

MEMORANDUM

To: Pastors
Parochial Administrators
Cabinet Members
Catholic School Principals
Agency Directors
All Staff Involved in Hiring

From: Cathi Farr, Director, Human Resources
Dr. Jeffrey Trant, Director, Safe Environment and Victim Assistance

Date: August 23, 2022

Re: Staff Hiring and Approval Process Policy

Human Resources and the Office of Safe Environment and Victim Assistance (“OSEVA”) thank you for your continued commitment to creating safe environments in our Church community. As previously announced, Bishop William D. Byrne promulgated the *Staff Hiring and Approval Process Policy* on May 17, 2022 to strengthen our hiring process.

We hope that the overview and directions provided below will be helpful to pastors, parochial administrators, cabinet members, Catholic school principals, agency directors, and all other staff involved in hiring for any parish, school, agency, or affiliated ministry of the Diocese of Springfield. A copy of the *Staff Hiring and Approval Process Policy* is also attached for your review and reference.

Purpose

The purpose of the *Staff Hiring and Approval Process Policy* is to ensure that all prospective employees and prospective clergy are first reviewed to determine whether they are eligible in accordance with Safe Environment requirements for employment and/or assignment within the Diocese of Springfield.

Effective Date

The *Staff Hiring and Approval Process Policy* is effective immediately and applies to all prospective employees and prospective clergy.

Implementation

Parishes, schools, agencies, and affiliated ministries of the Diocese of Springfield shall submit the *Staff Hiring and Approval Review Request Form* (Appendix A of the *Staff Hiring and Approval Process Policy*, which is attached) to the OSEVA prior to the extension of any offer of employment. Offer letters or verbal offers of employment shall not be made until the review

process has been completed and the hiring manager has received written notification from the OHR and OSEVA.

Case Example

To assist hiring managers in understanding how to implement the *Staff Hiring and Approval Process Policy* at the parish, school, agency, or ministry level please review the following case example:

Step 1: The position is posted and applications are taken (for a copy of the Diocese of Springfield Employment Application, please go to www.diospringfield.org and navigate to the Human Resources page).

Step 2: Interviews are conducted and expectations are communicated up front to candidates.

“Our interview process includes several steps. First, interviews are conducted with the [parish, school, agency, or ministry]. Subsequently, the hiring process includes a suitability review in accordance with the Diocese of Springfield’s Safe Environment requirements for all [clergy or employees] prior to an offer of employment. This is a confidential process.”

Step 3: Based on interviews, the candidate pool is narrowed down to a finalist for the position.

Step 4: Communicate with the finalist what the approval process entails.

“As explained at the beginning of the interview process, the Diocese of Springfield process includes several stages. I would like to move forward with the process which includes a CORI criminal background check (and for any person working at a Catholic school, a fingerprint based criminal background check). Once documents are submitted to our Office of Safe Environment, the process is quick and can be completed in a short period of time.”

Step 5: Email the completed *Staff Hiring and Approval Review Request Form* along with the CORI Authorization Request Form to p.denno@diospringfield.org or fax to (413) 452-0678. Please include the email address of the hiring manager of their designee so the form can be returned to the appropriate party once the review is complete.

Step 6: Once the *Staff Hiring and Approval Review Request Form* is returned, prospective clergy or prospective employees who are determined to be “ELIGIBLE” may receive an employment and/or assignment offer. Prospective clergy or prospective employees who are determined to be “INELIGIBLE” or “FURTHER REVIEW IS REQUIRED” shall not receive an employment and/or assignment offer and should be referred to the OSEVA for follow-up.

Note: Maintain documentation from the hiring process for two years from the date the position had been filled. Documentation includes but is not limited to applications, resumes, interview notes, or other documents used in the selection process of the final candidate.

Should you have any further questions, please do not hesitate to contact Cathi Farr, director of Human Resources at (413) 452-0683 or Dr. Jeffrey Trant, director of the OSEVA at (413) 452-0624.

Know of our prayers and abiding gratitude for your support of this important initiative.