

Diocese of the Central Gulf Coast
 Lay Employee: New Hire Enrollment Checklist

Employee Name:	Position:
Location:	Hire Date:

This following checklist provides general information on benefits for lay employees. Remember:

1. Determine benefit eligibility and benefit enrollment deadlines
2. Provide direction on where to obtain detailed benefit plan information
3. Enroll employee into a benefit plan if applicable

Use this table to track progress on employment on-boarding and benefit enrollments:

Plan / Product	Communicated?	Deadline Due:	Completed?
Background Check (required)			
I-9 Form – employment verification (required)			
W-4 / Tax Withholdings (required)			
Group Medical Coverage			
Group Dental Coverage			
Group Life Insurance			
Short-Term Disability (optional)			
Long-Term Disability (optional)			
Lay Employees’ Defined Contribution Retirement Plan (Lay DC Plan) or other			
Completion of appropriate Safeguarding Modules			

Additional resource to assist with new hire on-boarding:

- ✓ Contact the Diocesan Office for assistance with background checks and online Safeguarding modules
- ✓ Visit CPG.org for detailed information on medical / life / disability plans
- ✓ Contact the Diocesan Office (or visit website) for a copy of an example Employee Policy Manual
- ✓ Contact the Diocesan Office (or cpg.org website) for medical / dental enrollment forms.
- ✓ Manual of Business Methods in Church Affairs — download free from the Episcopal Church website at www.episcopalchurch.org/page/manual-business-methods

Lay Employee Benefits: New Hire

Group Medical/Dental

Amount of coverage depends on congregation but at same coverage level as clergy/other eligible employees (parity). Deadline to enroll: 30 days from date of hire or date of eligibility. Coverage is effective the 1st of the month following the date of hire. Coverage is required for qualified, full time employee; employees are eligible if they work 1500 hours or more in a year; they may opt out if health benefits are available through other approved sources. The employee or employee's employer must communicate the medical/dental plan choices to the diocesan/group administrator for enrollment in MLPS, our online enrollment system

Employer-Provided Group Life

Coverage is required for eligible, full time employee. Coverage Amount: \$40,000; paid by the employer (church). Deadline to enroll: 60 days from date of hire or date of eligibility. Employees are eligible if they are working and compensated for a minimum of 1000 hours or more per year.

Short-Term Disability

Coverage is optional. Deadline to enroll: 60 days from date of hire or eligibility for guaranteed issuance. Enrollments processed after **60 days** from date of hire or date of eligibility will be subject to medical underwriting and coverage is not guaranteed

Long-Term Disability (LTD only)

Optional Coverage. Deadline to enroll: 60 days from date of hire or eligibility for guaranteed issuance. Enrollments processed after **60 days** from date of hire or date of eligibility will be subject to medical underwriting and coverage is not guaranteed

Lay DC Plan

CPG recommends that lay employees are enrolled within 30 days from date of hire. Review the *Defined Contribution Plan: Employer's Guide* for complete details on the Lay Employees' Defined Contribution Retirement Plan. See current policy in most recent Diocesan Journal of Convention for additional information.

Other Items to Communicate to New Employee:

- ✓ Annual Leave / Sick Leave / Holiday
- ✓ Work Hours / Location
- ✓ Provide Employee Manual / Guideline document (if your church has one)