

## New Employee Checklist

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

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

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- Add the new employee to My Admin Portal (MAP), more information regarding MAP can be found [here](#). MAP allows the employer to enroll new, eligible employees into the pension plan, the RSVP, and acknowledge medical coverage.
- If the new employee will be receiving medical benefits, send the [medical enrollment form](#) to Gallagher Benefits. The contact person is Amy Jones, who can be reached at: [amy\\_jones@ajg.com](mailto:amy_jones@ajg.com).
- If the employee will be receiving dental benefits, send the [dental enrollment form](#) to [amy\\_jones@ajg.com](mailto:amy_jones@ajg.com). Dental coverage may be an employer-paid or employee-paid benefit at the discretion of the vestry in each parish. The choice must apply to all employees.
- If your parish offers paid Group-Life Insurance to employees, email the [Group-Life Enrollment Form](#) to [moeder@dioala.org](mailto:moeder@dioala.org) within 30 days of hire to enroll employee.
- If the parish offers Short Term Disability and/or Long Term Disability coverage, email the Disability Enrollment Form to [moeder@dioala.org](mailto:moeder@dioala.org) within 30 days of hire to enroll employee. When choosing the disability plans to be offered, the parish had the option of making this coverage an employee-paid or employer-paid benefit. The choice must apply to all employees. The Employee-Paid enrollment form can be found [here](#). The Employer-Paid enrollment form can be found [here](#).
- All paid employees, except purely administrative personnel, will need a background check on file. Email this [background check release form](#) to Makenzie Oeder at the Diocesan Office, who can be reached at [moeder@dioala.org](mailto:moeder@dioala.org). If the employee will be working with or around children or youth, they will also need to take the online Safeguarding training modules within 30 days of hire. The Safeguarding Registration form can be found [here](#). The completed form can be sent to Makenzie Oeder at [moeder@dioala.org](mailto:moeder@dioala.org). Volunteers working with youth and/or children must also meet these requirements.
- All paid employees (except purely administrative personnel) will need to read and sign the Covenant for Sexual Responsibility, which can be found [here](#). If the new employee will be working with or around children, they will also need to sign the Church Workers Statement of Sexual Conduct, which can be found [here](#). Both forms need to be saved in Parish files permanently. Volunteers working with youth and/or children must also meet these requirements.
- The new employee will need to read and acknowledge receipt of the Safety policies established by the parish and the Diocesan Drug/Alcohol policy. An example of a safety policy can be found [here](#). The Drug/Alcohol policy can be found [here](#) and the acknowledgment form can be found [here](#). Both forms need to be saved in parish files, permanently.
- The new employee will need to successfully undergo review of the National Sex Offender Registry when hired and every five years. Access to a registry is available [here](#). The review should be documented in parish files.
- The new employee will need to be reported to the Alabama New Hire System, which can be done [here](#). The new employee will also need to be added to the E-Verify database, which can be done [here](#). The parish is responsible for keeping a paper copy of the I-9 form on file as well. The most recent I-9 can be found [here](#).
- Determine if the employee is exempt/nonexempt under FLSA. The [Exempt/Non-Exempt form](#) assists with determining the correct status of employees. Effective July 4, 2024, to be classified as exempt, employees will need to make a minimum of \$844/week or \$43,888/year in addition to meeting other requirements.
- Notify the new employee within 14 days of hire about the Health Insurance Marketplace. A model letter that can be given to employees can be found [here](#). Along with this letter, [this form](#), is a notice that gives information to the employee about the marketplace and the healthcare coverage that is being offered through the Medical Trust. [This form](#) is a FAQ for Episcopal Church employees that should be given to the new employee as well.