

Parish Business Administrator's Reference Guide

Enclosed you will find a list of new hire documents that must be sent to the Diocesan Human Resources office when a new employee is hired as well as tips for completing the forms. Additionally, you will find helpful information on a variety of topics listed below.

The Human Resource office is here to help in any way we can! If you have any questions or concerns, please do not hesitate to contact us at 315-422-9101.



Here to help

This version (updated September 2020) supersedes and replaces any previous versions

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Checklist for Parish New Hire Information

Below is a list of documents that must be completed and sent to Amanda Kolb at the Diocesan Human Resource (HR) office when a new parish employee is hired.

Documents may be sent in either of the following ways:

- 1) Scanned and emailed to tlehmann@syrdio.org
- 2) Faxed to (315) 422-9139 (Attn: Taylor)
- 3) Or mailed to:

Attn: Taylor Lehmann
Human Resources
240 East Onondaga Street
Syracuse, NY 13202.

CHECKLIST:

- Setup Form
- Pay Rate Notice
- W4 – Federal tax form
- IT-2104 – NYS tax form
- Direct Deposit
- I9 with copies of documents

Helpful Reminders:

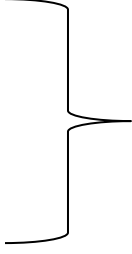
- New hire paperwork must be fully completed (please do not send incomplete paperwork) within 3 days of the employee's date of hire or the employee may not continue to work.
- Completed paperwork should be sent to HR as soon as possible (within 3 days of date of hire) to ensure the new employee is able to be paid, can register for ADP and is issued an email.
- Ensure you are using the most up to date paperwork as expired versions cannot be accepted. Up to date forms may always be found on the [diocesan portal](#).
- Once all completed paperwork is received a diocesan email address will be issued the following Friday as HR provides a weekly new hire report to IT. The Business Administrator will receive an email welcome letter from IT via email to provide to the new employee.
- Originals should be kept on file at the location.

Please feel free to contact Human Resources with any questions or concerns at (315)422-9101.

New Hire Paperwork Continued

In addition to the forms listed on the prior page, it is best practice for employers to also have the following on record for each employee (**copies are not required to be sent to HR however, they should be kept in their personnel file**):

- Job description.
- Signed Employee Handbook acknowledgement.
- Signed offer letter.
- Emergency contact form.
- Employment application.



Templates may be obtained from HR.

Tips for Completing New Hire Paperwork:

HR Set Up Form:

- Ensure all fields are completed on the setup form.
- Ensure form is signed by either the Pastor or Parish Business Administrator.

I9:

- Ensure latest version of the form is being used.
- Employee must complete page one **on or before their first day**.
- Employee must sign and date section one.
- **Employee MUST provide documents within three days of their hire date. If they fail to provide documents they must be terminated and rehired once they are able to produce the documents.**
- Employer must complete page two and record document information (**this should always be within three days of employee's date of hire** - Refer to page 9 of the I9 Form for a list of acceptable documents and which list they should be recorded in)
- Copies of documents should be sent with I9.
- Employer must complete the certification section after examining and recording document information in section two.

W4:

- Ensure current year's form is being used.
- Ensure employee checks single, married, or married but withholding at a single rate.
- Ensure employee signed and dated the form.

IT-2104:

- Ensure current year's form is being used.
- Ensure employee checks single, married, or married but withholding at a single rate.
- Ensure New York City and Yonkers residency questions are answered.
- Ensure box one is complete.
- Ensure employee signed and dated the form.

Pate Rate Notices:

- Ensure correct form is being used (i.e. hourly vs. exempt).
- Ensure all fields are completed (any sections indicating optional do NOT need to be completed).
- Ensure the employee and preparer sign and date.
- Ensure the employee is given a copy of the completed and signed form.

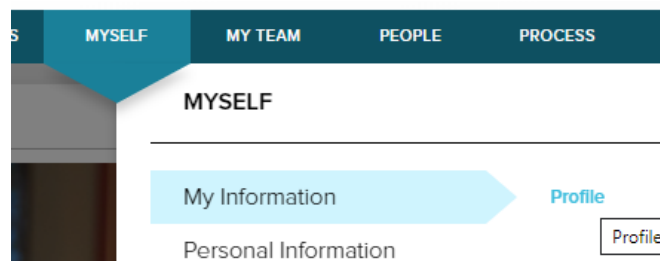
Additional New Hire Reminders

- All new employees must sign up/take the Safe Environment “Protecting God’s Children” seminar within the first 60 days of employment.
- All employees are required to complete the mandated annual NYS Sexual Harassment Prevention training (training at another employer outside of the Diocese may not be accepted). Employees may view/complete the training in one of the three ways below -
 - Read the enclosed policy (page 22) and view the videos linked within
 - View the policy in the ADP system (same policy as one enclosed), or
 - The location may set up a group training for those who are not comfortable using a computer

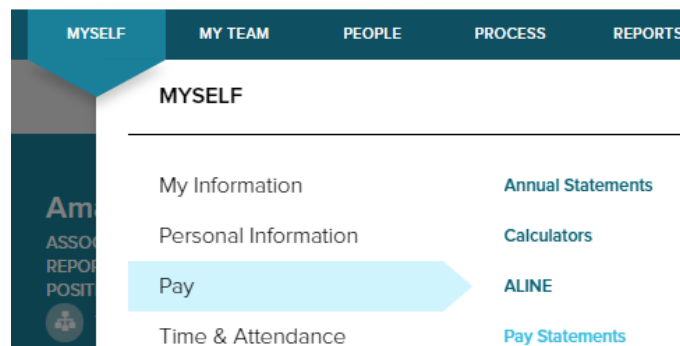
Instructions for registering for their ADP account and how to find the policy in ADP are also enclosed on page 19.

Locations are sent a list of their employees from the payroll department and track their employees’ completion internally.

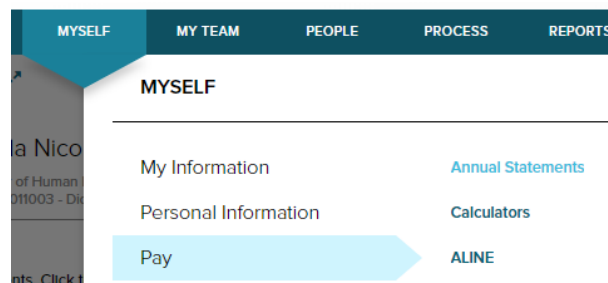
- Once added to ADP employees may register for their ADP account per the instructions enclosed (page 19). Once registered they may update their address, access benefits (when/if applicable), access pay stubs and copies of their W2(s).
 - To update your address – Navigate to Myself -> My Information -> Profile



- To View Pay Stubs – Navigate to Myself -> Pay -> Pay Statements



- To view W2 – Navigate to Myself -> Pay -> Annual Statements



Personnel Records: What should, and should not, be included in the personnel file?

Any record that includes protected and/or non-job related information such as date of birth, marital status, dependent information, SSNs, medical information, immigration status, national origin, race, gender, religion, sexual orientation, criminal history, financial history, subjective statements or accusations, etc., should be filed separately from a personnel file. When determining whether to place a document in the personnel file consider if the document contains any protected information. If it does, file this document separately from the employee's personnel file. Next consider whether the document is relevant to a supervisor who may review this file when making employment decisions. Is it related to the employee's performance, knowledge, skills, abilities, and/or behavior? If it is, then it should be placed in the employee's personnel file. When determining what types of files to create you may want to consider the common files employers create such as I-9, EEO-1, medical/confidential, payroll, hiring records and as needed investigation files. Employers may decide to create additional files. It is up to the company to determine how many different types of files make sense for your organization. The main concern for these files is limiting access to these records to only those with a need to know.

What *should* be included in a basic personnel file?

- Job description.
- Signed Employee Handbook acknowledgement.
- Signed offer letter.
- Signed Pay Rate Notice.
- Emergency contact form.
- Employment application.
- Records relating to job offers, promotion, demotion, transfer, layoff, rates of pay and other forms of compensation, and education and training records.
- Records relating to other employment practices (including policy acknowledgments and agreements).
- Letters of recognition.
- Disciplinary notices or documents.
- Performance evaluations and goal setting records.
- Termination records.

What *should not* be included in a basic personnel file?

- EEO/invitation to self-identify disability or veteran status records.
- Interview notes and employment test results.
- Reference/background checks.
- Drug test results.
- Immigration (**I-9**) forms.
- Medical/insurance records (medical questionnaires benefit enrollment forms and benefit claims, doctor's notes, accommodation requests, and leave of absence records).
- Child support/garnishments.
- Litigation documents.
- Workers' compensation claims.
- Investigation records. (Only any relevant disciplinary action, counseling or other direct communications would be placed in the employee's personnel file.)
- Requests for employment/payroll verification.

Benefit Basics

Any questions related to benefits may be directed to the Diocesan Human Resource office by calling (315) 422-9092.

New Employee's Eligible for Benefits:

Once the Human Resource office receives completed new hire paperwork for a new employee, they will input the employee's information into the ADP system.

If an employee is benefits eligible (working at least 30 hours a week), they will have 30 days from their date of hire to log on to the ADP system and make their benefit elections. If they do not make their elections within the 30 day deadline, they will have to wait until the next open enrollment period.

The Business Administrator should review this information with the employee at time of new hire.

Employee instructions for logging into the ADP system and electing benefits as well as benefit rates, and benefit plan overviews can be found at: <http://syracusedioocese.org/diocesan-offices/finance-operations/human-resources/benefits-information/>.

Subscriber Cards:

New enrollees will receive subscriber ID cards within 7-10 business days from the employee makes their elections in ADP. Cards are mailed directly to employees homes.

In the event an employee needs their subscriber ID information and/or a new set of cards, they may contact the vendors directly or HR who will forward the request to the vendors on their behalf.

Qualifying Events:

An employee may not elect benefits or make changes to their elections outside of new hire and open enrollment unless they have a qualifying event.

Examples of qualifying events include loss of other coverage, birth or adoption of a child, marriage, divorce, etc.

If an employee has a qualifying event, they have 30 days from the date of the event to provide Human Resources with proof (such as a birth certificate, benefit termination notice, etc.) and to log on to the ADP system to make their new elections.

Benefit elections/changes will become effective the date of the qualifying event.

Employees in these circumstances should contact Human Resources at (315) 422-9101.

Provider Contacts/Quick Benefits Overview:

Benefit	Plan Options	Coverage Levels	Provider	Provider Contact Number	Effective Date	Termination Date
Health	3	Single or Family	Excellus BlueCross BlueShield	1-800-499-1275	First of the Month Following New Hire	Last day of the month following date of termination
Dental	1	Single or Family	Excellus BlueCross BlueShield	1-800-499-1275	First of the Month Following New Hire	Last day of the month following date of termination
Vision	1	Single or Family	Lifetime Benefit Solutions	1-800-553-2942 <u>Client Code - 2511</u>	First of the Month Following New Hire	Last day of the month following date of termination
Basic Life Insurance	1	(1x salary)	Sun Life Financial	1-800-247-6875	First of the Month Following New Hire	Date of Termination
Optional Life Insurance	2	(1x salary or 2x salary)	Sun Life Financial	1-800-247-6875	First of the Month Following New Hire	Date of Termination
LTD	1	N/A	Sun Life Financial	1-800-247-6875	First of the Month Following New Hire	Date of Termination
403(b)	1	N/A	Mutual of America	585-264-9890	N/A	N/A
Pension	1	N/A	BPAS	866-221-8780	N/A	N/A

Basic Benefit Terms

Deductible: A deductible is the amount you pay for health care services before your health insurance begins to pay.

Example: Let's say your plan's deductible is \$500. That means for most services, you'll pay 100 percent of your medical and pharmacy bills until the amount you pay reaches \$500. After that, you share the cost with your plan by paying coinsurance and copays.

Coinsurance: Coinsurance is your share of the costs of a health care service. It's usually figured as a percentage of the total charge for the service. You start paying coinsurance after you've paid your plan's deductible.

Example: Lisa has allergies, so she sees a doctor regularly. She just paid her \$500 deductible. Now her plan will cover 70 percent of the cost of her allergy shots. Lisa pays the other 30 percent; that's her coinsurance.

Copay: A copay is a fixed amount you pay for a health care service, usually when you receive the service. The amount can vary by the type of service. You may also have a copay when you get a prescription filled.

Example: A doctor's office visit might have a copay of \$25. For some services, you may have both a copay and coinsurance.

Out of pocket Maximum: An out-of-pocket maximum is the most you'll have to pay during a plan year for health care services. Once you've reached your out-of-pocket maximum, your plan begins to pay 100 percent of the allowed amount for covered services. All the money you pay toward your plan's deductible, and for coinsurance and copays, go toward your out-of-pocket max. If you have a family plan—a plan that covers more than one person—your out-of-pocket max will be higher. But the coinsurance and copays you pay for everyone on the plan all add up to the out-of-pocket max.

What does this mean for you? When choosing a plan, think about how much you use your insurance and how much protection you want against unpredictable expenses. Then look at the plan's deductible, coinsurance and copays and find what works best for you

Retirement Options

PENSION PLAN (BPAS)

For employees hired before July 1, 2011, on the first July 1st following 12 months of continuous service to the Diocese of Syracuse, Lay employees who regularly work 1,000 hours or more during a fiscal year, may be eligible for participation in the Diocesan Pension Plan.

Normal retirement age for the plan is 65, and you may elect an early retirement if you have attained age 55 and have completed 20 or more years of continuous service. If you become totally disabled while still working, the benefits which you have earned to date are frozen. If you remain totally disabled, these benefits will be payable to you starting at your normal retirement date. If a participant's employment with the Diocese terminates, they may be entitled to vested benefits from the plan.

Active employees who turn 65 on or after 1/1/18 will begin collecting at age 65, those who were already 65 prior to 1/1/18 may wait to collect.

The Diocesan pension plan is administered through BPAS. For questions on your account or to begin to collect, please call 866-221-8780

403(b) PLAN (Mutual of America)

The Diocese provides eligible employees with a 403(b) plan that allows tax-deferred savings for retirement. All employees are eligible to join our 403(b) plan and after 30 days of employment new employees will be automatically enrolled through Mutual of America at a 3% (pretax). Mutual of America will notify employees via US mail and they will have 30 days to decline, increase or remain enrolled at the automatic 3%.

Plan participants may elect to contribute either a percentage of their compensation or a flat dollar amount on a pre-tax basis through payroll deduction, subject to the terms of the plan and certain established federal limitations.

Once enrolled in the plan, contributions remain the same until an employee elects to stop, increase or decrease savings. Elections can be changed at any time.

If an employee is hired before July 1, 2011, they may contribute to the 403(b) on a contributory basis only and will not be eligible for the company match. Employees hired July 1, 2011 and later are eligible for a bi-weekly employer match on their contributions. The employer match is 50% of the first 6% of pay contributed by the employee. To be eligible for the match the employee must complete a year of eligibility service within which they have worked at least 1,000 hours.

Employees are provided with a significant number of investment options. Contact Human Resources for enrollment forms.

Unemployment and NYS Short Term Disability

Unemployment:

People Systems currently handles the Diocese's unemployment claims. When a former employee files for unemployment, People Systems will request the location to complete separation paperwork. **It is extremely important that this paperwork is completed and returned to People Systems by the deadline given regardless of whether or not the location wishes to protest the claim.** The separation paperwork will contain questions pertaining to why the employee is no longer working for the location.

Once the paperwork is completed it should be returned to People Systems directly.

Short Term Disability:

Any employee who will be out of work due to personal illness for longer than 5 days will need to file for NYS Disability. This is a benefit to the employee due to the fact that they will receive up to \$170.00 per week and will only have to use a portion of their sick time accruals while out on disability.

Disability payments begin on the eighth consecutive day of disability. Benefits are payable according to New York State Disability regulations. They are available for up to 26 weeks for non-work related disability within any 52 week period.

Employees will be required to contact Sun Life Financial to initiate a claim.

Please contact HR with any questions regarding any of the following leaves of absence:

- Short Term Disability
- Paid Family Leave (PFL)
- Family Medical Leave Act (FMLA)

Leave- At a Glance

Most common leaves, however, others may be applicable. Please reach out to Human Resources for more information and details on employee eligibility and benefits.

FMLA- FMLA requires covered employers to provide unpaid, job protected leave to eligible employees for certain family and medical reasons. You must provide 30-day advance notice, if foreseeable.

Eligibility: Worked at least one year and for 1250 hours over the previous 12 months.

Benefits: Up to 12 work weeks of unpaid, job protected leave during a single, 12-month period rolling backward.

Short Term Disability (DBL) - If you are unable to work because of an illness or injury, not work related. You must file a claim within 30 days.

Eligibility: Upon date of hire, however, there is a 5-day waiting period once your claim begins.

Benefits: Up to 26 weeks of weekly benefits, benefits will pay up to 50% of your average wages (calculated over the prior eight weeks) up to the maximum of \$170 per week.

New York Paid Family Leave (NY PFL)- Employee funded insurance that provides job protected, paid time off to: Bond with a newly born, adopted or fostered child; Care for a family member with a serious health condition; or Assist loved ones when a spouse, domestic partner, child or parent is called to active military service abroad. You must notify your employer 30 days in advance, if foreseeable, or as soon as possible.

Eligibility:

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

Benefits: In 2020, you can take up to 10 weeks of Paid Family Leave and receive 60% of your average weekly wage, capped at 60% of the New York State average weekly wage. Generally, your average weekly wage is the average of your last eight weeks of pay prior to starting Paid Family Leave. In 2021, you will be able to take up to 12 weeks of Paid Family Leave and receive 67% of your average weekly wage. Can only be used in full day increments.

Families First Coronavirus Response Act (FFCRA)- Requires employers to provide employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Eligibility: Employees of private sector employers with fewer than 500 employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons.

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave.

Benefits: Up to two weeks (80 hours, or a part time employees two week equivalent) of paid sick leave, paid at: 100% for qualifying reasons #1-3, 2/3 for qualifying reasons #4 and 6, and up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5.

Qualifying reasons related to COVID-19:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Leave Scenario Examples

Interplay of FMLA, DBL and PFL

Employee Scenario: Jonathan's Knee Replacement

Jonathan will be having knee replacement surgery this month. His doctor has provided certification for a leave of absence of eight weeks. Jonathan files a claim for DBL benefits for the eight weeks and FMLA runs concurrently during his time out of work.

Jonathan's leave looks like this:

FMLA	8 Weeks FMLA																	
DBL	8 Weeks DBL																	
PFL																		

Employee Scenario: Sasha's Maternity Leave (Bed Rest)

During the last three weeks of Sasha's pregnancy, her doctor orders bed rest to prevent premature labor. She has a cesarean delivery. Sasha files a claim for DBL benefits for the three weeks of bed rest and for eight weeks of recovery after birth. She also takes PFL after her recovery to bond with her newborn. FMLA runs concurrently during her time out of work.

Sasha's leave option looks like this:

	Baby Born																				
FMLA																					
DBL	3 weeks of bed rest			8 Weeks Recovery																	
PFL															12 Weeks PFL Bonding						

Employee Scenario: Renee Is Having Twins

Renee is expecting twins. Her doctor has provided certification of her disability. When the twins are born, Renee wants to take time off to bond with them and adjust to her busy new life.

The chart below shows one option Renee could allocate her available leave:

	Babies Born																			
FMLA																				
DBL																				
PFL															12 Weeks PFL Bonding					

Employee Scenario: Tim's Baby Bonding Leave

Tim and his spouse recently adopted a baby. Tim has taken PFL leave for baby bonding, during which time FMLA runs concurrently.

Tim's leave option looks like this:

	Baby Born											
FMLA	12 Weeks FMLA											
DBL												
PFL	12 Weeks PFL Bonding											

Employee Scenario: Cynthia Helps Her Grandmother

Cynthia lives close to her grandmother, Ruth, who was recently diagnosed with lung cancer. Cynthia needs to take time off frequently to provide care for Ruth and take her to doctor and chemotherapy appointments. When it becomes clear that Ruth is ready for end-of-life care, Cynthia chooses to stay with her grandmother to provide hospice care at home. Cynthia meets the eligibility requirements for PFL and FMLA. Cynthia is unable to use FMLA to provide care for her grandmother, but grandparents qualify as family members under New York's new PFL law.

Cynthia's leave options look like this:

	2 Days/week for medical appointments (18 total days)										3 weeks of at-home care						
FMLA																	
DBL																	
PFL	Weeks 1-9										Weeks 10-12						

Employee Scenario: James is required to quarantine due to COVID-19

James was contacted by the county health department and due to a potential exposure to COVID-19 he is required to quarantine for 14 days. James files a claim for FFCRA Emergency Paid Sick Leave benefits for the fourteen-day quarantine period. Emergency Paid Sick Leave does not deduct from your FMLA time.

James leave looks like this:

FMLA															
FFCRA	2 Weeks FFCRA														

OTHER RESOURCES

1. Offer Letter and Termination Letter Example
2. Basics for Effective Interviews
3. Diocesan Sample Interview Questions
4. Federal and New York Posting Requirements
5. ADP Registration Instructions
6. Sexual Harassment Prevention Policy

Full Time Offer Letter Example:

PUT ON OFFICE LETTERHEAD

DATE

NAME

ADDRESS

Dear **NAME**,

We would like to extend an offer of employment to you for the position of **JOB TITLE** reporting to **SUPERVISORS NAME, SUPERVISOR TITLE** and beginning on **FIRST DAY**. Employment is on a full time basis with a regularly scheduled work week as follows: **INPUT WORK WEEK AND INCLUDE UNPAID LUNCH PERIOD**.

Job duties will include, but not be limited to, duties described on the enclosed job description. The starting pay for this position will be **\$XXX** per hour.

It is a condition of employment that all employees undergo a seminar “Protecting God’s Children” within the first 60 days of employment and grant permission for the Diocese to do a successful criminal background check. Your permission to allow this process will be granted by your acceptance on this offer.

REFER TO YOUR LOCATIONS EMPLOYEE HANDBOOK FOR THIS INFORMATION

The following are benefits you are eligible for as a full-time employee.

Twelve (12)* holidays per fiscal year. (*Please refer to Diocesan holidays)

You will receive your applicable vacation, sick and personal time based on your hire date. Vacation earned during a fiscal year may be taken through June 30th of the following fiscal year. (*Please refer to Diocesan handbook for additional information in regards to vacation, sick and personal time)

Health Insurance – You must enroll for coverage within thirty (30) days of employment. Otherwise, you must wait for an open enrollment period, which is normally held each May, with a July 1 coverage effective date. Coverage is contributory.

Dental & Vision Insurance – You must enroll within thirty (30) days of becoming eligible. Otherwise, you must wait for the next open enrollment period, during which dental insurance is offered. Coverage is contributory and changes in coverage may be made only during open enrollment periods held every two (2) years.

Term Life Insurance – Coverage is non-contributory and is automatic. You may elect to purchase additional term life insurance equal to one or two times your annual salary.

After 30 days of employment you will automatically be enrolled in our 403B retirement plan through Mutual of America at a 3% (pretax). Mutual of America will notify you via US mail and you will have 30 days to decline, increase or remain enrolled at the automatic 3%. After completion of your first year of service, you will be eligible for a 50% match on the first 6% of pay you contribute to the Diocese 403(b) plan. You must work at least 1,000 hours in a plan year to be eligible for the match.

You are also covered by the following as an employee of **LOCATION NAME**: Unemployment Insurance, Worker's Compensation, Social Security and New York State Disability (after 20 working days of employment).

We look forward to working with you. If you have any questions, please call.

Sincerely,

NAME
TITLE

Signature of Employee

Date

Upon acceptance of this offer, there is an agreement that employment is for an indefinite period or length of time and that either the employee or the employer can terminate the employment at any time for any reason. Our offer should not be construed as a contract or guarantee of employment for any specific duration.

Part Time Offer Letter Example:

PUT ON OFFICE LETTERHEAD

DATE

NAME

ADDRESS

Dear **NAME**:

We would like to extend an offer of employment to you for the position of **JOB TITLE** for **LOCATION NAME** beginning on **DATE** and reporting to **SUPERVISOR NAME, SUPERVISOR TITLE**. Employment is on a part time basis at **\$XXX** an hour.

It is a condition of employment that all employees undergo a seminar "Protecting God's Children" within the first 60 days of employment and grant permission for the Diocese to do a successful criminal background check. Your permission to allow this process will be granted by your acceptance on this offer.

Please refer to the Employee Handbook included for detailed explanation of any applicable benefits

After 30 days of employment you will automatically be enrolled in our 403B retirement plan through Mutual of America at a 3% (pretax). Mutual of America will notify you via US mail and you will have 30 days to decline, increase or remain enrolled at the automatic 3%. After completion of your first year of service, you will be eligible for a 50% match on the first 6% of pay you contribute to the Diocese 403(b) plan. You must work at least 1,000 hours in a plan year to be eligible for the match.

You are also covered by the following as an employee of **LOCATION NAME**: Unemployment Insurance, Worker's Compensation, Social Security and New York State Disability (after 20 working days of employment).

We look forward to working with you! If you have any questions, please call.

Sincerely,

NAME

TITLE

Signature of Employee

Date

Upon acceptance of this offer, there is an agreement that employment is for an indefinite period or length of time and that either the employee or the employer can terminate the employment at any time for any reason. Our offer should not be construed as a contract or guarantee of employment for any specific duration.

Termination Letter Example:

PUT ON OFFICE LETTERHEAD

DATE

NAME

ADDRESS

ADDRESS

Dear **NAME**:

This letter is to confirm that your last date of employment with the Roman Catholic Diocese of Syracuse is **DATE**.

In connection with your separation, your attention is called to the following matters:

- Per payroll, your final paycheck will be issued on **DATE**.
- You currently elect **health and dental** insurance coverage which will be effective until **DATE**. At this time, you will be eligible for coverage under COBRA. COBRA paperwork will be mailed directly to your home by Lifetime Benefit Solutions.
- You currently elect vision insurance coverage which will be effective until **DATE**.
- Your Life Insurance policies terminate on **DATE**. Contact Human Resources at (315) 422-9092 to obtain information on converting your group life coverage to an individually-owned life policy. If you opt to convert, you will be responsible for paying the life premium. The cost of conversion coverage is different than your group coverage.
- You will receive **XXX** hours of accrued but unused vacation hours if no time is taken as of today's date.
- **If you were hired prior to 7/1/2011 and are part of the Diocesan pension plan, you will be eligible to begin collecting your monthly pension at age 65 unless you are 55 with at least 20 years of pension eligible years of service (working at least 1,000 hours per year). You will be mailed an election packet as it approaches your 65th birthday by BPAS (pension provider). Their contact number for your future reference is 866-221-8780.**
- **If you were enrolled in the Diocesan 403(b) retirement plan and would like to discuss your options, please contact Mutual of America at 585-264-9890.**

Please return any keys, passwords or company property you may have. Please contact me if you should have any additional questions.

Sincerely,

NAME

TITLE

Basics for Effective Interviews

With careful preparation, employers can maximize the interview process, craft effective questions, get the information they need to select the right candidate, make a good impression. Below are helpful tips for conducting effective interviews:

Preparing for the Interview:

- Screen candidate's resumes to ensure that they meet the minimum qualifications.
- Set aside a quiet place to talk where you will not be distracted or interrupted.
- Set aside enough time so that you won't be rushed.
- Prepare questions to ask each candidate (see Diocesan Sample Interview Questions).
- Review the job description and the candidate's resume and application immediately before the interview.
- Be prepared to provide information about the company and its benefits.
- When scheduling the interview, tell the candidate:
 - How to get to your location, where to park, who to ask for upon arrival.
 - With whom they will be meeting with.
 - How long the interview is estimated to last.

At the start of the interview:

- Greet the candidate.
- Set the candidate at ease.
- Offer them a beverage.

(**Note:** Monitor your nonverbal communication)

During the Interview:

- Review the position and what it will entail.
- Ask questions you prepared.
- Listen to the full answer before preparing your next question.
- Take notes (do not write on applicants resume).
- Ask for more detail and/or clarification if needed.
- Ask the candidate if there is anything else that the candidate would like to tell you about his or her qualifications.
- Ask if the candidate has any questions.
- Ask if the candidate is interested in the job based on the information you've provided during the interview.
- Notify the candidate of when to expect further contact from you.
- Walk the candidate to the door and thank the candidate for the interview.

**If you are interested in conducting a background check in addition to the one conducted during VIRTUS training, please contact Human Resources.*

Diocesan Sample Interview Questions

Below is a list of sample interview questions that may be used during the recruitment process. It is important to note that although questions regarding religion can be considered a Bona Fide Occupational Qualification, questions pertaining to an individual's marital status, nation origin, age, etc. are not acceptable. For further guidance on acceptable interview questions or the overall interview process, contact Human Resources at (315) 422-9091.

General:

- Tell me about your present or last job. Why did you/do you want to leave?
- What do you know about our company?
- Why have you applied for this position?
- What skills do you have that make you the best candidate for this position?
- What was your primary contribution/achievement in your last or current position? Biggest challenge?
- Where do you see yourself in five years?
- What would you have liked to do more of in your last position? What held you back?
- In your current job, what is your usual schedule? How many hours do you work and when do you work them?
- Tell me about two work accomplishments that were very successful or of which you are the most proud.
- What college courses or experience have prepared you for the position you are applying for with us?
- What three things are most important to you in a position?
- What do you think makes a "good" organization?
- Describe an ideal work environment.
- What role does a "corporate culture" play in the success of a company?
- Describe a time you recommended a change to procedure. What did you learn from that experience? How did you apply that learning in other situations?
- Tell me about a time when big changes took place in your job. What did you do to adjust to the change?
- Describe a difficult time you have had dealing with an employee, customer or co-worker. Why was it difficult? How did you handle it? What was the outcome?
- If I asked your previous/current co-workers about you, what would they say?
- What would your last boss say about how you collaborate with others?
- Have you ever given a presentation to a group? How did you prepare for it? What would you do differently?
- Describe a time when you were able to overcome a communications barrier(s).
- Tell me about a time when you went out of your way to give great service to a customer.
- Give a specific example of a decision you made that was not effective. Why do you think it was not effective, and what did you do when this realization was made?
- Have you ever faced a significant ethical problem at work? How did you handle it?

- Describe a time when you made a mistake at work. How did you deal with this situation and what was the outcome?
- Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
- Describe an ideal supervisor/manager.
- How would you describe your skills in Word, Excel, PowerPoint and Access (relevant software used in the job)? Beginner, intermediate or advanced?
- Tell me the steps you take to monitor the quality of your work in your current job.
- Have you worked under time constraints before? Can you give us an example?
- Describe what you see as your strengths related to this job/position. Describe what you see as your weaknesses related to this job/position.
- Why should we hire YOU?
- If you were offered this position, when would you be available to start?
- Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offer it to you?
- Tell me anything else you would like us to know about you that will aid us in making our decision.
- What questions would you like to ask me?

Management:

- Have you ever had to champion an unpopular change? What was the situation and how did you handle it?
- You've been approached with a new idea for your department. How do you go about determining the feasibility and possible success of that idea?
- Management requires both good writing and verbal skills for effective communication. When it comes to giving information to employees that can be done either way, do you prefer to write an email/memo or talk to the employee? Why?
- You have a critical decision to make for your department, and all alternatives will likely be unpopular with your staff. What input do you gather before deciding? What factors do you take into consideration?
- Tell us about your management style—people, teamwork, direction?
- What is the largest number of employees you have supervised and what were their job functions?
- What do you do to develop employees you manage?
- How do you stay informed of current ideas on management and the (industry field for the company/organization)?
- What was the most challenging employee performance issue you've had to deal with and how did you handle it?

Federal and New York State Posting Requirements

All-in-one posters may be purchased through [Amazon](#) and are required to be posted at each location.



ADP Registration Instructions

ADP Portal Website:
workforcenow.adp.com

RECOMMENDED BROWSERS:

Chrome or Firefox



If you have already registered, please proceed to Step 2.

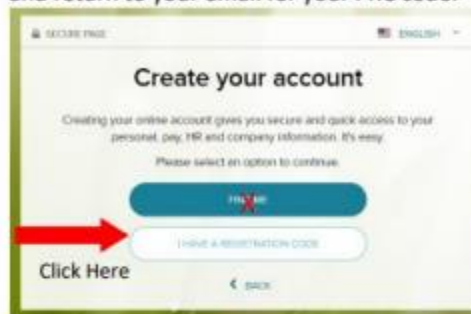
Step 1: How to Register

If you have **never registered** for the ADP site, please request your PERSONAL REGISTRATION CODE (PRC) by contacting the Human Resources department. You may email us at humanresources@syrdio.org or call a team member listed on the backside of this brochure.

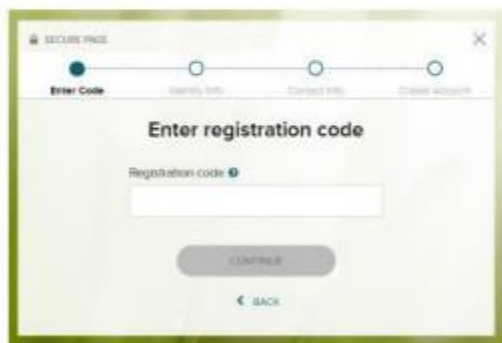
Your assigned PRC will be sent to your Diocesan email account. Please note your PRC code under 1. Click on Register Now.

Once your PRC is assigned you will receive the following email to your Diocesan email account. Please note your PRC code under 1. Click on Register Now.

On the next screen - called Create Your Account click on I HAVE A REGISTRATION CODE and return to your email for your PRC code.



Enter your registration code on the next screen.



Now follow the directions on the next screens and complete all required information to complete your registration. Once your account is created using your USER ID and password to log in to your account and access your information on ADP.

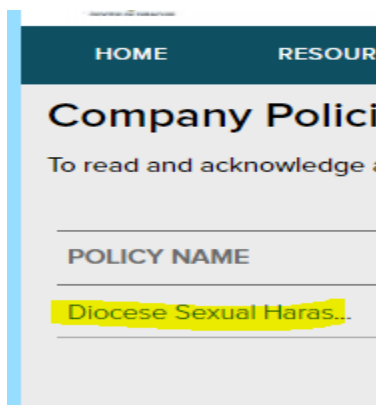
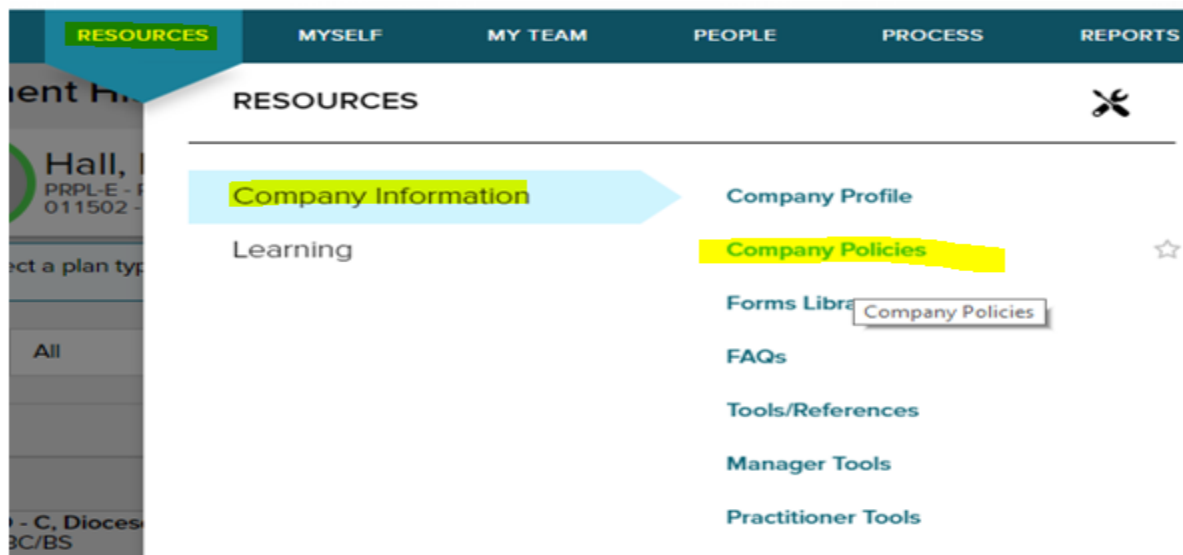


Congratulations! Your registration is complete!

Annual NYS Sexual Harassment Prevention Policy

- 1) Sign into the ADP portal (www.workforcenow.adp.com)
- 2) Click on messages at the top of the screen and then the three dots to the right of the message that will read POLICY Acknowledgment and click review
- 3) Under the review box click on the policy named Diocese Sexual Harassment
- 4) Read the policy, click on the video link to view on page 4
- 5) After you have completed the training, click the back button to return to the ADP portal, open the policy and click the box that you have read the policy

If you are still having trouble finding your training, you may view the training by navigating to Resources -> Company Information -> Company Policies and selecting the name of the training within the ADP system.



SEXUAL HARASSMENT PREVENTION POLICY

The Roman Catholic Diocese of Syracuse is committed to maintaining a work environment that is free of discrimination and harassment. Sexual harassment is a violation of The Roman Catholic Diocese of Syracuse policy and a violation of federal, state and local laws.

Sexual harassment of any employee by another employee, manager, or non-employee (e.g., intern, volunteer, independent contractor, contract worker, vendor, client, customer or visitor), regardless of their sex or gender, is prohibited. Sexual harassment of non-employees by our employees is also prohibited. Further, any retaliation against an individual who has complained about sexual harassment or who has cooperated with a sexual harassment investigation is also unlawful and will not be tolerated.

Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment.

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes, but is not necessarily limited to, harassment on the basis of sex or sexual orientation,

Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct based on an individual's sex, sexual orientation, etc. constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for decisions affecting an individual's employment; or
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
-

Sexual harassment is not limited to the physical workplace. It can occur while employees are traveling for business or at employer sponsored events or parties. It can occur outside work hours.

Examples of Sexual Harassment.

While it is not possible to list all acts which may constitute sexual harassment, it may include explicit sexual propositions or flirtations; sexual innuendo; suggestive comments; sexually oriented teasing; comments or jokes about gender-specific traits, sexual orientation, etc.; foul or obscene language or gestures; unwanted physical contact; the display or transmission of obscene, demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and hostile actions taken against an individual because of that individual's sex, sexual orientation, etc. , such as interfering with the individual's ability to perform the job, bullying, or name-calling.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called “quid pro quo” harassment.

Although unlawful behavior in most circumstances must be severe or pervasive, and one joke or comment may not be enough to constitute sexual harassment, a single incident of inappropriate conduct may be enough to rise to the level of sexual harassment depending on the severity of the incident.

What is Retaliation?

Retaliation is any action that would keep an individual from coming forward to make or support a sexual harassment claim. The action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. Both the New York State Human Rights Law and Title VII of the Civil Rights Act of 1964 protect individuals who engage in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under Title VII, the Human Rights Law, or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Retaliation against an employee who, in good faith, makes a complaint of sexual harassment will not be tolerated and will itself be subject to disciplinary action, up to and including termination of employment. Furthermore, no adverse actions will be taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Reporting Sexual Harassment

Sexual harassment is a form of employee misconduct. No employee is required to submit to, or accept, sexual harassment in order to maintain their position, promotional opportunities, benefits, or to meet any other condition of employment.

Any employee or non-employee who believes they have been a victim of sexual harassment or who believes the actions of another employee or non-employee constitute sexual harassment, is encouraged to immediately notify their manager, Human Resources or anyone in management with whom they are comfortable.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy. Individuals reporting sexual harassment on behalf of someone else should also use the complaint form.

Employees or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums as explained below.

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected behavior to Human Resources. In addition to being subject to discipline if they engage in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Investigation of a Sexual Harassment Complaint

ALL complaints of sexual harassment will be investigated whether the information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt and thorough. If the investigation cannot be completed within 30 days, the Complainant will be notified that additional time is needed. The investigation will be confidential to the extent possible. Corrective action will be taken whenever sexual harassment is found to have occurred.

All persons involved, including complainants, witnesses, and alleged perpetrators, will be accorded due process to protect their rights to a fair and impartial investigation. All employees are required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of a complaint, Human Resources will conduct a review of the allegations, and take any interim actions, as appropriate.
- Relevant documents, electronic communications, emails, or telephone records will be reviewed.
- All parties involved, including any relevant witnesses, will be interviewed.
- Written documentation of the investigation (i.e., letter, memo, or email) will be created and kept in our records, which will include a list of all documents reviewed; the names of those interviewed; a timeline of events; and the final resolution of the complaint, together with any corrective actions action(s).

Upon conclusion of the investigation any identified corrective actions will be taken. The individual(s) who complained and the individual(s) accused will be notified about the final determination.

Legal Protections and External Remedies

Aside from the Roman Catholic Diocese of Syracuse internal process, employees may also choose to pursue legal remedies with several governmental entities.

The Human Rights Law (“HRL”) applies to employers in New York State with regard to sexual harassment. The HRL protects employees and non-employees, regardless of immigration status. A complaint alleging violations of the HRL may be filed either with the New York State Division of Human Rights or in New York State Supreme Court.

The United States Equal Employment Opportunity Commission (“EEOC”) enforces anti-discrimination laws, including Title VII of the Civil Rights Act of 1964. Sexual harassment is unlawful under Title VII. If an employee believes s/he has been discriminated against at work, s/he can file a discrimination charge with the EEOC.

Many localities enforce laws protecting individuals from sexual harassment. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, individuals who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Remedies available to a victim of sexual harassment may include: reinstatement, back pay, front pay, compensatory damages, punitive damages, and attorneys’ fees.

To complete your training you must watch the following two part video that is about 40 minutes in length by clicking on the link below.

[Click here to watch the video](#)

If you have any questions regarding the policy, training or sexual harassment in the workplace, please email humanresources@syrдио.org we will respond to your question within 48 hours.

Sexual Harassment Complaint Report

If you believe that you or another person has been subjected to sexual harassment, this form may be used to file a complaint. If you are unsure what sexual harassment is kindly refer to our sexual harassment policy. When completing the form, please provide as much detail as possible as the information will be used to assist in the investigation of your complaint. Submit the completed form to [insert job title/s].

Your Name: _____

Your Contact Information (e.g., work phone or email): _____

Name(s) of Alleged Victim(s) _____

Name(s) of Alleged Harasser(s) _____

Detailed statement of the incident(s) including dates, times, places, and names of witnesses. Attach additional sheets as needed.

Are there documents, emails, text messages, etc. which contain information supporting the incident(s) described above? If so, please describe or attach a copy.

The following questions are optional but may help facilitate the investigation.

- Have you previously complained or provided information (verbal or written) about sexual harassment? If yes, when and to whom did you complain or provide information?

- Have you filed a claim regarding this complaint with a federal, state, or local government agency?
__Yes __No
- Have you instituted a legal suit or court action regarding this complaint? __Yes __No
- Have you hired an attorney with respect to this complaint? __Yes __No

To investigate this report, it will be necessary to interview you, the alleged victim(s), the alleged harasser(s), and any witnesses with knowledge of the allegation(s). To the extent possible, the investigation and any resulting management action will be handled in a confidential manner.

Retaliation against an individual who has complained about sexual harassment or who has cooperated with a sexual harassment investigation is unlawful and will not be tolerated.

The information provided in this report is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my report.

Signature of Reporting Person _____ Date _____