

## §600 RECRUITMENT

### §601 POSITION DESCRIPTIONS

*"A job description is a concise outline of the responsibilities of a given position. It also indicates to whom the person hired will be accountable and the basic expectations being made of him or her. . . . It serves as a frame of reference for future performance appraisal. . . . The job description, together with an evaluation of education and professional experience, is a factor in determining a just compensation package of salary and benefits." (Coordinating Parish Ministry, 37)*

<p><b>§601.1. Policy</b> Every position in the Diocese of Springfield in Illinois shall have a position description.</p>
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#### ***Procedures***

A position description shall specify or indicate:

- a) The title of the role or position that is both accurate and in accord with current terminology in the larger Church, particularly in the Diocese of Springfield in Illinois.
- b) The title of the position(s) to whom the person will be accountable.
- c) The titles of positions, if any, who are accountable to this position.
- d) General or overall responsibility in the context of how this position clearly fits into the structure and mission of the parish, school or agency.
- e) A list of specific responsibilities or tasks.
- f) The essential functions of the position for purposes of complying with the Americans with Disability Act, for employment.
- g) Very often, one position description will be applicable to several people who hold the same title, however there are circumstances in which that position description may be customized.

**§602 SELECTION AND SCREENING****§602.1. Equal Employment Opportunity**

**602.1.1. Policy** The Diocese of Springfield in Illinois shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. The Diocese of Springfield in Illinois reserves the right to consider Catholic Church teachings in employment decisions. With most employment decisions, such as hiring (in most positions), evaluations, promotions, benefits and pay, we should not discriminate based on orientation itself. Behavior and lifestyle in violation of Church teaching is where the qualifying statement applies.

**Procedures**

- a) Primary responsibility for ensuring compliance with this policy rests with the pastor, principal or administrator at each location.
- b) The Director of Human Resources is responsible for monitoring and implementing the overall effort of the Diocese of Springfield in Illinois with regard to equal opportunity issues, and for reporting to the Vicar General and the Bishop's Administrative Team on its progress.
- c) There are certain positions in the Diocese for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith.
- d) The Diocese of Springfield in Illinois shall comply with the employment section of the Americans with Disabilities Act and shall hire without regard to disabilities, where with reasonable accommodations the person can perform the essential functions of the job.

**602.1.2. Policy** In furtherance of the equal employment opportunity policy, the Diocese of Springfield in Illinois shall strive to employ minorities at all levels. Likewise, the Diocese shall strive to employ women at all levels except those positions precluded by Canon Law.

## §602.2. Appropriate Employment Relationships

*The relationship between certain types of jobs sometimes makes it necessary to place restrictions on the employment relationship of immediate family members.*

**602.2.1. Policy** Generally, immediate family members shall be prohibited from working in a supervisor/subordinate relationship, and under certain circumstances, may be prohibited from working as co-workers in the same department, agency, school or parish. Exceptions may be granted by the Vicar General if recruitment and professional competency enhance the staff of the office.

### *Procedures*

Immediate family members shall be defined as children, parents, siblings, spouse, in-laws, grandparents, and individuals residing in the same household, whether related or not, other than members of Religious Congregations

## §602.3. Re-employment of Retirees

**602.3.1. Policy** Retirees who wish to be re-employed by the Diocese of Springfield in Illinois may be re-hired after a 30-day termination period, and shall receive their full retirement benefit in addition to their salary -- provided they are re-employed on a part-time basis and are regularly scheduled to work no more than 17 hours per week.

### *Procedures*

Retirees who are re-employed with a regular schedule of more than 17.31 hours per week over a twelve months will have their retirement benefits suspended until such time as their new period of employment with the Diocese is terminated. A part-time teacher must have their contract and pay start and end coinciding with the school year and must not exceed 900 hours worked in a calendar year.

## §602.4. Applications

**602.4. Policy** The hiring process shall not be complete without an official Diocese of Springfield in Illinois Employment Application, whether or not they have submitted a detailed resume.

**§602.5. Interviewing**

*The interview is a critical step in a just and professional employment process. The interview is the time in which both the employer and candidate can gain vital information that will assist both in deciding whether the position will properly serve the interests of both parties. Professional demeanor on the part of the employer is essential.*

**602.5.1. Policy** No candidate for employment shall be hired for any position without having been properly interviewed at all appropriate levels.

**§602.6. Verifications**

**602.6. Policy** A candidate's employment history, academic preparation and references shall be carefully checked prior to being offered a position.

**§602.7. Criminal Background Checks**

*The Diocese shall establish and implement uniform policies and procedures regarding criminal background information checks to review the fitness of individuals involved in the care, ministry, and education of our children. The purposes of these policies and procedures are the safety of children, the well being of the community, the protection of the employee, and the integrity of the Church. The policies and procedures shall be fair and responsive to the pastoral needs of the community, including the applicant.*

**§602.7.1. Criminal Background Information Checks**

**602.7.1. Policy** Any individual who accepts a paid or volunteer position with a Diocesan parish, school or agency which entails or may entail unsupervised access to a child, the elderly or persons with disabilities shall submit to a criminal background check.

***Procedures***

There are many positions in the Diocese that involve or may involve unsupervised access to children, the elderly or persons with disabilities. The persons filling these positions, whether they are volunteers or employees, will be asked to submit to criminal background checks as a condition to their continued work on behalf of the agencies, parishes and schools of the Diocese. The following positions are among the positions that will require background checks:

*principals, teachers, substitute teachers, teacher aids, school secretaries, school maintenance workers, catechetical leaders, catechists, catechist aides, youth ministers, coaches and scout leaders.*

### **§602.7.2. Discovery of Criminal Background Information**

**602.7.2. Policy** If any criminal background information is revealed for any new or current employee or volunteer, that information shall be referred to the Diocesan Attorney for review and consultation with the Director of Human Resources. The Director of Human Resources shall make a final determination as to whether a position shall continue to be made available to the individual.

#### ***Procedures***

Although the Director of Human Resources is responsible for making the final decision as to whether a person shall continue to be employed in that position, the Director will consult with the pastor and/or principal or agency director and other appropriate Diocesan personnel.

### **§602.7.3. Confidentiality and Disclosure of Information**

**602.7.3.1. Policy** Information generated in connection with the process set forth in §202.7 shall be maintained in a confidential manner and shall only be disclosed in accordance with §602.7 and applicable state and federal law.

**602.7.3.2. Policy** The Office of Human Resources shall be the custodian of all information described in §602.7 and shall develop (with the consultation of the Director of the Office for Archives & Records Management) an appropriate record-keeping system to ensure accountability for and security of the information.

### **§602.8. Employment Contracts and Agreements**

*Ordinarily, contracts and agreements are reserved for teachers and principals, or members of religious institutes working within the diocese unless there are specific circumstances which require such an agreement.*

#### **§602.8.1. Scope**

**602.8.1. Policy** Contracts or agreements shall only be offered to qualified teachers and principals, or members of religious institutes, unless specific circumstances, such as a temporary position, warrant such an agreement.

**§602.8.2. Authorization**

**602.8.2. Policy** Only the pastor, parochial administrator, principal, or agency director shall be authorized to offer or approve an employment contract or agreement. If a contract or agreement is not a standard document in current use in the Diocese, the Director of Human Resources must be consulted.

**Note**

At the Pastoral Center, any employment contract or agreement must be authorized by the Vicar General.

**§603 HIRING****§603.1. Job Offers**

**603.1.1. Policy** Ordinarily a formal job offer shall be confirmed in writing.

**Procedures**

- a) A written job offer includes: schedule; salary; job description; job title; benefits; and any special requirements.
- b) As a professional courtesy, the local administrator should contact all unsuccessful candidates interviewed.

**603.1.2. Policy** Any offer of employment is contingent upon the truthfulness and accuracy of information provided by the candidate during the application or interview process. An offer of employment shall be revoked if any falsification or omission of material facts is discovered. Furthermore, if such falsification or omission is discovered after a candidate has been hired, he/she shall be subject to immediate discharge as provided in §1103.

**§603.2. Required Documentation**

**603.2. Policy** All employees must, at a minimum, complete the following upon being hired:

- (1) Immigration Reform Act Form (I-9)
- (2) W4 for Illinois and Federal income tax withholding (if applicable)
- (3) Standard Diocesan Application Form.

**§603.3. Immigration Legal Services**

**603.3. Policy** An exempt lay employee shall seek authorization for immigration legal services from the Director of Human Resources. To be eligible for immigration legal services, the employee shall make a commitment that he/she will work at least three years for the Diocese.

***Procedures***

- a) The Director of Human Resources will refer authorized requests to the Diocesan Attorney.
  
- b) The employee will pay half and the Diocese will pay half of the cost for any immigration legal services so authorized and referred.

**§603.4. Personnel Orientation**

**603.4. Policy** All new employees shall be oriented at the local level as to their benefits, their duties and responsibilities, and policies and procedures pertaining to their position as well as the policies and procedures of the Diocese.