

Parish Specific Information for PCLs

The answers to these questions vary from parish to parish
New PCLs should endeavor to find the answers as soon as possible after hiring

Supervision/Decision Making

- ✘ Who is your direct supervisor? Are there people other than your direct supervisor (and his or her superiors) who have authority over you?
- ✘ Are you a part of a team that has the authority to make team-based decisions to which you must comply?
- ✘ Is there a leadership group (e.g., board, core team) whose advice you must seek? Must take?

Schedule

- ✘ Are there set hours in which you are expected to be at the parish on a weekly basis?
- ✘ What standing meetings are you expected to be a part of? When are those meetings?
- ✘ Are there special events outside your normal areas of responsibility that happen on a somewhat regular schedule at which you are expected to be present? (E.g., parish festival/bazaar)
- ✘ How is scheduled PTO/vacation time handled? How far in advance are you expected to submit requests? How is approval of requests communicated?
- ✘ How are illnesses/emergencies handled? Who needs to be notified and when?

Time Entry

- ✘ How are hours to be entered into ADP?
- ✘ What is the deadline for completing your timecard in ADP?
- ✘ If you supervise other employees, what is the deadline for approving their timecards?

Emergency Procedures

- ✘ Are you expected to record your presence on campus in some fashion? Is there a check-in/check-out procedure so that it can be determined who is on campus at any given time?
- ✘ Where are the tornado shelters on campus? Which is/are closest to the areas you are most frequently present?
- ✘ What responsibilities do you have in preparing parts of the campus in the event of an impending tropical storm/hurricane?
- ✘ How is a parish lock-down declared and communicated? What are you expected to do in the event of a lock-down? How is the all-clear communicated?
- ✘ What procedures are you expected to follow in the event you encounter someone who you believe poses a threat?
- ✘ What are you expected to do if a fire alarm sounds? To whom, if anyone, should you report it?

Scheduling and Reserving Space

- ✘ How is space reserved on campus?
- ✘ Are there entities or events that have priority? Can they bump previously confirmed reservations?
- ✘ Is there a regular calendaring process?
- ✘ How are events added in between the regular calendaring process?

Maintenance Issues

- ✘ How are routine maintenance issues (e.g., burned out light bulb) reported and to whom?
- ✘ How are bathroom supplies running low or out to be handled?
- ✘ How are emergency maintenance issues (e.g., major water leak, exterior door that cannot be secured) reported and to whom?
- ✘ How is damage that occurs during events/programs for which you are responsible to be reported and to whom?
- ✘ How is damage that you discover that did not occur during an event/program from which you are responsible to be reported and to whom?

Purchases on behalf of the parish

- ✘ Are you authorized to make purchases? What is the approval process?
- ✘ Are you expected to submit requests to someone else for the purchase of supplies? To whom and how is this to be done?
- ✘ Are there parish preferred vendors?
- ✘ Is there a parish credit card? Are you permitted to use it? How do you gain access to it and what restrictions are imposed?
- ✘ Are you permitted to purchase things with your own resources and seek reimbursement? If so, what procedures or limits are imposed?