



ARCHDIOCESE OF
CINCINNATI



NEWSLETTER

The mission of the Department of Human Resources is to offer the highest quality of service by developing (with its partners) a work environment that is built on trust and respect for each individual — an environment of invitation, welcome, motivation and well-being for all employees. We strive to promote and support the dignity and rights of each person who works in the Archdiocese of Cincinnati so that each employee can carry out his or her ministry and utilize his or her talents in accordance with God's will.

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EEOC Replaces EEO is the Law Poster with "Know Your Rights Poster."

On October 20, 2022, the EEOC issued a completely redesigned poster that replaces the current mandatory EEOC poster. It includes extensive changes that reflect multiple regulatory changes made over the past 8 years. Employers (including each location within the Archdiocese) are required to update the poster and place it in a conspicuous location at their worksites.

The new poster includes language regarding discrimination based on gender identity and sexual orientation. To enable locations to comply with the requirement to display the new poster and yet still identify the location as a religious employer, the Department of Human Resources will provide each applicable AOC affiliated institution the following language for a posting intended to be placed adjacent to EEOC's updated required "Know your Rights: Workplace Discrimination is Illegal" poster:

Institution Note: *This institution invokes a religious exemption. Not all prohibited bases/categories listed in the adjacent "Know Your Rights: Workplace Discrimination is Illegal" poster apply to all programs and/or employment activities of this institution. If you have questions about this, please email your questions to the Pastoral Center Department of Human Resources at humanresources@catholicaoc.org.*

The Department of Human Resources will be sending the notice to all locations the first week of January.

You can find companies that sell the combination poster. One location we have used is [All in One Posters](#) (714-521-7720). The cost is \$24.95. A laminated poster is \$26.95.

Form I-9

The current I-9 Form version expired on October 31, 2022. Current employees with valid I-9 Forms on file do not need to complete new Form I-9. Employers should continue using the Form I-9, Employment Eligibility Verification, after its expiration date of Oct. 31, 2022, until further notice. Department of Homeland Security will publish a Federal Register notice to announce the new version of the Form I-9 once it becomes available.

**DHS & ICE announce form I-9 compliance flexibility has been extended until
July 31, 2023**

The five most significant changes coming to Form I-9 include:

1. Revisions to the List of Acceptable Employment Verification Documents that now provide a link to a complete list of documents (List C Documents).
2. Simplified Form I-9 instructions, including reducing the number of instruction pages from 15 pages to 7 pages. However, the new instructions will include a link to M-274 Handbook and I-9 Central.
3. Section 3 will now become a separate Reverification and Rehire Supplement Form, which should be completed only if needed.
4. Ease of completion by facilitating filling out the form on electronic devices and reducing software user problems by removing electronic PDF enhancements.
5. Reduction of paper use by compressing Sections 1 and 2 from two pages to one page.