



HUMAN RESOURCES WORKFLOW OVERVIEW

The following workflow is intended to be a quick reference guide. It is not a replacement for company policies and procedures. Policies and procedures are primary.

RECRUITMENT AND STAFFING				
TASK	PROCESS INITIATION	TASK OWNERSHIP	SUPPORTING DOCUMENTS	NOTES
Job Posting: <ul style="list-style-type: none"> • Support Staff • Management Staff 	Home Administrator Executive Directors	Home Administrator HR Admin Asst	Job Description/Job Posting Job Description/Job Posting	Assisted by HR as requested by Executive Director
Resume Review: <ul style="list-style-type: none"> • Support Staff • Management Staff 	Home Administrator Executive Directors	Home Administrator Executive Directors	Resumes received by email Resumes received by email	Assisted by HR as requested by Executive Director
Interviewing: <ul style="list-style-type: none"> • Support Staff • Management Staff 	Home Administrator HR Ex Dir	Home Administrator HR Ex Dir	Interview Questions and Rating Scale	Assisted by HR as requested by Executive Director
Offer Letter: <ul style="list-style-type: none"> • Support Staff • Management Staff 	Home Administrator HR Ex Dir	Home Administrator HR Ex Dir	Offer Letter Offer Letter	Original held by Home Admin until after NHO. Completed NHO packet sent to vccnewhire@vermontcatholic.org .
ORIENTATION AND ONBOARDING				
TASK	PROCESS INITIATION	TASK OWNERSHIP	SUPPORTING DOCUMENTS	NOTES
Background Check	Home Administrator	HR Admin Asst/ OSEP Manager	Home Administrator emails completed background forms to HR Admin Asst & OSEP	HR Ex Dir approves/disapproves background checks with “hits”
New Hire Orientation <ul style="list-style-type: none"> • Support Staff • Management Staff 	Home Administrator HR Ex Dir	Home Administrator HR Specialist	Offer Letter New Hire Paperwork	

<p>New Hire Paperwork</p> <ul style="list-style-type: none"> • Support Staff • Management Staff 	<p>Home Administrator HR Specialist</p>	<p>Home Administrator HR Specialist</p>	<p>Wage and Status Form Checklist W4 VT W4 I-9 (Drivers License / SS Card) Direct Deposit Sexual Harassment Prevention Training & Sign-off Sheet All Policies Sign Off Sheet Hepatitis B Vaccination Option General Notice to Employees and Covered Dependents for COBRA Background Check VOSHA Training Certificate Health Benefits Enrollment Form Declaration of Health Care Form</p>	<p>Email packet to vccnewhire@vermontcatholic.org Originals in Personnel File</p>
PERFORMANCE MANAGEMENT				
TASK	PROCESS INITIATION	TASK OWNERSHIP	SUPPORTING DOCUMENTS	NOTES
Performance Evaluations	Executive Directors	Home Administrator	Performance Evaluation Forms	HR provides forms for annual reviews; originals kept in personnel file
Corrective Actions	Home Administrator	HR Ex Dir	Corrective Action Form	Home Administrator generates the form for HR Ex Dir approval; Original in personnel file
Performance Improvement Plan (PIP)	Home Administrator	HR Ex Dir	Performance Improvement Plan (PIP)	Home Administrator generates the draft form for HR Ex Dir approval for FINAL WARNINGS AND TERMINATION OR AS NEEDED.

Involuntary Terminations	Home Administrator	HR Ex Dir	Progressive Disciplinary Process (Verbal, Written, Final Written Warnings) Wage and Status Form	HR Ex Dir must sign-off on terminations. Administrator and witness must be present. Home Administrator emails packet to Rebecca Urie, Derek Pitts, and Mary Foster
Voluntary Separations	Employee	Home Administrator	Wage and Status Form Resignation Letter	Documentation emailed to Rebecca Urie, Derek Pitts
COMPENSATION AND BENEFITS				
TASK	PROCESS INITIATION	TASK OWNERSHIP	SUPPORTING DOCUMENTS	NOTES
Hourly Wage Scale	Executive Directors	Executive Directors	Annual Hourly Wage Scales	Distributed Calendar Year effective Jan. 1
Offer Letter Pay Rate <ul style="list-style-type: none"> Hourly Rate for Offer Letters Salary Rate for Offer Letters 	Home Administrator VCC Ex Dir	Home Administrator HR Ex Dir	Offer Letter	If offer exceeds wage scale parameters, please get approval from VCC Ex Dir
Employee Wage or Status Changes	Home Administrator	Home Administrator	Wage and Status Form	Emailed to Rebecca Urie, Lorei Dawson and Derek Pitts
Employee Referral Award	Employee	Home Administrator	Employee Referral Form	Emailed to Lorei Dawson and Rebecca Urie
Benefits: <ul style="list-style-type: none"> Annual NHO Enrollment Tuition Assistance 	HR Ex Dir Home Administrator Employee	HR Dir & Specialist HR Specialist HR Dir & Specialist	Benefits Enrollment Guide Rate Sheet Enrollment Forms Required Forms Tuition Reimbursement Application	Emailed to Derek Pitts and Rebecca Urie; originals in personnel file Employee>Supervisor>HR Specialist and Ex Dir HR>Lorei Dawson and Rebecca Urie
Auxiliary Benefits: <ul style="list-style-type: none"> Annual NHO Enrollment 	HR Ex Dir Home Administrator	HR Specialist HR Specialist	Benefits Enrollment Guide Rate Sheet Enrollment Forms	Emailed to Derek Pitts and Rebecca Urie

FMLA / STD	Home Administrator	HR Ex Dir	FMLA Forms (3) STD Claim Form	Administrator gives hardcopy of both forms to employee with instructions to contact HR Office before completing the documents. HR trains employee, employee completes forms and returns to HR Ex Dir; HR Ex Dir forwards to Derek Pitts and Rebecca Urie; copy kept in personnel medical file
COBRA	Home Administrator	Finance (Rebecca Urie)	Wage and Status Form COBRA Packet	Emailed to Derek Pitts
Workers' Compensation	Employee/ Home Administrator	Finance/Insurance (Betty W.)	Per Insurance Company	Email Betty W.; copy Mary Foster, Derek Pitts, Rebecca Urie
TRAINING AND DEVELOPMENT				
TASK	PROCESS INITIATION	TASK OWNERSHIP	SUPPORTING DOCUMENTS	NOTES
Annual Trainings: <ul style="list-style-type: none"> • Policy & Procedures • Sexual Harassment Prevention • HIPAA 	Home Administrator	Home Administrator	Policy & Procedures Policy Sign-off Sheet Sexual Harassment Training Sexual Harassment Sign-off Sheet HIPAA Training HIPAA Sign-off Sheet	Originals in personnel file Policy & Procedures training is annually in February; Sexual Harassment Prevention Training conducted annually in February and after an investigation
Staff Development	Home Administrator	HR Ex Dir	Upon Request	