



Archdiocese of Regina

GUIDELINES FOR SCREENING EMPLOYEES

Screening Current and New Employees

The process of screening employees should be made known to new employees. Current employees will be required to complete the steps not completed when originally hired.

Depending on the parish structure, the Pastor, and/or the parish team, or a hiring committee will do the actual screening and hiring. It may be helpful to utilize the Volunteer Screening Committee in this process.

Most employees will be determined as High Security due to their involvement with vulnerable individuals, the youth of the parish, and confidential information, as well as their access to the physical premises and, at times, funds. To make this as uniform as possible and non-discriminatory, it is recommended that all employees should be assessed as High Security.

Confidentiality is very important in this process. Steps should be taken to safeguard this information. Like the screening initiative, this process is based on sound human resource principles.

The Process

The Pastor and, at his discretion, the parish team or the hiring committee and the Volunteer Screening Committee shall complete the first section of the guidelines. Using the same criteria as for the screening of volunteers, before selecting the new employee follow three steps:

1. Determine the types of risks involved with the position;
2. Write a Position Description (Generally employees are considered High Security);
3. Recruitment (Inform applicants that screening will be carried out)

Continuing with the procedure set up for volunteer. The Pastor and, at his discretion, the parish team or the hiring committee and the Volunteer Screening Committee shall continue with the next four steps:

1. Use a standard application form;
2. Conduct an interview
3. Complete the reference checks;
4. Request a Criminal Record Check Report.

Only the Pastor and, at his discretion, the parish team will have access to the information gathered during the selection process. The information and the forms shall not be filed with the volunteer files. The employee files shall be held in confidence in a separate secure location.

The Pastor and, at his discretion, the parish team will be responsible for the orientation and training of the employee. The training may be supplemented by diocesan workshops. The Pastor, and at his discretion, the parish team shall conduct the supervision and the evaluation.

Procedure Summary:

- Job Description - Prepare a clearly defined job description for each employee.
- Determine the level of risk and trust – It is recommended that all employees should be assessed as High Security.
- Application Forms – A standard application form should be used for all parish employees. The form should include a consent area for reference checks, permission to contact the references, and permission to review Criminal Record Checks.
- Interviews – Questions should be related to abilities needed to fulfill the requirements of the position. Wherever possible, two people should conduct the interview. The interview should be documented and placed in the employee’s file.
- References – It is advisable to do three reference checks for an applicant. These are not to be relatives of the applicant. Written consent must be given to contact the references. Always ask the applicant, “May we contact your previous employer?”
- Criminal Record Check Report – These are to be requested for high security employee positions. If there is a cost, the parish should pay for current employees. New employees should cover any cost as a condition of employment.
- Orientation and Training – It should be the responsibility of the Pastor and, at his discretion the parish team to provide the employee with proper orientation and training. When Archdiocesan training is offered, it should be made available to the employee.
- Supervision and Evaluation – The Pastor and/or the parish team shall provide supervision and conduct evaluation of the employee.



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EMPLOYEE OATH OF CONFIDENTIALITY

I _____, solemnly declare that I will well and
(Please Print Name)
truly perform the duties of my position as _____
for the Parish of _____.

I am aware of the responsibilities of this position and agree to meet them.

I agree to keep confidential any information that I may come across regarding the affairs of this parish, its clergy, other volunteers, and parishioners, unless otherwise directed by law or the policy of the Archdiocese of Regina.

(Employee's Signature)

Signed and witnessed in my presence _____
(Pastor's Signature)

(Parish)

(Date)

This signed Oath of Confidentiality Form shall be kept in the employee personnel file at the Parish.