

PERSONNEL**PROCEDURE FOR EMPLOYMENT OF SUPPORT STAFF**

In the Diocese of Harrisburg, the procedure for hiring any employee other than teachers shall be:

1. The applicant must complete an employee application form and obtain all the required documents.
2. The local school Principal and the Pastor/Executive Director shall interview the applicant.
3. Before an applicant is promised employment, even orally, all the documents must be received. The following is a checklist of the documents required for the employment in a school in the Diocese of Harrisburg.

Support Staff (Maintenance, Secretarial, Cafeteria, etc.)

- Employee Application
- PA State Police check (Request for Criminal Record Check)
- FBI Background check
- Department of Public Welfare check (Pennsylvania Child Abuse History Clearance)
- Diocese of Harrisburg Disclosure Statement
- Form I-9 (Employment Eligibility Verification) (Retain the original and forward a copy to the diocese for payroll)
- Tuberculosis Testing
- Pastor's Recommendation of Applicant

Professional/Para-professional (Classroom Aides, Development Director, etc.)

In addition to the above, these items are also required:

- Professional Certification/Credentials (If applicable)
- Transcript of Credits

Policy

Approved: March 1, 2008

KCR/Bishop of Harrisburg