New Hire Procedures

Before Hiring

- ☐ The job description and a salary range approved by Executive Minister (CFO) before any interviewing begins.
- ☐ If new position and need computer ordered, email IT letting them know that a position is new and what is needed.
- ☐ Interview process begins, use questions on the shared drive. May want to have someone else do a second interview to verify your thoughts on who is best for the position.
- ☐ Approval by leadership before offer is made (may require interview with someone on leadership)

Once candidate is selected

- ☐ Fill out Offer Letter (OPTIONAL) BE SURE NOT TO SAVE ON THE SHARED DRIVE! With the offer letter, email the link to the Staff Handbook. Have the new hire read the staff handbook prior to accepting the position and bring the signed acknowledgement of receipt letter with them on their first day.
- ☐ Onboarding genesis form can be filled out. *(Must be done at least 2 business days before start date.)*
- ☐ A background check link needs to be sent to new candidate. *(Must be done at least 2 business days before start date.)*
- ☐ Send candidate the links to all tax forms – bring in 1st day OR before 1st day (remembering HR is out Friday-Sunday)
    - o Direct Deposit Form
    - o W4- Federal Form
    - o W4 – Iowa Form
    - o I-9 Form

Onboarding

- ☐ Give new hire the appropriate Employee Benefits Summary (Full-time or part-time). Make sure new hire understands that benefits start the first day of the month following their 60th day of employment. HR will schedule time to meet with them close to the effective date.
- ☐ Let new hire know they need to bring the following on the first day (or before):
    - o All tax forms listed above – (may have received and turned into Carol already)
    - o Cancelled check for EFT of paycheck
    - o Drivers license AND SS card OR passport OR birth certificate and make a photocopy for HR
    - o Signed Acknowledgement of Receipt of Staff Handbook
- ☐ Get Key, Nametag and other items and passwords for your new hire according to genesis form.

First Day on the Job

- ☐ Welcome your new hire.
- ☐ Go over the highlights of the Staff Handbook (especially Lutheran Church of Hope and You, Problem Resolution, the Staff Covenant and Staff Standards on Moral Integrity).
- ☐ Go over their hours and expectations as a staff person on your team.

- ☐ This is also the time to go over Overtime and Expense Reimbursement Procedures as they pertain to your Ministry area, the time clock if they are an hourly employee and working from home if appropriate. Any overtime or working from home hours need to be approved by leadership.
- ☐ Give them their key and nametag.
- ☐ Take them on a tour of the building, introduce them to staff as appropriate and show them their work space.
- ☐ Introduce them to Admin Director and schedule a time to have them trained on any data work they will be doing.
- ☐ Arrange for the new hire to receive ministry specific training by their director or a peer or the admin in the ministry. Training on such things as
  - ☐ Genesis forms,
  - ☐ which printer/copier to use (and how),
  - ☐ how to acquire or order supplies, etc.
- ☐ Attend the next new staff orientation that happens 2-3 times a year. This is for expected for all 20+ hr employees however any other part time staff may attend also.

FAQs

How do people who work at Hope dress? The dress code is addressed in the Personnel Policy Manual you will receive your first week on staff but until then, dress at Hope is casual, ie. jeans are totally acceptable.

How often does staff get paid? Staff get paid every other Friday for the previous two weeks (Monday through Sunday).

Where do I find information about Hope and what all is going on? Go to the lutheranchurchofhope.org and see where you can click on all the campuses. Each campus has their own website which has ways to get to all events and details about what is going on at their location.