



Diocese of Santa Rosa  
**New Hire Process - Parish**

Employee (legal) Name: \_\_\_\_\_

Parish: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 1: CANDIDATE PRE-INTERVIEW SCREENINGS**

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- \_\_\_\_\_ 1. **Resume & Cover Letter** received and reviewed by Pastor
- \_\_\_\_\_ 2. Receive proof of any appropriate **certifications or degrees**

**Step 2: INTERVIEW**

- \_\_\_\_\_ 1. **Review job description, essential functions, and religious nature of the position/employment**
- \_\_\_\_\_ 2. Discuss hours, supervision, employment verification approval, rate of pay, etc....if applicable

**Step 3: POST-INTERVIEW / PRE-OFFER CHECKLIST**

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\_\_\_\_\_ 1. **Employment Verification:** ask for written permission and contact information for the three most recent professional/personal references for employment verification. Please call Human Resources if the candidate states they've worked for any entities within the Diocese of Santa Rosa in the past. We may have relevant hiring information we might be able to share with you.

**Step 4: CONDITIONAL OFFER**

Confirm the job offer in writing stating the position title, job description, wages, benefits, name of the immediate supervisor, effective date of hire, and any other expectations. Job offers are to include the statement, **"This job offer is contingent upon satisfactory CA Department of Justice clearance and completion of the Diocese of Santa Rosa Safe Environment online training."** The employee is required to sign the written offer to verify that employment conditions have been read and understood. If we do criminal background searches besides fingerprinting, it can only be done AFTER a conditional offer of employment is made.

**Step 5: POST-CONDITIONAL OFFER / PRE-HIRE SCREENINGS**

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*After the candidate accepts the offer, please continue with the following pre-employment screenings:*

- \_\_\_\_\_ 1. **Safe Environment Screening**
  - Safe Environment Training:** (Before fingerprinting) Candidate registers and completes required safe environment and Diocesan policy training through <https://cmgconnect.org>
    - Pastor and/or Safe Environment Coord verifies Safe Environment training is complete
  - Fingerprinting:** From the candidate's Live Scan Verification Form, note Original ATI Number: # \_\_\_\_\_

***Candidates are not cleared to hire until the candidate has received "green star" clearance notification on cmgconnect database. This is achieved once the Training Completion, DOJ Clearance Report, and the FBI Clearance Report have been posted on cmgconnect.***

**Step 6: CLEARANCE TO HIRE**

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- \_\_\_\_\_ 1. **Candidate Completes the I-9 Form (Employment Eligibility Verification Form)** providing acceptable documentation. We are NOT to hire without acceptable and current documentation.

- Original (with copy of document/s attached) placed in I-9 file at the church site – **NOT** in the employee’s Personnel File (all I-9s are kept in a separate file)
- \_\_\_\_\_ 2. **Candidate Signs all Other Applicable New Hire Paperwork Work (see Step 7 for details)**
  - FAX to the Chancery for payroll purposes (Confidential FAX# 707-566-3381)
  - Originals are placed in site Personnel File
- \_\_\_\_\_ 3. **California Sexual Harassment Prevention Training**
  - Candidate completes required Sexual Harassment training through <https://cmgconnect.org>
    - Pastor verifies Sexual Harassment training is complete
    - Sexual Harassment Prevention Training may occur within 6 months of hire, if it can’t be done sooner

## Step 7: PRIOR TO FIRST DAY OF EMPLOYMENT

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- \_\_\_\_\_ 1. **Pastor or Designee Responsibilities:**
  - Candidate reviews the online Lay Personnel Employee Handbook IN PERSON with the employee.  
Note:
    - Acknowledgement of Diocesan Policies as Religious Employer
    - Antidiscrimination/Anti-harassment Policy
    - Child Abuse Mandated Reporter Acknowledgement
  - Employee is given Disability Insurance brochure (DE2515)
  - Employee is given Paid Family Leave brochure (DE2511)
  - Employee is given SDI/PFL Weekly Benefit Amounts (DE2589)
  - Employee is given Sexual Harassment brochure (DFEH185)
  - Employee is given Workers Comp Time of Hire pamphlet
  - Employee signs/dates Acknowledgement of Receipt of Handbook. FAXED to Chancery
  - MOU is signed and dated. FAXED to Chancery
- \_\_\_\_\_ 2. To **Payroll - Responsibilities:** (if the Chancery processes your payroll all forms should be FAXED)
  - Employee completes W-4 and original placed in site Personnel File
  - Employee completes Section 125 form if employee is health benefits eligible
  - Employee is given Direct Deposit Form
  - Employee is given Employee 403(b) Contribution Election Form
  - I-9 page 1 and 2
- \_\_\_\_\_ 3. To **Benefits Office - Responsibilities:**
  - Designee completes the Lay Employee Action Form\* and employee signs
  - Pastor authorizes and signs Lay Employee Action Form
    - FAX/mail Action Form to the Diocesan Benefits Office (707-566-3381)
    - FAX/mail Sun Life Beneficiary Form (if applicable) to Diocesan Benefits Office
    - Benefits Administrator to enroll eligible employee via [www.RetaTrust.org](http://www.RetaTrust.org)
      - If waiving health benefits, FAX Section 125 form AND proof of coverage
    - Benefits Administrator to enroll eligible employee in One America system
  - Employee is given One America Retirement “Getting Started” packet
  - Employee is given 30+ or 20-29 Lay Employees Benefit Guide and signs receipt
- \_\_\_\_\_ 4. **Pastor or Designee - Responsibilities:**
  - Pastor updates the Labor Chart to ensure legal and budget compliance

***It is the Pastor’s responsibility that all actions have taken place prior to the first day of employment.***

\*Please note: A Lay Employee Action Form must be completed and submitted to the Benefits Office for each new event. (ie. work status changes, address/name changes, separation of employment)

All forms can be accessed at [www.srdiocese.org](http://www.srdiocese.org)