

PROCEDURES FOR EMPLOYEES

Administration

All Archdiocesan employees who are in "regular contact with minors" must complete the "Safe Environment Requirements". Anyone who has not fully complied with these requirements may not be employed in any position with an Archdiocesan institution involving regular contact with minors.

The Safe Environment requirements should be a part of the ordinary hiring process for every new employee. In the same way that the new employee fills out an application for employment and tax forms, attends orientation sessions, etc., they should also take care of the Safe Environment requirements.

The Responsible Administrator of every Archdiocesan institution should review the Safe Environment Questionnaire of all new personnel, check their personal references, and retain the completed Safe Environment Questionnaires and the originals of the background check authorization form in their files. A copy should be made of this checklist for each new volunteer, and should be kept along with their Safe Environment Questionnaire.

Checklist for New Employees

<u>Task to be done</u>	<u>When it should be done</u>
_____ Prospective employee completes the Safe Environment Questionnaire (See Section 4 of the Resource Manual for the form)	At the same time as the application for employment.
_____ Responsible Administrator provides the prospective employee with the Summary of the Archdiocesan Policy Relating to Sexual Misconduct and the Code of Conduct (See Section 5 and 6 of the Resource Manual for these documents)	At the same time as the Safe Environment Questionnaire
_____ Prospective employee acknowledges receipt of the Archdiocesan Policy Relating to Sexual Misconduct	At the same time as the Safe Environment Questionnaire.
_____ Prospective employee acknowledges receipt of the Code of Conduct	At the same time as the Safe Environment Questionnaire
_____ Responsible Administrator checks References	Prior to hiring
_____ New employee submits background check authorization form (See Section 4 of the Resource Manual for the form)	At the same time as the other employment paperwork. In any event, it must be submitted within 45 days of beginning employment.
_____ New employee completes the Safe Environment Training appropriate to the position (for professional and supervisory employees, by attending a VIRTUS "Protecting God's Children" class; for other employees, by attending a "Safer Spaces" class)	Prior to beginning employment, but in any event within 45 days of starting work.
_____ Responsible Administrator adds the new employee to the institution's Safe Environment roster (See Section 8 of the Resource Manual for the forms and instructions)	At the beginning of employment