

# EMPLOYEE LIFE CYCLE

ATTRACT, HIRE AND RETAIN



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# HIRING EMPLOYEES



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# PRE-HIRING PROCESS

- *Schedule meeting with hiring manager.*
  - *Communicate with hiring manager on specific needs of the position.*
    - *Review job description and make necessary changes.*
    - *Pay*
    - *Schedule/hours*
    - *Status*
  - *Set a timeline on the hiring process.*
  - *Who will be conducting the interviews?*



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# HIRING PROCESS

- *Post job opening on multiple sites (Leaven, Arch website, Church website, Indeed, etc.)*
- *Select candidates to move to the interviewing process.*
- *Interview questions*
  - *STAR*
  - *Open ended questions*



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# HIRING PROCESS

- *First interview*
- *Narrow down applicants to top 2.*
- *Second interview should be with direct supervisor.*
- *Select the best candidate for the position.*
- *Communicate to all applicants were interviewed on their status.*



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# HIRING PROCESS

- *Contingent job offer.*
- *Share the benefit guide with full time employees.*  
<https://archdiocesekck.millercares.com>
- *VIRTUS must be complete before moving forward.*
- *Your VIRTUS coordinator will give you the all clear.*



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# HIRING PROCESS

- *Send official job offer letter:*

- *Position*
- *Part time/full time status*
- *Exempt/Non exempt*
- *Schedule/hours*
- *Pay*



- *Start the Onboarding packet.*

- All new hires need to be put into Paylocity through the Onboarding Process.



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# FIRST DAY

- Communicate who to meet with for orientation.
- I-9 verification due first day (must be done in first 3 days of employment).
- Tour building, fire and tornado plans.
- Job description should be reviewed with the new employee and supervisor. Give employees.
- Talk through the employee handbook (during onboarding).



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS



# MAINTAINING EMPLOYEES



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# COACHING EMPLOYEES PERFORMANCE

- *Training.*
- *Monthly touch points with employee and direct supervisor.*
- *Coaching for Success.*
- *Complete Annual Performance Reviews.*
- *Documentation and consistency.*



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# END OF EMPLOYMENT



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# TERMINATION PREPARATION

- Are you prepared?
- Do you have proper coverage?
- Plan out what is going to be discussed, keep it short and to the point.
- Witness.
- Have a safety plan.
- When will they gather their belongings?

**BE  
PREPARED**



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS



# TERMINATION OF EMPLOYMENT

- Terminations are either voluntary or involuntary.
- FSA/HSA .
- 401k contact Mutual of America.
  - [Lori.Richardson@mutualofamerica.com](mailto:Lori.Richardson@mutualofamerica.com)
- Benefit – continuation of coverage.
- Vacation payout.



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

# CONTINUATION OF COVERAGE

- An employee that has ended employment with active Medical Insurance with Blue Cross Blue Shield, will be provided with the offer to elect Continuation of Insurance by the Chancery Human Resources office.
- Forms are mailed out by the 5<sup>th</sup> of the following month.
- The employee is responsible to pay the full premium plus a processing fee.
- Terminate in timely manner.



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS



# CONTINUATION OF COVERAGE

- Employees will pay premiums for Continuation coverage to the Chancery office.
- Continuation coverage is available for up to 18 months if the loss of coverage is related to end of employment or reduction in hours.
- Employees who were eligible but not participating in the Blue Cross Blue Shield Medical Plan at the time they lose coverage eligibility may not participate in Continuation.



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS



# INVOLUNTARY TERMINATION

- Involuntary termination of employment – Consult Human Resources for discussion and planning. Note: if a termination is made without consulting the archdiocese, the entity is fully responsible for the cost of any legal action that may arise.
- Separation Agreement/Pay – Contact Human Resources for discussion and planning, prior to offering separation pay.





# GUIDELINES FOR PENSION ELIGIBLE EMPLOYEES

- Employees who have been employed with the Archdiocese before 12/31/2013:
  - The Lay Retirement Pension program was frozen on 12/31/2013.
  - Contact Deb Meehan (913)906-4209 or [Dmeehan@CBIZ.com](mailto:Dmeehan@CBIZ.com)
  - Full time employees before 12/31/2013 may be eligible for Lay Pension Frozen benefits.



THE ARCHDIOCESE  
OF KANSAS CITY IN KANSAS

