

Diocese of Elphin – HR Policy Handbook

Document Name: HR Record Keeping and WRC Inspections Policy
Document No: 7.1.1 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on HR Record Keeping and WRC Inspections. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as “the employer”). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Introduction

It is the policy of “the employer” to fully comply with all statutory Human Resource (HR) Record Keeping requirements and to facilitate and fully co-operate with inspectors from the Workplace Relations Commission whenever required.

Giving due consideration to Data Protection in the diocese, staff are required to ensure that a WRC inspector identifies themselves appropriately and presents their Warrant of Appointment before any information is disclosed.

Inspections

WRC Inspections are normally carried out to ensure compliance with the following legislation:

- Workplace Relations Commission Act 2015;
- Protection of Young Persons (Employment) Act 1996;
- Organisation of Working Time Act, 1997;
- National Minimum Wage Act 2000;
- Employment Permits Acts 2003 to 2014;
- Payment of Wages Act 1991.

Powers of Inspectors

WRC inspectors have the power to:

- enter any premises at a reasonable time;
- demand sight of records;
- inspect records;
- take copies of records;
- interview and require information from any relevant person
- impose compliance notices and fixed payment notices.

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Records for inspection

During an inspection from the WRC, an Inspector will generally seek to review the following records:

1. employer registration number;
2. full name, address and PPS number for each staff member;
3. terms of employment for each staff member;
4. full payroll details;
5. copies of payslips;
6. staff members' job classification;
7. dates of commencement and where relevant, termination of employment;
8. hours of work for each staff member (including starting and finishing times, meal breaks and rest periods);
9. register of staff members under 18 years of age;
10. whether board and/or lodgings are provided and relevant details;
11. annual leave and public holiday entitlements received by each staff member;
12. any documentation necessary to demonstrate compliance with employment rights legislation.

Managers and Staff Members with responsibility for maintaining HR records are required to ensure compliance to this policy.

For further information please contact:

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