



PROCESSING NEW EMPLOYEES PROCEDURE (PSC-PRO03)

1.0 RESPONSIBILITY

- 1.1 Professional Staff Committee (PSC)
- 1.2 Designated Staff Member

2.0 APPROVAL AUTHORITY

- 2.1 Session

3.0 PROCEDURE

- 3.1 Employee understands that their employment is contingent on their passing the background check. This is explained through the Hiring Procedure.
- 3.2 Employee meets with designated staff member(s) to receive appropriate tax forms, and to complete personnel forms, and receive Personnel Policy Handbook and two copies of their job description (they sign one for their personnel file and keep the other).
- 3.3 Permission to conduct a background check is included in the Policy Statement of Protection of and Prevention of Abuse to Minors and Adults Who Lack Mental Capacity. Background check may be done through TBI.
- 3.4 If employee has a current, or very recent, background check done by another employer, it may be accepted. Examples would be CMCSS or YMCA.
- 3.5 A file on employee should be created which would contain their resume, a signed copy of their job description, and all tax and personnel forms.

Note: Any deviation from the above procedure should be approved by the pastor and chair of PSC.

4.0 ASSOCIATED DOCUMENTS

- 4.1 Hiring Procedure (PSC-PRO01)
- 4.2 Tax forms
- 4.3 Personnel forms
- 4.4 Personnel Policy Handbook (PSC-HBK01)
- 4.5 Background checks

5.0 REVISION HISTORY

| <u>Date:</u> | <u>Rev.</u> | <u>Description Revision:</u> |
|--------------|-------------|------------------------------|
| 5/17/2020 | | Initial Release |

End of Procedure