



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.

Welcome to our first newsletter! The purpose of this newsletter is to share our knowledge and news with you!

We would like to share a little bit about ourselves:

Rob Reid, Director of Human Resources, graduated from Elder High School, Xavier University, and the University of Cincinnati College of Law. Rob has nearly 30 years of legal experience in employment law. Rob has been with the Archdiocese since November 2013.

Meg Paul, HR Consultant, began employment in the Pastoral Center December 2013. Meg is an experienced HR professional and possesses a bachelor's degree in Interpersonal Communication with a Minor in Personnel Management from the University of Evansville and a master's degree in Religion from the Athenaeum of Ohio. She also holds a SPHR certification.

Karen Brannon, Coordinator of Human Resources, started with the Archdiocese right out of high school in 1980. Karen was hired in the Development Office which handled the Archbishop's Fund Drive and transferred to human resources in 1998. She has worked under three Archbishops.

Catherine Ampfer, Executive Assistant, is our newest employee joining us from St. Catherine School in Fort Thomas and St. Henry School in Elsmere as Technology Coordinator. Catherine joined the Department of Human Resources in June of 2019.



Independent Contractor Final Rule

In early January, the HR Department distributed the italicized communication below regarding a new final rule for employee versus independent contractor status under the FLSA. On President Biden's first day in office, all federal agencies were asked to freeze proposed regulations and those with pending effective dates—which includes this final rule set to take effect on March 8. The Biden Administration has indicated that this final rule may be reconsidered.

So....stay tuned to see where things go with this final rule.

On January 6, 2021, the DOL announced a final rule updating and clarifying the standard for employee versus independent contractor status under the FLSA. The effective date of the final rule is March 8, 2021.

[Click](#) to view the one page summary for more information. If you'd like to read the entire, final rule (it's quite long), here's the link:

[Federal Register :: Independent Contractor Status Under the Fair Labor Standards Act](#)

You can contact [Rob Reid](#) or [Meg Paul](#) if you have questions about this final rule.



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Ohio Revamps Employment Discrimination Statutes

Nothing is required on your part. This is for informational purposes only.

On January 12, 2021, Governor Mike DeWine signed into law House Bill (H.B.) 352, which makes significant and sweeping changes to how employment discrimination claims will be handled in the State of Ohio. H.B. 352 amends pertinent sections of Ohio Revised Code 4112, which contains Ohio's employment discrimination laws, in the following ways.

The new law:

- Eliminates individual supervisor and co-employee liability.
- Reduces and harmonizes limitations periods.
- Codifies the employer affirmative defense in harassment claims.

[Click](#) to read more. The new law will go into effect likely in mid-April 2021.

Meg Paul and Parish Audits

When the Parish Audit Team of Dave Abele and Debbie Wait do a finance audit at your parish, I swing in at the tail end (sometimes later; depends on schedules) and do an HR Review. This consists of a deep dive look into your parish and, where applicable, school Employee Handbook/Policy Guidelines, personnel files and job descriptions. I will also discuss with you any HR related findings Debbie and Dave may have found in their review of payroll and accounts payable. The #1 issue I come across is

Incomplete I-9 Forms. Specifically, Section 2 "Employer or Authorized Representative Review and Verification" has not been completed accurately or in its entirety. Remember:

- You must have either one document from List "A" **OR** two documents as follows: one from List "B" **AND** one from List "C". The purpose of these documents is to verify a person's identity (the employee must have an acceptable document from List A or List B with their picture on it so you can look at the picture and see that, yes, it's the same person) and to verify their eligibility to work in the United States (List A or List C). The form tells you exactly the information it needs from each document and that you then write down on the form.
- Because the form requires you, the employer, to write down the pertinent information from the supplied documents in Section 2, there is no need or reason to keep copies of the documents the employee provides. While it's not illegal to make copies of these documents, it's also not necessary. In fact, it adds a liability to you in case these documents were to be accessed by an unauthorized person.
- Make sure, make sure, make sure (!) you enter **"The employees first day of employment (mm/dd/yyyy)"** in the required field.
- Finally, complete, in its entirety, The **Certification** section. This is where you enter your information as the person who has verified the documents provided by the employee.

Next month: the second most common issue I find in an HR Review!