



**Catholic Independent Schools Diocese of Prince George**

**Finance/Payroll Office**

6500 Southridge Ave  
Prince George SC V2N 5P9  
E: [payroll@cispg.ca](mailto:payroll@cispg.ca)

Direct: 250-964-5643  
[www.cispg.ca](http://www.cispg.ca)

Tel: 250-964-4424 Ext 2204

**NEW EMPLOYEE CHECKLIST – Human Resources**

**SCHOOL NAME:** \_\_\_\_\_

- Instruct (Teacher)       EA       Admin       TOC       Cust
- After School Care       SEA

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE CELL PHONE** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_  
*Employee must provide email address, must use @cispg.ca address, unless TOC*

- Copy of schedule 1 attached – *for Support Staff positions only*
- Copy of Contract

***Copy MUST be attached prior to first day worked.***

\*\*\*\*\*

**Items for Review:**      **The following documents/policies must be reviewed and signed to denote agreement by teachers or support staff.**

- Understanding and acceptance of the Catholicity Clause (policy #402)
- Understanding and acceptance of the Non-Catholicity Clause (policy #403)
- Teacher Employment Plan (policy #405), or
- Support Staff Employment Plan (policy #405)
- Social Media expectations – being responsible digital Catholics and Non-Catholics (policy #414)
- Copy of Personal Information Protection Act (policy #121)
- Criminal Records Review (policy #420)

\*\*\*\*\*

***Ensure ALL required documentation is attached.***

***ALL "Items for Review" are understood and accepted:*** \_\_\_\_\_

*Employee Signature*

**Submit to [payroll@cispg.ca](mailto:payroll@cispg.ca) BEFORE employee's first day of work.**



**Catholic Independent Schools Diocese of Prince George  
Finance/Payroll Office**

6500 Southridge Ave  
Prince George SC V2N 5P9  
E: [payroll@cispg.ca](mailto:payroll@cispg.ca)

Direct: 250-964-5643  
[www.cispg.ca](http://www.cispg.ca)

Tel: 250-964-4424 Ext 2204

**NEW EMPLOYEE CHECKLIST**

**EMPLOYEE NAME:** \_\_\_\_\_

- Instruct (Teacher)       EA                       Admin                       TOC                       cust  
 After School Care       SEA

**BENEFITS:** There is a minimum 20-hour work-week requirement to participate in Group Benefit Plan. If employee does not work a minimum of 20 hr/ wk disregard Benefit forms indicated on the checklist,

**Benefit Class 1:** Employee must be full/part time employee (min 20 hrs/wk or .5 FTE) with a continuing contract OR has had a consecutive 12-month contract.

**Benefit Class 2:** Employee has 1-year contract, with no intention of rehire

**Benefit Class 100:** Employee is a permanent part-time employee who works less than 20-hours/wk and wishes to contribute to the Registered Pension Plan

\*\*\*\*\*

***Please ensure employee has completed the required payroll and benefit forms and check off that they have been included here. Forms are available on our website [www.cispg.ca](http://www.cispg.ca) under Staff-New Staff & Payroll section .***

- TD1                       TD1BC

- RCEC Direct Deposit Payroll Agreement and Banking Information

**Benefit Class** check class that applies:     class1                       class2                       Class 100  
*See above for clarification*

- CISVA Application for Group Benefits  
 CISVA Application for Membership in Registered Pension Plan

***Ensure ALL required documentation is completed and attached.  
Submit to [payroll@cispg.ca](mailto:payroll@cispg.ca) BEFORE employee's first day of work .***