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