

E3: Minor Employees or Volunteers (under 18 Years Old)

The following E3 criteria are for persons who are under 18 years old and are:

Employed at a parish, school, or archdiocesan office within the Archdiocese of Saint Paul and Minneapolis. Minor employees are on a site's payroll and submit a W4.

OR

Volunteer at a parish, school, or archdiocesan office within the Archdiocese of Saint Paul and Minneapolis and whose volunteer duties include interaction with minors or vulnerable adults.

1. Background Evaluation

Minor employees must:

- Complete an employment application (per the site's HR procedures)
- Provide two (2) written references from a non-parent/guardian. *Best Practice:* At least one of the references should be written by a school leader or teacher.

Minor volunteers must:

- Provide two (2) written references from a non-parent/guardian. *Best Practice:* At least one of the references should be written by a school leader or teacher.

2. Code of Conduct

Minor employees and volunteers must:

- Review the *Code of Conduct for Youth Workers and Youth Volunteers Who Interact with Children, Other Youth, or Vulnerable Adults* (Code of Conduct for Youth) with the supervisor (or designee), to discuss the terms and ensure the minor understands the purpose of the Code.
- Sign and date the Acknowledgement and Consent page (along with his or her parent/guardian), which is kept on file at the parish, school, or archdiocesan office.

3. Safe Environment Training

Minor employees and volunteers must:

- Be current on Personal Safety Lessons (PSL), with the most recent lesson having been completed within the last three years. If the minor is employed or volunteering at a parish or school other than the site where his/her PSL records are kept, he/she should provide proof of being current (i.e. a signed note from the Safe Environment Coordinator, including date of most recent PSL).



Upon turning 18 years of age, the employee or volunteer is required to:

- Complete a background check (within two weeks of his/her birthdate)
- Sign a new, applicable Code of Conduct (*Code of Conduct for Church Personnel* or *Code of Conduct for Adult Volunteer*)
- Complete Safe Environment Training per the instructions in **E3: Employees 18+ Years Old** or **E3: Volunteers 18+ Years Old**