



MEMORANDUM

To: Principals

From: Pamela Geary, Human Resources
Leah Heffernan, Office of Child and Youth Protection

Re: Compliance requirements for Independent Contractors

Date: May 17, 2024

There are three different types of Independent Contractors (IC) with three different sets of compliance requirements.

1. Independent Contractors not from an agency who work with children

It is the responsibility of the principal to ensure that the Independent Contractor completes all diocesan safe environment compliance requirements, including the Sexual Harassment Prevention Training connected to the user's VIRTUS account. The principal is also responsible for completing the Faith's Law requirement for the Independent Contractor.

- Requires VIRTUS (1) Primary and (2) Secondary Roles: (1) Non-employee/Non-volunteer/Contractor and (2) Independent Contractor

2. Independent Contractors from an agency who work with children

It is the responsibility of the principal to ensure that the Independent Contractor completes all diocesan safe environment compliance requirements including the Sexual Harassment Prevention Training connected to the user's VIRTUS account. The principal is also responsible for ensuring that the agency conducts the Faith's Law requirement .

- Requires VIRTUS (1) Primary and (2) Secondary Roles: (1) Non-employee/Non-volunteer/Contractor and (2) Independent Contractor

3. Independent Contractors from an agency who do not work with children (i.e., Buck Services or The Cleaning Company)

The principal is responsible to ensure that the agency (1) has their employee create a VIRTUS account and complete a Protecting God's Children training, (2) conducts the Faith's Law requirement, and (3) has their employee complete an annual Sexual Harassment Prevention Training.

- Requires VIRTUS Primary Role: Non-employee/Non-volunteer/Contractor

Please contact Human Resources at humanresources@dioceseofjoliet.org or the Office of Child and Youth Protection at SafeEnvironment@dioceseofjoliet.org with any questions. Please direct VIRTUS account questions to OCYP.