

PERSONNEL**PROCEDURE FOR EMPLOYMENT OF PROFESSIONAL CATHECHETICAL EMPLOYEES**

In the Diocese of Harrisburg, the procedure for hiring professional catechetical employees shall be:

1. The applicant must complete the appropriate diocesan Professional Employee Application form and obtain all the required documents.
2. The application and documents will be sent to and reviewed by the Diocesan Director of Religious Education.
3. The Pastor and a locally established committee shall interview the applicant.
4. Before an applicant is promised employment, even orally, all the documents must be received by the Pastor and sent to the Diocesan Director of Religious Education. The following is a checklist of the documents required for the employment of all professional catechetical employees in the Diocese of Harrisburg.
 - a) Appropriate Professional Employee Application
 - b) Pastor's Recommendation of Professional Employee Applicant
 - c) Transcript of Credits plus documentation of workshops, etc. attended
 - d) PA State Police check (Request for Criminal Record Check) (PA residents)
 - e) PA State Police check and FBI Background Check (Out of State residents)
 - f) Department of Public Welfare check (Pennsylvania Child Abuse History Clearance)
 - g) Form I-9 (Employment Eligibility Verification) (Retain the original and forward a copy to the Department of Religious Education)
5. All the above required documents must be submitted to the Diocesan Director of Religious Education together with three (3) copies of the official diocesan contract.
6. The Secretary for Education and the Diocesan Director of Religious Education will review the application and the accompanying documents. If all is in order, the Secretary will approve the contract, two copies of which will be returned to the Pastor. If one or more of the documents listed above is missing the parish will be notified that the contract will not be approved until the necessary documents have been submitted. If there is reason to refuse approval, the Pastor will be notified of this. The contract, even though both parties have signed it, will not be binding unless approved by the Secretary for Education.
7. For Religious, please see policy **4141.1 RE** regarding additional employment procedures.