

## CATHOLIC DIOCESE OF ROCKFORD FULL-TIME EMPLOYEE PACKET

- ✓ Bishop Permission Authorization (employer to complete and mail or fax to Chancery)
- ✓ Application for Employment (employer to retain)
- ✓ Diocese Payroll add, change, or termination form (employer to complete and return to Payroll office)
- ✓ Direct Deposit Form
- ✓ W-4 federal and W-4 state (retain in personnel file)
- ✓ I-9 - make copies of proofs of identity and attach to I-9 (employer to retain)
- ✓ Summary of Benefits
- ✓ Health Insurance Enrollment Card (return to health insurance department)
- ✓ New Health Insurance Marketplace Coverage Options
- ✓ Section 125 Form (for employees who choose dependent coverage **only**) – on Diocese of Rockford website
- ✓ Diocesan Pension Plan and Enrollment Card
- ✓ Holiday Schedule
- ✓ Emergency Notification Form (employer to retain)
- ✓ Employee Handbook and Receipt on Diocese of Rockford website – *password dmalloy!* (retain receipt in personnel file)
- ✓ Code of Pastoral Conduct (employer retains - enter date on Recording Spreadsheet if employee's position involves direct contact with children or youth)
- ✓ Sexual Misconduct Norms – *password dmalloy!* (employer retains - enter date on Recording Spreadsheet if employee's position involves direct contact with children or youth)
- ✓ Code for the Pastoral Use of Technology and Social Media (employer retains - enter date on Recording Spreadsheet if employee's position involves direct contact with children or youth)

Complete the following for every employee whose position involves contact with children or youth.

- ✓ A Criminal Background Check & Online Offender Data Base Check (employer retains report and enters date on the Recording Spreadsheet)
- ✓ Protecting God's Children Training – [www.ceorockford.com/ed/](http://www.ceorockford.com/ed/) (employer retains certificate and enters date on the Recording Spreadsheet)
- ✓ Acknowledgement of Mandated Reporter Status (employer retains and enters date on Recording Spreadsheet)
- ✓ Guideline for Youth and Those Working with Youth (employer retains and enters date on Recording Spreadsheet)