

CATHOLIC DIOCESE OF ROCKFORD PART-TIME EMPLOYEE PACKET

- ✓ Bishop Permission Authorization (employer to complete and mail or fax to Chancery)
- ✓ Application for Employment (employer to retain)
- ✓ Complete a Criminal Background Check & Online Offender Data Base Check (employer retains report and enters date on the Recording Spreadsheet)
- ✓ 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)
- ✓ 403(b) Retirement Plan Pamphlet
- ✓ Holiday Schedule
- ✓ Employee Handbook and Receipt on Diocese of Rockford website – password *dmalloy!* (retain receipt in personnel file)
- ✓ Emergency Notification Form (employer to retain)
- ✓ 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/ (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)