phoenix Human Resources Office for processing by the Arizona Department of Public Safety. All new employees must attend Safe Environment Training.

8. Evaluation of the performance of all new employees should be accomplished prior to the end of the six-month introductory period.
9. The hiring of an employee does not create a contractual relationship between the employee and the employer, except those employees who have a valid, written individual employment contract, or Ministry Agreement signed by the proper hiring authority of the employer, for a specified, fixed term of employment. The employer-employee relationship is known technically as "employment at will" where either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.

Procedures at Diocesan Pastoral Center

In order to assist Diocese of Phoenix departments, as well as to ensure consistency and legal compliance, the procedures set forth below are to be followed for hiring activities in all departments for positions at the Diocesan Pastoral Center.

1. The Human Resources Office (HR) will coordinate all hiring activity for positions at the Diocesan Pastoral Center.
2. In conjunction with the hiring activity, the job description for the position must be reviewed and, if appropriate, updated. HR will assist the department in the review and update.
3. HR and the department will confer regarding internal posting and external advertising. HR will place advertisements in publications and the ad charges will be directed to the hiring department's account. Resumes, applications or other contacts normally will be directed to HR.
4. Normally, HR will screen resumes and those meeting minimum qualifications will be forwarded to the department. However, the department can opt to do the screening themselves. The department will select the candidates to be interviewed. The department or HR will do all interview scheduling. HR will send an application form to all candidates selected for interview. HR will send any candidates not selected for an interview an appropriate response.
5. During the interview process, HR normally will be the first contact for the candidate. An application will be collected or completed and the candidate will then be escorted to the interview. At the discretion of the department, HR can participate in the interviewing of candidates.
6. Upon selection of a candidate, the department and/or HR will check references. Then the department and the Chief Human Resources Officer or the appropriate departmental representative will develop an appropriate offer that will be verbally extended to the candidate by the Chief Human Resources Officer or an appropriate departmental representative. The offer will be made contingent upon the candidate's successful completion of a background check by an outside agency and a pre-employment screening check. After the offer is accepted, the Chief Human

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Resources Officer or appropriate departmental representative will send a written confirmation of the offer of employment and the job description. The candidate will be required to acknowledge his or her acceptance of the terms and conditions contained in the letter and the job description. Upon written acceptance of the offer and the candidate's successful completion of the background check, HR will appropriately notify all other candidates that have been interviewed.

NOTE: A background check is also required of any current employee who is promoted or transferred to another position and has not previously had a background check.

7. On the first day of employment, the new employee will first visit HR to complete the necessary employment paperwork. The new employee will also attend the New Hire Orientation seminar, which is normally held on the second Tuesday of each month. At this seminar, the new employee will receive information on benefits, be fingerprinted, and attend Safe Environment Training.
8. The department will do Departmental/job orientation.
9. HR will coordinate these procedures and assist, as deemed appropriate, with the work of any search committees convened to recruit and hire senior level Diocesan Pastoral Center employees.
10. Procedure for acquiring and using temporary employees is as follows:
 - A. The Diocesan Pastoral Center normally uses one primary source for attaining temporary employees but also has other sources that can be used as necessary. HR continually meets with and updates the sources for temporary help so a clear understanding of the needs and culture of the Diocesan Pastoral Center are communicated. This also ensures the use of quality, cost effective firms.
 - B. Rather than calling a temporary agency themselves, those needing and authorized to hire temporary employees must contact the Coordinator of Human Resources and Training with the following information:
 - 1) A list of skills the employee needs to successfully complete the job.
 - 2) The hours of the job.
 - 3) The length of the assignment.
 - 4) The name of the individual the temporary employee will report to during employment.
 - C. In order to comply with directives that a criminal background check be performed for all people that work at the Diocesan Pastoral Center, it is important that HR work directly with the agency to make sure the background check is completed promptly and thoroughly.

Please allow enough lead-time in your temporary help request as the background check could take about four days.

See Forms Links: Application; Reference Check Form; Sample Offer Letter for Over 30 Hours per week; Sample Offer Letter for under 30 Hours per week.

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Approved by Bishop Thomas J. Olmsted on October 27, 2006