

## NEW HIRE COMPLIANCE CHECKLIST

Diocese of Worcester – Employees and Volunteers

Purpose: This checklist documents compliance with diocesan policies, Safe Environment requirements, employment regulations, and background screening standards. All applicable items must be completed and verified prior to the start of service unless otherwise noted.

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### EMPLOYEE / VOLUNTEER INFORMATION

Name: \_\_\_\_\_

Position / Role: \_\_\_\_\_

Department / Parish / School: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_

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### SECTION 1: PRE-HIRE COMPLIANCE VERIFICATION

Reference check completed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Reference documentation on file

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Job description reviewed and acknowledged

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Signed offer letter on file (employees only)

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 2: CODE OF MINISTERIAL CONDUCT COMPLIANCE

Individuals have reviewed the Diocese of Worcester Code of Ministerial Conduct

Yes  No

Signed Code of Ministerial Conduct Acknowledgement on file

Yes  No

Date Signed: \_\_\_\_\_

Filed Location: \_\_\_\_\_

Reference:

<https://worcesterdiocese.org/code-of-ministerial-conduct-acknowledgement>

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### SECTION 3: CORI BACKGROUND SCREENING COMPLIANCE

CORI authorization form completed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Government-issued photo identification verified

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

CORI clearance received prior to start of service

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

CORI renewal date recorded

Yes  No Renewal Date: \_\_\_\_\_

Reference:

<https://worcesterdiocese.org/cori>

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### SECTION 4: SAFE ENVIRONMENT TRAINING COMPLIANCE

Safe Environment training assigned

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Required training modules completed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Training completion documentation on file

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 5: EMPLOYMENT AND HR COMPLIANCE (EMPLOYEES ONLY)

I-9 Employment Eligibility Verification completed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

W-4 Federal tax form on file

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Massachusetts state tax form on file

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Direct deposit authorization on file

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION 6: BENEFITS AND SYSTEMS COMPLIANCE (EMPLOYEES ONLY)

Benefits enrollment completed (if applicable)

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Employee entered into BAS system

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

BAS system setup reviewed and confirmed complete

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

BAS entry confirmation documented

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION 7: ORIENTATION AND WORKPLACE COMPLIANCE

Orientation completed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Job duties and expectations reviewed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Workplace policies reviewed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency and safety procedures reviewed

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Access credentials issued (if applicable)

Yes  No Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION 8: FINAL COMPLIANCE CERTIFICATION**

All required documentation is complete and maintained in accordance with diocesan policy. The individual listed above is approved to begin or continue service.

Compliance Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**RECORD RETENTION (OFFICE USE)**

Personnel File Location: \_\_\_\_\_

Electronic System(s): \_\_\_\_\_

Retention Schedule Followed

Yes  No