

ARCHDIOCESE OF WASHINGTON

# Human Resources Procedure Manual

For Human Resource Representatives



*Taking care of the people who take care of the people of God*

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## Points of Contact

Contacting vendors directly before contacting The Office of Human Resources usually results in faster resolutions. Vendors should be contacted for inquiries related to their services, whereas the Office of Human Resources should be contacted for questions pertaining to internal policy and to obtain assistance when a vendor is unable to help.

**If you're unsure who to call, please reach out to the Archdiocese of Washington - Office Human**

**Resources:** Email: [ArchdioceseHR@adw.org](mailto:ArchdioceseHR@adw.org) Phone: 301-853-4513

Specialty	Vendor	Contact Information
<b>CHRIS</b>	Ultimate Software Contact: CHRIS Help Desk	p: 301-853-4444 chris@adw.org
<b>Dental Coverage</b>	Delta Dental	p: 717-766-8500
<b>Employee Assistance Program</b>	Hartford	p: 1-800-964-3577
<b>Employee Pension Plan (Frozen 12/31/12)</b>	USICG	p: 866-305-8846 (Option 2) f: 610-537-4195 Plan Codes: Participants – 254 HR Representatives - 367 <a href="mailto:ADWPension@usicg.com">ADWPension@usicg.com</a>
<b>Flexible Spending Accounts (Medical, Dependent, Transportation)</b>	Flores and Associates	Account Manager: Kathryn Rizzo Email Address: <a href="mailto:Kathryn.Rizzo@flores-associates.com">Kathryn.Rizzo@flores-associates.com</a> Website: <a href="https://flores247.com/">https://flores247.com/</a> Customer Service Line: 800.532.3327
<b>Health/Dental/Vision</b>	CareFirst Administrator	P: 1-866-945-9839 <a href="mailto:Myteam@cfablue.com">Myteam@cfablue.com</a>
<b>Life Insurance &amp; Long Term Disability</b>	Hartford	p: 1-800-549-6514 <a href="mailto:GBDcustomerservice@hartfordlife.com">GBDcustomerservice@hartfordlife.com</a>
<b>Long Term Care (Frozen 12/31/15)</b>	UNUM	p: 1-866-679-3054 f: 207-575-3567
<b>Managed Care Program</b>	Conifer	P:1-800-459-2110 x1999
<b>Prescription Coverage</b>	Express Scripts	p: 1-800-451-6245
<b>Retirement Savings Plan</b>	USI Consulting Group (USICG)	p: 866-305-8846 (Option 1) f: 610-362-8751 Plan Codes: Participants – 254, HR Representatives - 367 <a href="mailto:ADW@usicg.com">ADW@usicg.com</a>
<b>Vision Coverage</b>	VSP	p: 800-877-7195
<b>Workers Compensation</b>	KeyRisk	p: 866-847-8872 <a href="http://www.keyrisk.com">www.keyrisk.com</a>



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## ***Section 1 – Recruiting***

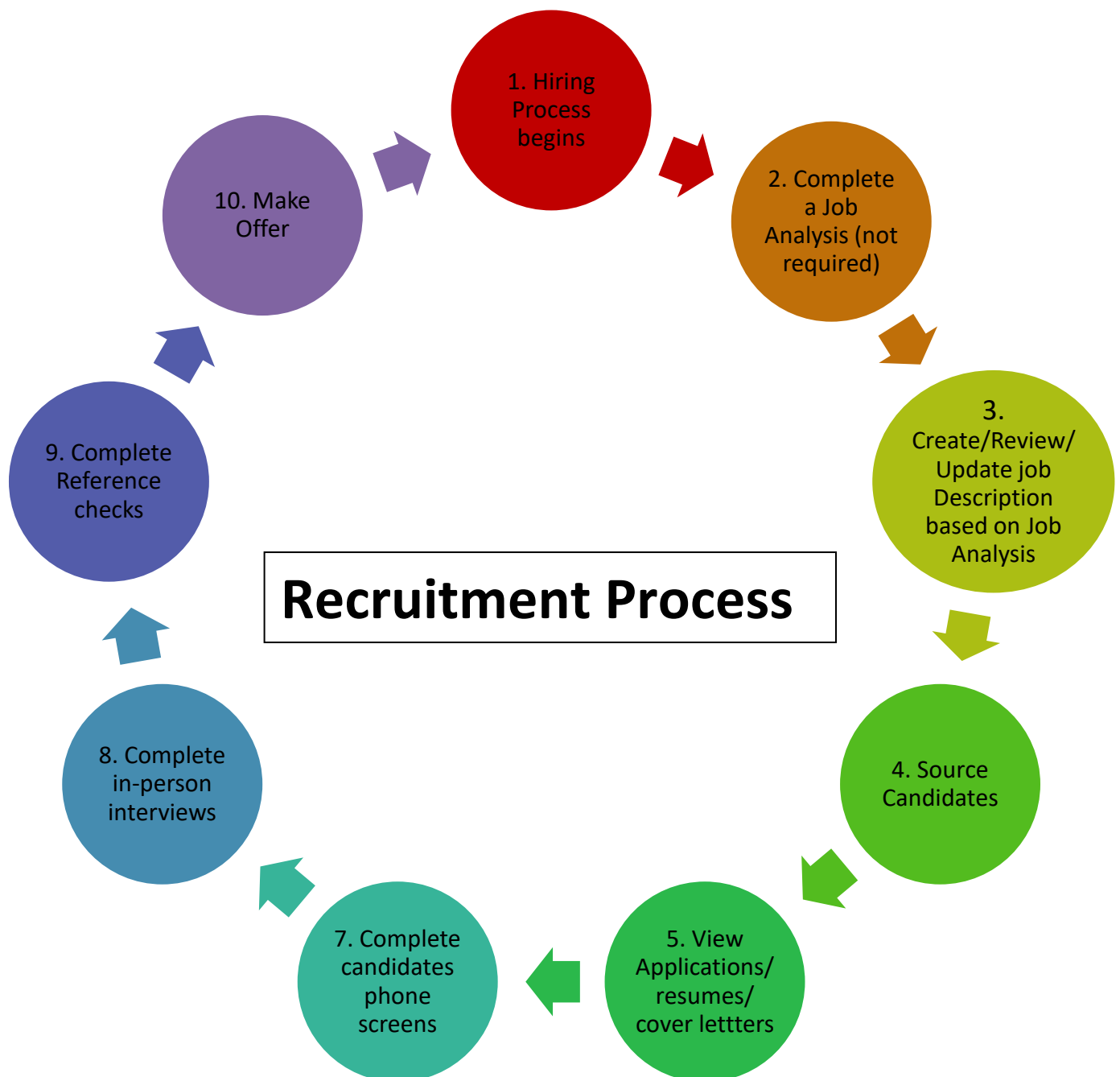
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### Section Topics:

- ❖ The Recruitment Process
- ❖ Performing a Job Analysis and Creating a Job Description
- ❖ Sourcing Candidates
- ❖ Selecting Candidates to Review
- ❖ Prescreening Candidates
- ❖ Catholic Identity Questions
- ❖ Types of Interviews
- ❖ Interviewing Candidates
- ❖ Selecting the Best Candidate
- ❖ Employment of Minors and Relatives

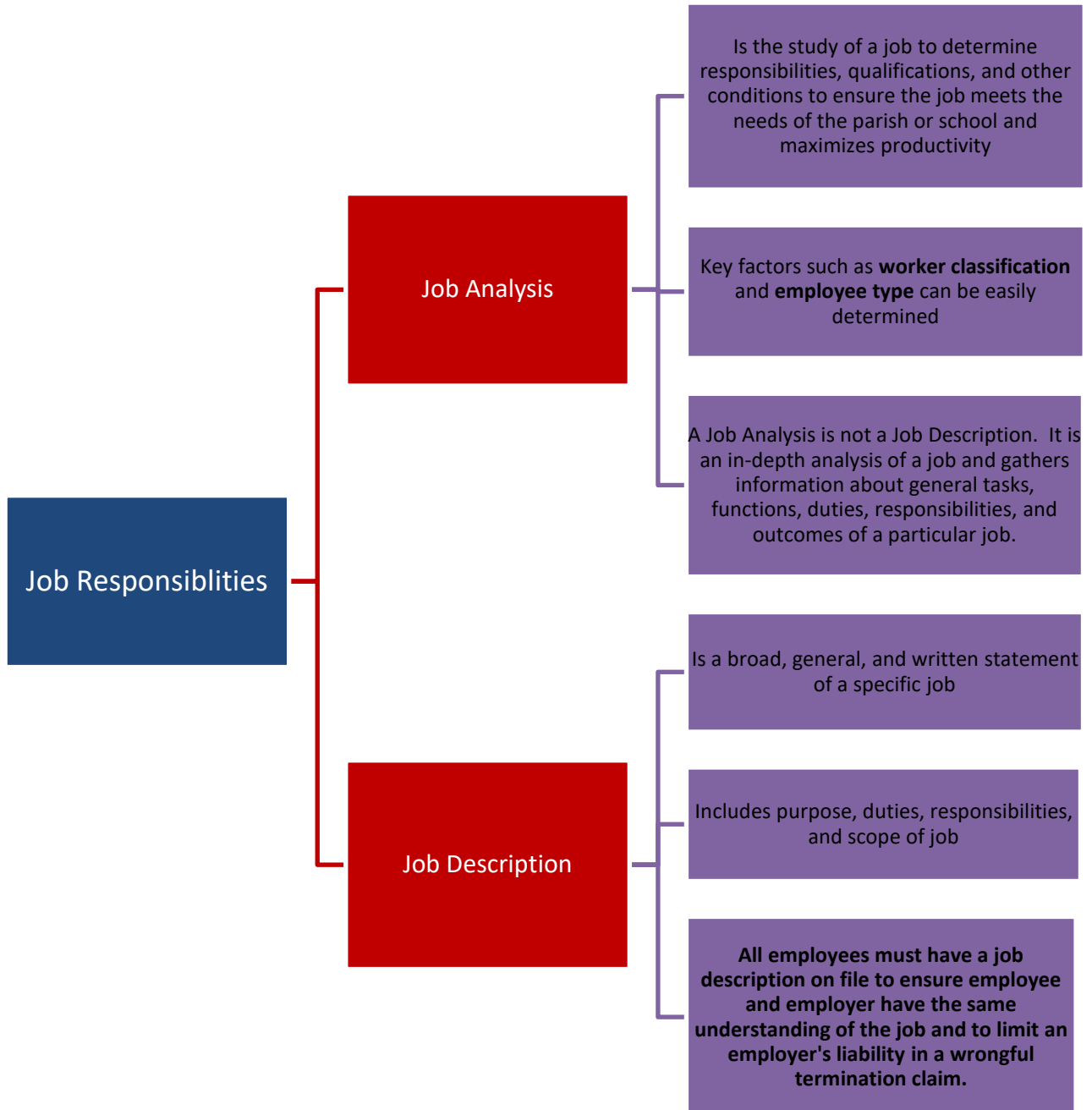
## ***Recruiting***

Hiring the right person contributes greatly to building a staff that effectively helps the pastor or principal further the mission of the church. It is perhaps the most important role a manager has at a parish or school. Therefore, it is important to take the necessary steps to ensure that the right person is hired. Following a systematic process enhances the probability of having a highly functioning team to serve the parish or school and ensures compliance with law and policy.



## Performing a Job Analysis and Creating a Job Description

One of the first steps in the recruitment process is creating a job analysis. *While a written analysis is not required*, it is very helpful toward understanding whether the job is necessary and what type of knowledge and skills an employee will need in order to be successful in the position.



To create a job analysis, use the [Job Analysis Form template](#).

To create a job description, use the Sample [Job Description Form](#).

## Worker Classification: Contractor (1099) vs. Employee (W-2)

It is important to properly classify a worker as an employee vs. an independent contractor since a mistaken classification may result in the employer being responsible for the worker's back income, taxes, and other penalties imposed by the IRS.

**The Internal Revenue Service fined a parochial school that classified substitute teachers as independent contractors. They were responsible for years of back taxes for these substitutes.**

Three major areas define the relationship between an employer or customer and an employee or independent contractor - **behavioral control, financial control and relationship** of the parties.

Behavioral Control	Financial Control	Relationship
<p>An employee/employer relationship exists if the employer provides:</p> <ul style="list-style-type: none"> <li>a. extensive <i>instructions</i> on how your work is to be carried out <u>and</u></li> <li>b. <i>training</i> on required work methods and procedures.</li> </ul> <p>Detailed work instructions may include how and where the work will take place, what equipment to use, and where to purchase supplies and equipment. Similarly, if you want the job to be carried out in a certain way, and provide training to this effect, you're likely hiring an employee, not an independent contractor.</p>	<p>Three factors come into play when determining whether an employer has financial control over an individual: significant investment, expenses, and opportunity for profit and loss. A worker might be an independent contractor if the following criteria apply:</p> <ul style="list-style-type: none"> <li>• <b>Significant investment-</b> A worker makes a significant monetary investment in order to do the job.</li> <li>• <b>Expenses</b> – An employer does not reimburse a worker for some or all of his or her businesses expenses.</li> <li>• <b>Profit or Loss Opportunity</b> – A worker may incur a loss or profit based services provided.</li> </ul>	<p>A worker may be an employee if:</p> <ul style="list-style-type: none"> <li>• The worker receives employment benefits (insurance, pension, paid time off).</li> <li>• There is no written contract between the employer and worker.</li> </ul>

All contractors must comply with Archdiocesan policy governing contractors, including having the appropriate insurance coverage and a contract describing the services provided. **Please follow the contract decision tree as published by the Office of General Counsel and located in the Parish Offices Only section of the [adw.org](http://adw.org) website.**

Examples:	
The following positions are typically employees (W2):	The following positions are typically independent contractors (1099):
<ul style="list-style-type: none"> <li>• Substitute teacher</li> <li>• Priest who says mass on a regular basis (unless paid to a religious order)</li> <li>• Regularly scheduled musicians</li> </ul>	<ul style="list-style-type: none"> <li>• Special occasion musician</li> <li>• Speaker</li> <li>• Accountant who has own firm</li> <li>• Independent person who maintains parish website</li> </ul>

### Employee Type: Exempt vs. Non-Exempt Employee Policy #: 231,410, 420, 430

Employers must determine whether employees are exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). There are severe consequences for classifying an employee incorrectly. Employers may be liable for unpaid wages, statutory penalties, interest, and attorneys' fees.

**Exempt** – not eligible for overtime pay for time worked in excess of 40 hours per work week.

**Non-exempt** – eligible for overtime pay: 1.5 times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

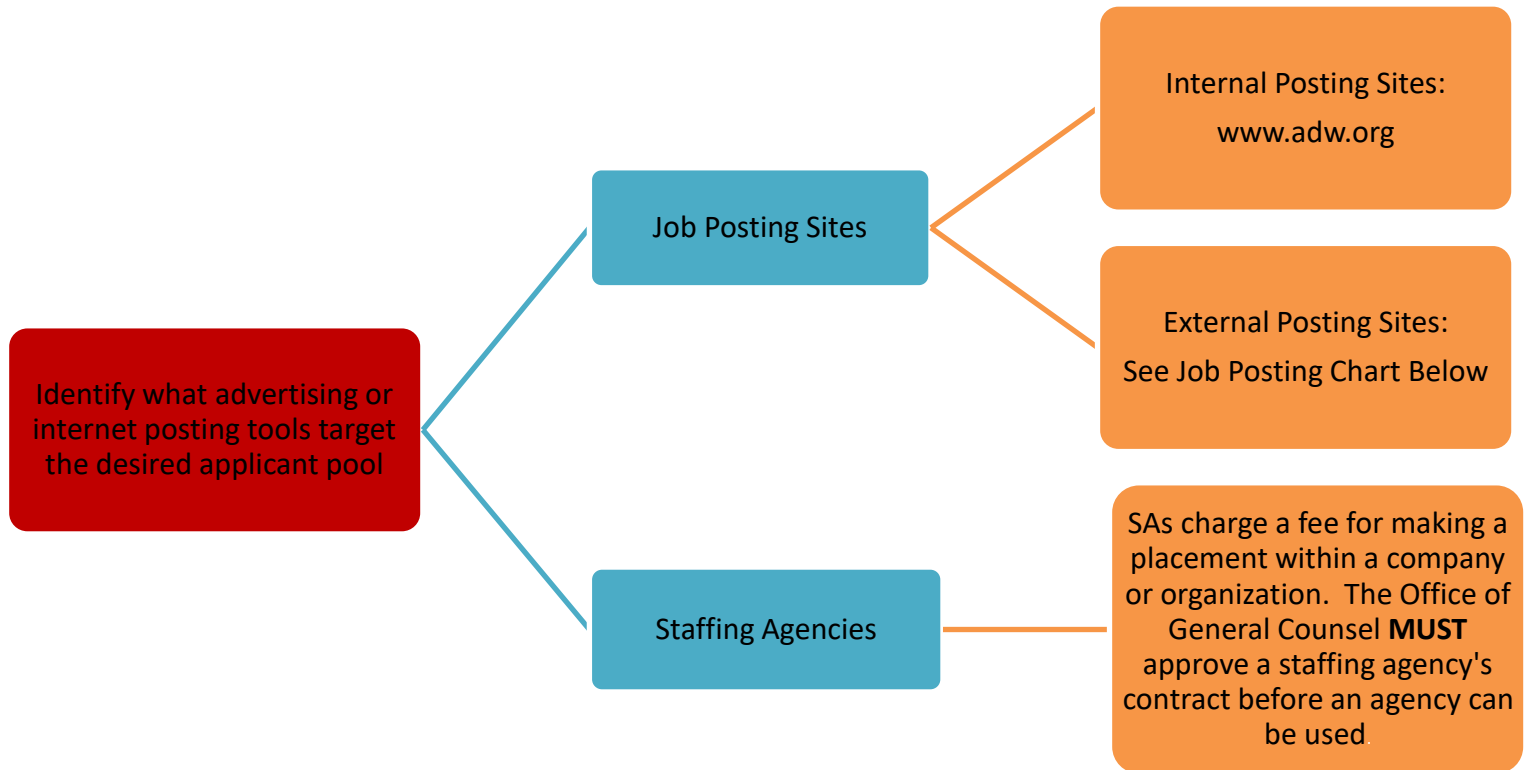
<b>Salary</b>	All exempt employees must earn at least \$684 per week, regardless of hours worked
<b>AND</b>	
<b>Duties</b>	<p>Employee's primary duty is performance of office or non-manual work directly related to management or general business operations of the employer or the employer's customers</p> <p><b>AND</b></p> <p>Employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance</p>

To assist in the classification of positions, please refer to the [parish job codes](#).



## Sourcing Candidates

Sourcing candidates focuses on identifying, assessing, and engaging skilled candidates through proactive recruiting techniques.



Recruiters frequently use the following sites to announce open positions:

Name	Web Address
Archdiocese of Washington	<a href="http://www.adw.org">www.adw.org</a>
CatholicJobs.com	<a href="http://www.catholicjobs.com">www.catholicjobs.com</a>
Careerbuilder.com	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
Catholic University of America	<a href="http://www.cua.edu">www.cua.edu</a>
Trinity University	<a href="http://www.trinitydc.edu">www.trinitydc.edu</a>
John Paul II Institute for Marriage and Family	<a href="http://www.johnpaulii.edu">www.johnpaulii.edu</a>
Mount St. Mary's University	<a href="http://www.msmary.edu">www.msmary.edu</a>
School Spring	<a href="http://www.schoolspring.com">www.schoolspring.com</a>

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## Review Applicant Data

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### Applications



- ☐ Applications are legal documents which provide a solid record of an employee's work history and disclosures at the time of employment.
- ☐ They allow employers to impartially compare applicant credentials.
- ☐ **ALL APPLICANTS MUST COMPLETE AN APPLICATION FOR EMPLOYMENT**

### Resumes and Cover Letters



- ☐ Employers may also require resumes and cover letters from applicants.
- ☐ **RESUMES MAY NOT BE ACCEPTED IN LIEU OF APPLICATIONS**

## Key Factors to Review When Screening Resumes



While not causes for immediate disqualification, it is important to investigate the following:

- **Job hopping**
- **Involuntary employment termination**
- **Gaps in employment history**

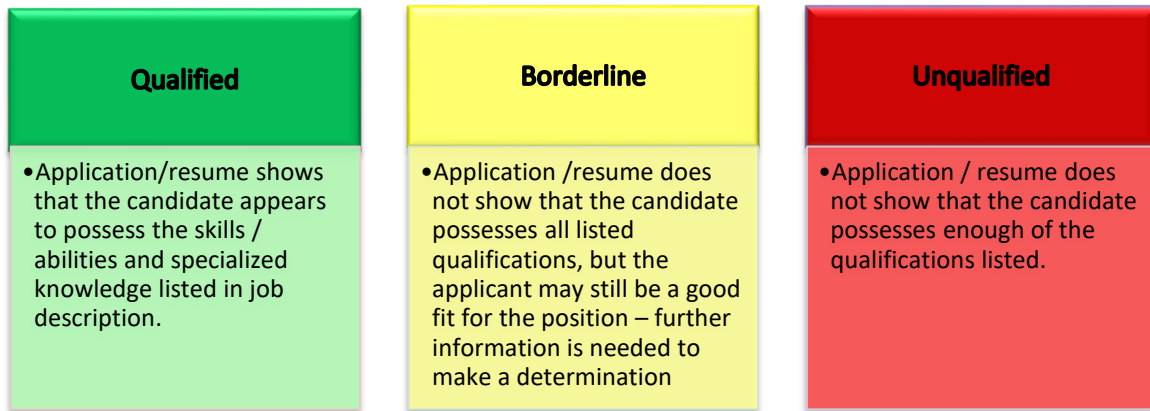
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## Select Candidates to Interview

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Once all applications have been reviewed and unqualified applications have been eliminated, select the best qualified candidates to prescreen for an interview.

To streamline the review process, resumes can be sorted into multiple categories:



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## Prescreening Candidates

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Use the [ADW Phone Screen Questions](#) to assist during the prescreening process.

## Catholic Identity Interview Questions

All candidates must be asked the following questions during the interview process:

1. As the job posting reflects, you have applied for a position within the Archdiocese of Washington, the local church that serves DC and parts of Maryland. Why are you interested in serving the church?

**2. For use only if this position requires a practicing Catholic.**

a. Are you a practicing Catholic; if so, what parish? How do you serve in your parish?

b. If not, are you a member of a church and how do you participate?

3. Because we are mission oriented, every aspect of working here is animated by the Catholic faith. Would you be comfortable working in a faith-infused environment? Do you have any questions or reservations about what that would mean?

4. If you are offered the position, would you be able to respect and abide by the tenets of the Catholic Faith, regardless of your personal beliefs?

## Types of Interviews

Interviewing candidates may look different depending on the position and the number of qualified candidates. Below are different types of interviews to consider:

### Email/Phone Interview

- Narrows applicant pool; select candidates for in-person interviews.

### In-Person Interview

- One-on-one interview between the applicant and hiring manager.

### Second Interview

- A more in-depth interview; may include additional staff members.

### Panel Interview

- A group of interviewers pose questions to candidates.

### Off-Site Interview

- Interviewer observes candidates in a relaxed environment. Interviewer must pay applicable bills (ex. coffee, lunch).

**Etiquette dictates an employer conduct an in-person interview a maximum of two (2) times – the person may interview with multiple staff at each visit.**

## Interview Candidates

When interviewing candidates, it is important to ask questions that will showcase whether the applicant's knowledge and skills align with the job description. It is equally important that interviews are conducted following established legal guidelines. Follow the guidelines below to ensure you conduct efficient, legal interviews:

**Create an Interview Guide** Create job related questions to help generate evidence that the candidate has performed the required work in the past or is capable of performing the work. A good way of crafting such question is: **Tell me about a time when...**

Examples:

- Tell me about a time when you had to handle multiple conflicting priorities, how did you handle the situation?
- Tell me about a time when you had to call a parent regarding a disruptive student in a religious education class.
- Tell me about a time when you had to manage the behavior of a group of teens who were becoming disruptive.

### Ask all candidates the same questions

<b>Contact Candidates for Interview</b>	<ul style="list-style-type: none"> <li>• Review pre-screened applications</li> <li>• Schedule interview appointments</li> </ul>
<b>Prepare for the Interview</b>	<ul style="list-style-type: none"> <li>• Review application</li> <li>• Set the stage for a quality interview                             <ul style="list-style-type: none"> <li>○ Be on time</li> <li>○ Schedule enough time to conduct a thorough interview</li> <li>○ Remove or minimize distractions</li> </ul> </li> <li>• Reserve a quiet, comfortable setting</li> <li>• Coordinate interview times with others interviewers, if applicable</li> </ul>
<b>Conduct a Respectful Interview</b>	<ul style="list-style-type: none"> <li>• Start with an icebreaker or warm-up conversation                             <ul style="list-style-type: none"> <li>○ A comment about the weather, good or bad?</li> <li>○ Did they have any problem finding the office?</li> </ul> </li> <li>• Provide a brief overview of the organization and position</li> <li>• Use the Interview Guide to focus on a candidate's ability to perform duties</li> <li>• Close the interview and provide next steps</li> </ul>
<b>Rate Skills</b>	<ul style="list-style-type: none"> <li>• Gather enough information to rate skills</li> <li>• Differentiate between interviewing skills and job skills</li> <li>• Wait at least 30 minutes after interview to make an assessment</li> </ul>
<b>Select best candidate</b>	<ul style="list-style-type: none"> <li>• Complete individual candidate ratings with the <a href="#">Candidate evaluation form</a></li> <li>• Compare all candidates' ratings on skills</li> <li>• Complete reference checks on final candidates and background checks, if applicable.</li> </ul>

Avoid discriminatory language – do not discuss (directly or indirectly):  
race, color, gender, national origin, disability, age, sexual orientation, or genetic information

## Select the Best Candidate

Selecting the best candidate means matching the needs of the parish or school with the candidate's knowledge, skills and abilities and commitment to mission of the church. This will enhance the pastor and principal's ability to serve the parishioners and students and achieve the mission.

### Selection Criteria

All candidates should be reviewed using the same selection criteria. Selection criteria should come from the job description and usually fall into the following categories:

- \*Experience
- \*Abilities/Skills
- \* Education
- \*Personailty Traits
- \*Job-Specific Knowledge
- \*Commitment to Mission

### Candidate Evaluation Form

Use the [Candidate Evaluation form](#) to list critical skills and establish a rating system to rank each candidate's ability.

Keep the following in mind:

- \*Make hiring decisions quickly , but not in haste
- \*Judge on skills and qualities versus likability
- \*Suspend judgment until all interviews are complete

### Professional References

Once the candidate pool has been narrowed to one or two applicants, 2-3 professional references should be contacted.

**No offer can be extended to a candidate without contacting professional references.**

Professional references can be completed using a [Reference Check form](#). The form can be emailed to the reference or filled in over the phone.

### Other Types of Referenes

In addition to professional references, applicants may be asked to provide other types of references as well.

#### **Job References:**

Former employer validates employment and comments on performance

#### **Personal**

**References:**Friends or Coworkers validate personal skills and attributes

## Employment Minors

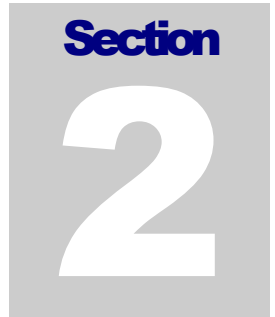
\*Anyone under the age of 18 is **NOT** permitted to be employed by the Archdiocese.

\*Minors can volunteer at locations, but **cannot** be paid through AP or payroll.

## Employment of Relatives

\*Please contact the Office of Human Resources **BEFORE** hiring a relative of a current employee.





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## ***Section 2 – Onboarding***

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### Section Topics:

- ❖ Preparation for Arrival
- ❖ New Hire Documents – Collection Deadlines
- ❖ Shared Employees
- ❖ New Hire Document Requirements
- ❖ New Hire Documents

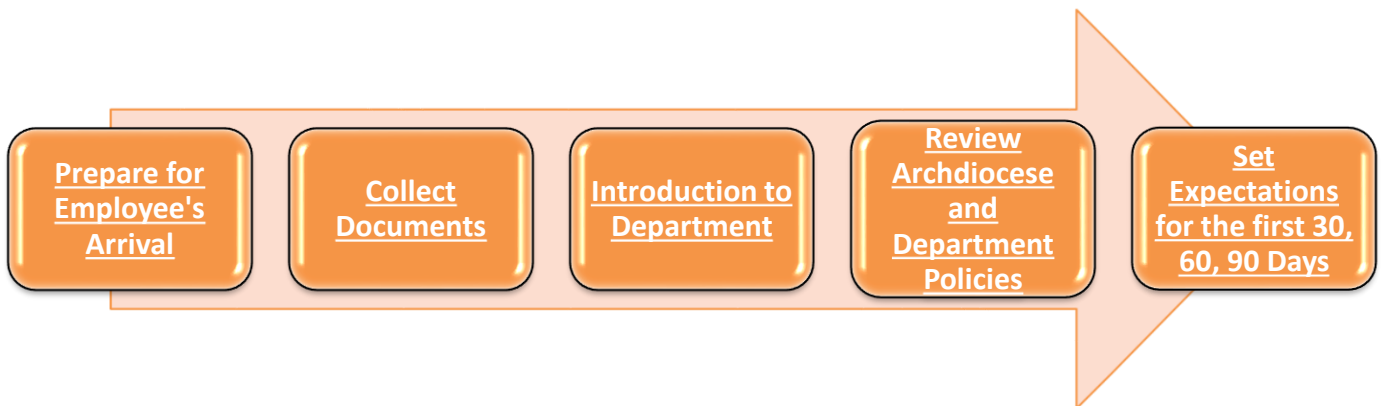
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## Onboarding

Successful onboarding is critical to the hiring process as it introduces a new hire to the culture of the parish or school. It ensures that new hires integrate seamlessly into the parish/school so that they will become productive more quickly and fully embrace and support the mission of the parish/school.

Onboarding is more than collecting all the correct documents – **it is a time to enthusiastically welcome the employee to the parish/school!** However, part of the introduction does include ensuring the employee has all the documents and resources in order to successfully begin their new position.

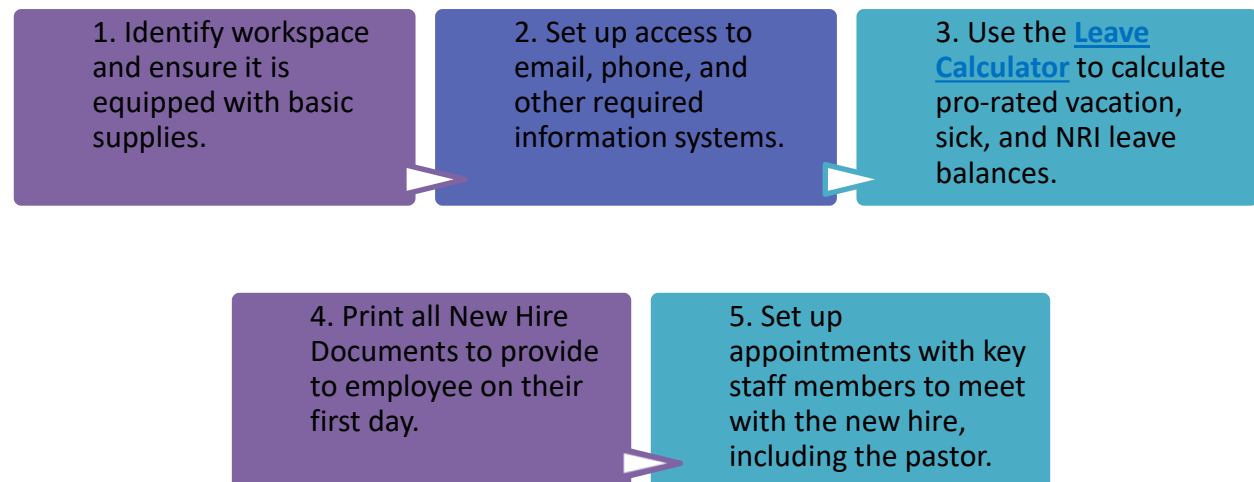
Use the [New Hire Checklist – HR](#) to ensure that new hires receive all necessary documents and the [New Hire Checklist – Manager](#) to ensure that managers properly orient new hires with the organization.



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### Preparation for Arrival

Part of welcoming an employee into the parish/school is ensuring the employee's workspace is already setup for their arrival and all form documents are completed and ready for signature. Before the employee arrives, make sure the following are completed:



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### New Hire Documents Collection Deadlines - IMPORTANT

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All new hire documents need to be collected within **30 days** of the employee's hire date; however, some documents need to be collected earlier than others. See the [New Hire Checklist](#) to determine when new hire documents are due.

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### Shared Employees

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Employees who work at multiple parishes must be paid by all parishes at which they are employed. Hours worked should be aggregated across locations to determine if an employee is considered retirement eligible (20 hours per week) and/or benefits eligible (30 hours per week). Each parish/school is responsible for paying the employee for hours worked at a location; however, certain benefits can only be administrated by one parish/school.

See the [Multi-Parish Hire Checklist](#) to ensure shared employees are set up correctly in CHRIS and with CFA.

To hire an employee into CHRIS who is currently working at another location, please contact the CHRIS team.

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### New Hire and Transfer Employee Document Requirements

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All new hire documents must be provided to the employee on the first day of employment. **Even employees who are transferring from one parish/school to another or employees who are active at more than one location MUST complete new hire documents at each location where they are employed.** Benefit, direct deposit, and tax information does not transfer from one location to another in CHRIS and must be entered by the parish payroll administrator at each location.

### Application

monstrate that he or she is legally permitted to be employed.

- Also requires the applicant to provide information regarding relevant skills, education, and experience.
- A resume does not replace a signed application.**

### Appointment Letter

oyment.

- Appointment letters are required for everyone employed by an Archdiocesan location, including part-time, temporary, and seasonal employees (ex. substitute teachers, musicians).
- Each fiscal year, the Office of Human Resources will make the current Appointment Letter and Appointment Continuation templates available so that every employee receives an updated version.
- New Hires must sign the Appointment letter and the original must be filed in the employee's personnel file. Employees should be given a copy for their records.**
- Employees continuing employment must receive a Continuation Letter. The employee does not need to sign this form.**

### DC Wage and Theft Prevention Form

employment Status

and Acknowledgement of Wage Rate(s) form to their employees.

- The form needs to be provided to **1. All new employees upon hire; 2. Every employee each time there is a change in their pay.**
- The form must be provided to all employees in their native language (if available) and signed by the employee.
- Employees must sign the document and the original must be filed in the employee's personnel file. Employees should be given a copy for their records.**

### I-9

- MUST BE COMPLETED WITHIN THE FIRST 3 DAYS OF EMPLOYMENT, OR THE EMPLOYEE CANNOT WORK FOR THE PARISH/SCHOOL.**

### W-4

- Federal Tax form that ensures the employer withholds the proper amount of federal income tax from employee's paycheck.
- It is not the responsibility of the parish/school to assist an employee in determining what tax elections to enter on the form. Refer the employee to their tax representative.

### State Tax Form

- State Tax form that ensures the employer withholds the proper amount of state income tax from employee's paycheck.
- Only needs to be completed for the state in which the employee lives, not where they work.
- It is not the responsibility of the parish/school to assist an employee in determining what tax elections to enter on the form. Refer the employee to their tax representative.

### Retirement Savings Plan Enrollment/Waiver

- If an employee works **20+ hours** per week, the employee must have a Retirement Saving Plan form on file.
- Employees are automatically enrolled at 4% if no form is received; however, all efforts should be made to collect a form with an employee signature.
- This form should be faxed or e-mailed to USICG and the deduction added in CHRIS.

### Employee Policies Acknowledgement Form

- **ALL** employees must have a signed Policies Acknowledgement Form on file showing the employee read and understood Archdiocesan policies. The form can be found in the Employee Policies #1000.

### Voluntary Life Insurance

- If an employee selects additional life insurance, this form needs to be on file .

### Health, Dental, Vision Forms

- Benefit-eligible employees must have Health, Dental, Vision forms on file.
- If waiving the benefit, the employee must select the box that says they are waiving insurance and sign the form.
- If the employee is covering his/her spouse a **Spousal Eligibility Form** must also be signed by the employee verifying their spouse is eligible.

### Marketplace Coverage Option

- Informs employee about the Health Insurance Marketplace and that depending on their income and what coverage may be offered by the employer, they may be able to get lower cost private insurance in the Marketplace.

### Flexible Spending Enrollment Forms

- Withholds employee-elected medical, dependent, and/or transportation benefit on a pre-tax basis.

### HIPAA Privacy Notice

- Describes how medical information about an employee be used and disclosed and how employees can get access to this information.



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## ***Section 3 – Personnel File Requirements***

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### Section Topics:

- ❖ Storage & Access
- ❖ Filing Retention Periods
- ❖ Components of a Personnel File

## Personnel Files

### Storage & Access

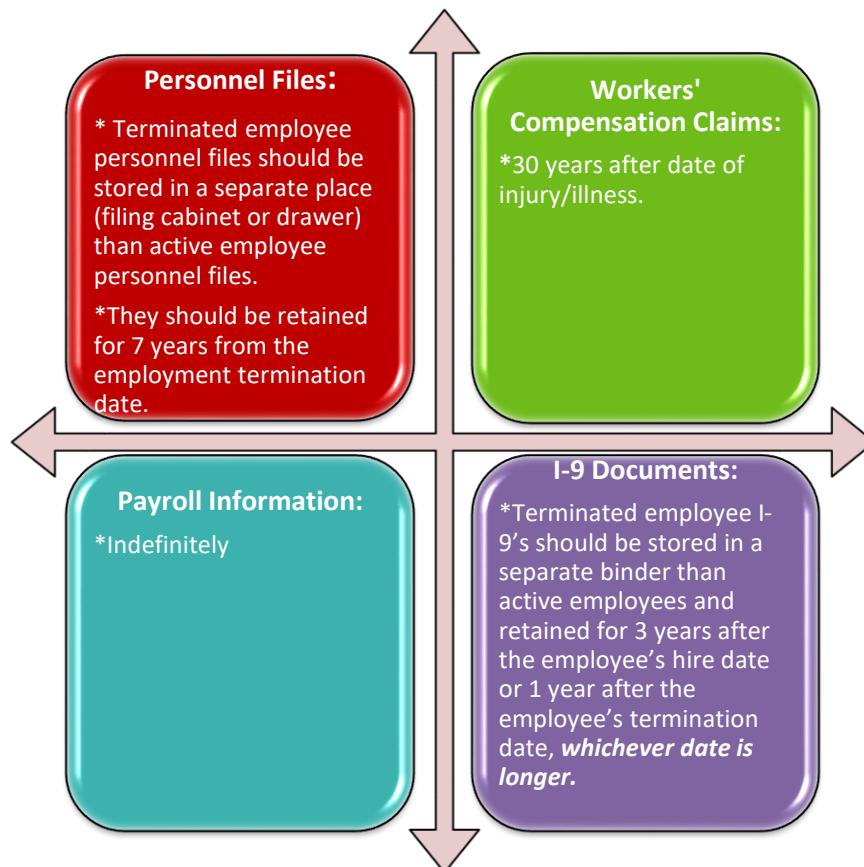
All employee records are considered confidential and therefore should be stored in locked filing cabinets and secure electronic devices. Access to personnel files should be limited to those with a genuine need-to-know.

All contents of a personnel file must be stored in one location. Managers may retain copies of pertinent documents for their records.

Payroll and Benefits documents are especially sensitive and should only be disclosed to the HR Representative and Payroll/Benefits Administrator, as needed.

Typically, only the HR representative should have access to benefits records.

### Filing Retention Periods:



## Components of a Personnel File

What Should Be in a Personnel File		
<b>Employment</b> <ul style="list-style-type: none"> <li>• Address Changes</li> <li>• Business Card Order Form</li> <li>• Continuation/New Hire Appointment Letters</li> <li>• Education Verification</li> <li>• Employee Acknowledgement Form</li> <li>• Original Employment Application</li> <li>• Job description</li> <li>• Offer letter</li> <li>• Personnel Action Forms (employment)</li> <li>• Position Review Request</li> <li>• Cover Letter/Resume</li> <li>• Relocation Records</li> <li>• Picture ID</li> <li>• DC Wage and Theft Prevention Form</li> </ul>	<b>Payroll/Tax</b> <ul style="list-style-type: none"> <li>• Federal and State Tax Forms</li> <li>• Direct Deposit Forms</li> <li>• Salary Reduction Agreements</li> <li>• Rate of increase documentation</li> <li>• Earnings and Hours Spreadsheet</li> <li>• Garnishments</li> </ul>	<b>Employee Relations</b> <ul style="list-style-type: none"> <li>• Records of discipline/counseling</li> <li>• Commendations</li> </ul>
	<b>Performance</b> <ul style="list-style-type: none"> <li>• Performance Appraisal</li> <li>• Training records</li> </ul>	<b>Separation</b> <ul style="list-style-type: none"> <li>• Termination/Resignation letters</li> <li>• Exit interview</li> <li>• Benefit Extension Form</li> </ul>
	<b>Benefits/Insurance</b> <ul style="list-style-type: none"> <li>• Benefit Enrollment Forms</li> <li>• Election Forms</li> <li>• Emergency contact information</li> <li>• Health Care Coverage Form</li> <li>• Lay Employee Authorization Form</li> <li>• Voluntary Group Life Insurance Election Form</li> <li>• Certification of Spousal Eligibility</li> <li>• Personnel Action Forms (benefits)</li> </ul>	<b>Attendance</b> <ul style="list-style-type: none"> <li>• Notes on attendance</li> <li>• Leave reports</li> <li>• Work schedule adjustments</li> </ul>
What Should Not Be In a Personnel File		
<b>Medical Records</b> Any medical record with personal medical information should be filed separately	<b>Investigation Records</b> <ul style="list-style-type: none"> <li>• Discrimination complaint investigation information</li> <li>• Legal case data</li> <li>• Accusations of policy/legal violations</li> </ul>	<b>Background Check Records</b> <ul style="list-style-type: none"> <li>• Background investigation information</li> <li>• Personal Criminal conviction</li> <li>• Personal criminal conviction history</li> <li>• Arrest records</li> </ul>
<b>I-9 Form</b> I-9 Forms and identification should be filed in separate binder		
<b>Recruitment Files</b> <ul style="list-style-type: none"> <li>• Job Requisitions</li> <li>• Job Postings</li> <li>• Interview notes</li> <li>• Reference checks</li> <li>• Employment verification</li> </ul>		





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## *Section 4 – Wages*

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### Section Topics:

- ❖ Overtime
- ❖ Flexible Schedules
- ❖ Pay Increases

## Wages

### Overtime

Employee Policy #: 430

Non-exempt employees are eligible to receive overtime at 1.5 times their salary for every hour actually worked in excess of 40 hours in one workweek.

**Exempt employees do not earn overtime.**

- **Approval** – Overtime must be approved by employees' manager prior to working excess hours.
- **Requirement** – Supervisors may require overtime after first seeking volunteers. Employees who refuse overtime may be subject to corrective action disciplined.
- **Holidays/Weekends** – Employees will not earn overtime for hours worked on holidays or weekends unless the hours worked exceed 40 hours in one workweek.

### Flexible Schedules

The Archdiocese does allow for flexible work schedules based on the needs of the parish/school. Since many Archdiocesan ministerial positions require extensive evening and weekend work, it is advisable to determine a flexible schedule agreeable to the supervisor and the employee. To remain compliant with overtime laws, all flexible schedule hours must be scheduled for the same week. **The Archdiocese of Washington does not offer comp time in lieu of flex hours.**

**Supervisors must approve flexed schedules in advance.**

### Pay Increases

Pay Increases are essential to maintaining high morale and adequate compensation. Administer pay increases equitably to avoid discrimination claims.

Types of pay increases:

#### Merit Increase

- Salary or wage increases are directly linked to performance. Performance should be measured by objective criteria set out at the beginning of the appraisal period.

#### Promotion

- Employees should receive a pay increase when their job duties change to require at least one of the following:
  - Greater Responsibility
  - Greater Skill Level
  - Supervision of Others
- *For Teachers: Refer to the salary scale provided by the Catholic Schools Office*



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## ***Section 5 – Payroll***

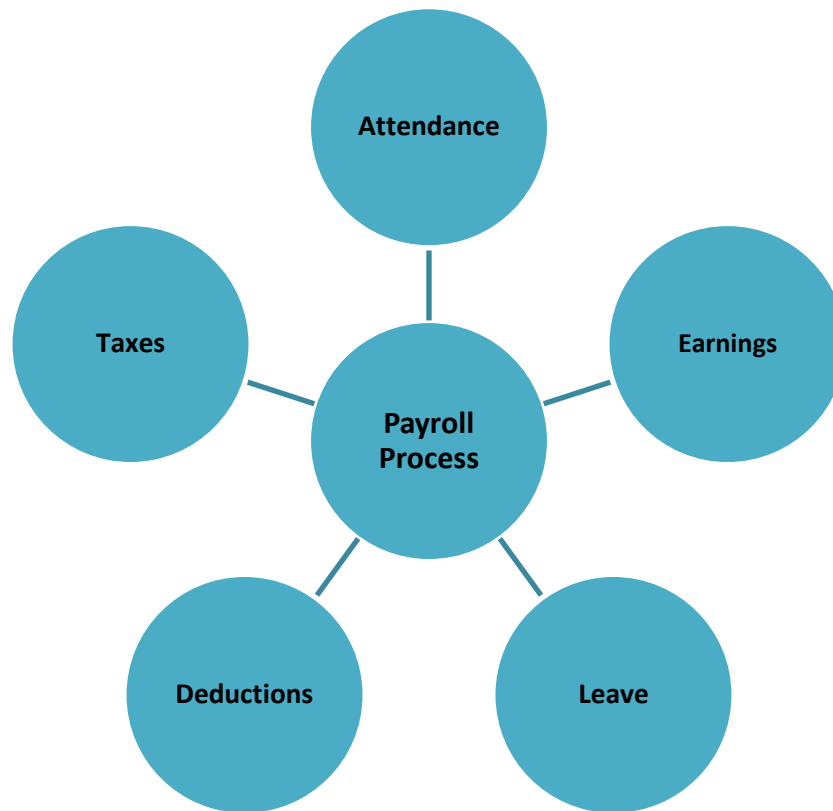
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### Section Topics:

- ❖ Payroll Instructions
- ❖ Payroll Calendar
- ❖ Payroll Deadlines
- ❖ Attendance
- ❖ Earnings
- ❖ Leave
- ❖ Deductions
- ❖ Benefit Billing
- ❖ Taxes

## Payroll

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### Payroll Instructions

Detailed instructions on how to complete payroll can be found in the [CHRIS Payroll Processing Guide](#).

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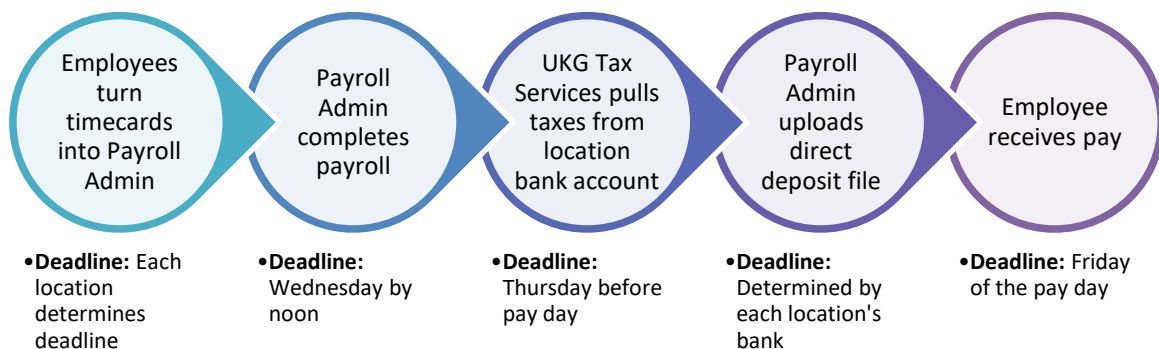
### Payroll Calendar

The Archdiocese of Washington pays on a bi-weekly schedule, therefore there are usually 26 pay periods per year.

Use the [Pay Period and Pay Schedule](#).

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### Payroll Deadlines



**Attendance:****Employee Policy #: 410**

Time sheets and leave request forms must be created and collected by the employer before starting the payroll process and must be saved and filed for audit purposes. CHRIS does not create timesheets for employees; therefore all hours are entered manually during the payroll process.

All hours worked by an employee must be entered into the Time Entry Template during the payroll process. See Section 9 of the [Payroll Processing Guide](#).

Non-Exempt Employees	Exempt
<ul style="list-style-type: none"> <li>• Non-exempt employees <b>must</b> complete weekly timesheets indicating <b>hours</b> worked each day.</li> <li>• All earning types should be recorded on the timesheet, including regular hours, holiday/holy day, bereavement, jury duty, sick, vacation, non-related ill, unpaid leave, as well as any additional earning codes the employer uses.</li> <li>• Vacation, sick, and NRI should be requested through CHRIS in addition to being recorded on the timesheet. All requests should be done in advance of the leave day when possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Parishes/schools may require exempt employees to complete timesheets showing <b>days</b> worked.</li> <li>• Exempt employees not completing timesheets may be required to complete leave request forms to show time off.</li> <li>• Exempt employees need to be paid under the correct earning code for hours worked (holiday, bereavement, inclement weather, etc.)</li> <li>• Vacation, sick, and NRI should be requested through CHRIS. All requests should be done in advance of the leave day when possible.</li> </ul>

**Earnings:****Lay Employees:**

Earning codes need to be added to each employee's record in CHRIS. Employees must be paid accurately under each earning code including holidays, bereavement, jury duty, sick, vacation, NRI, unpaid leave, short-term disability, etc. regardless of whether the employee is exempt or non-exempt.

**For further information regarding different earning types, please see the following policies in the Archdiocesan Employee Handbook**

Inclement Weather	<b>Policy 370</b>
Holy Days/Holidays – Non School Employees	<b>Policy 511</b>
Holy Days/Holidays –School Employees	<b>Policy 512</b>
Vacation Leave – Non School Employees	<b>Policy 520</b>
Vacation Leave – School Employees	<b>Policy 521</b>
Sick Leave	<b>Policy 530</b>
School Leave	<b>Policy 531</b>
Bereavement, Jury Duty, Legal Appearance, Voting Leave	<b>Policy 540</b>
Military Leave	<b>Policy 541</b>

## Section 5 – Payroll

### **Priests:**

#### **Priest Expense Advance**

All priests receive a monthly \$550 non-taxable expense advance with the second pay period of the month along with their regular stipend through CHRIS. Priests need to turn in all receipts for the expense advance by January 1<sup>st</sup>. Any remainder of the expense advance not covered by receipts will be added to the priest's W-2 as taxable income.

#### **Car Insurance**

Priests can be reimbursed for up to \$1500 in car insurance. Reimbursements must be paid through CHRIS payroll as earnings.

#### **Mass Stipends**

All mass stipends should be paid through CHRIS, not AP.

**See Section 6 of the Human Resources Processing Guide for instructions on adding earning codes to employee records.**

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### **Leave:**

All employees should request vacation, sick, and non-related ill (NRI) through CHRIS when possible. These requests will automatically pull into the payroll for the appropriate pay period.

See Section 6 of this guide for details regarding Paid-Time Off (PTO).

See Section 17 of the [Payroll Processing Guide](#) for instructions on manually entering leave not requested through CHRIS.

## Deduction Groups and Deductions:

Benefit deduction groups and deductions, both employer and employee, need to be added to employee records in CHRIS. See Section 5 of the [HR Processing Guide](#) for details on adding deductions in CHRIS.

In order to add the correct employee deductions an employee's record in CHRIS, the correct Deduction Group must be assigned to the employee. Deduction groups are assigned based on standard hours worked.

Lay Employee	10 Month NonExempt	Retirement Only	No Benefits	Benefits Continuation	LTD Benefits Continuation
<ul style="list-style-type: none"> <li>•30+ hours if hired after 07/01/2006.</li> <li>•20+ hours if hired before 07/01/2006</li> </ul>	<ul style="list-style-type: none"> <li>•Full time non-exempt employee who works only 10 months in the year (ex. teacher aide)</li> </ul>	<ul style="list-style-type: none"> <li>•20-29 hours per week</li> </ul>	<ul style="list-style-type: none"> <li>•1-19 hours per week</li> </ul>	<ul style="list-style-type: none"> <li>•Terminated employee who elected to extend medical coverage for 3 months</li> </ul>	<ul style="list-style-type: none"> <li>•Employee receiving long term disability benefits.</li> </ul>

The following deductions must be added to each employee's record:

30+ hours Benefits Eligible	20-29 hours Retirement Only	All Employees Other Deductions	Benefits Continuation	LTD Benefits Continuation
<ul style="list-style-type: none"> <li>•Group Term Life Insurance</li> <li>•Retirement ER Paid</li> <li>•Long Term Disability</li> <li>•Medical/dental/vision Insurance (if applicable)</li> <li>•USI 403(b) (if waived, set deduction at 0%)</li> <li>•FSA - Medical, Dependent, Transportation (if applicable)</li> <li>•Pet Insurance</li> </ul>	<ul style="list-style-type: none"> <li>•Retirement ER Paid</li> <li>•USI 403(b) (if waived, set deduction at 0%)</li> <li>•Pet Insurance</li> </ul>	<ul style="list-style-type: none"> <li>•Tax Levies</li> <li>•Tuition Repayment</li> <li>•Child Support</li> <li>•Bankruptcies</li> <li>•Offertory</li> <li>•Advance Pay Repayments</li> <li>•Cardinal's Appeal</li> <li>•Garnishments</li> </ul>	<ul style="list-style-type: none"> <li>•Extension Med EPO</li> <li>•Extension Med HO</li> <li>•Extension Med SO</li> <li>•Extension Vision</li> <li>•Extension Dental</li> </ul>	<ul style="list-style-type: none"> <li>•LTD Medical EPO</li> <li>•LTD Medical HO</li> <li>•LTD Medical SO</li> <li>•LTD Vision</li> <li>•LTD Dental</li> </ul>

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## Benefit Billing

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### Central Pastoral Administration (CPA)

- CPA will bill each location based on the deductions added to each employee's CHRIS record for the following deductions:
  - **Company-Paid Life Insurance**
  - **Long-Term Disability**
  - **Retirement ER Paid**
  - **Priest Pension**
  - **Flexible Spending Accounts (transportation, medical flexible spending, dependent care flexible spending)**
  - **Pet Insurance**

### CareFirst Administrators (CFA)

- CFA will bill each location for the following benefits:
  - **Medical/Dental/Vision**
  - **Supplemental Life Insurance**

### USI

- USI will bill each locations for the following benefits:
  - **Employee USI Deferred Contribution**
  - **Priest Deferred Contribution**
  - **Priest Match**

### UNUM

- UNUM will bill each location for the following benefits:
  - **Long-Term Care (Frozen 12/31/2015)**

### UKG (Formerly Ultimate Software)

- UKG will bill each location for the following benefits:
  - **CHRIS fee (\$10.22 per employee, per month)**
  - **Taxes**
  - **Garnishments**
  - **W-2 and 1095-C printing and mailing cost**



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## Taxes

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### State Tax Reciprocity

Employees in Maryland, DC, and Virginia only pay taxes to their state of residence.

Employees can update their tax elections in CHRIS at any time.

### Parish Responsibilities Regarding State Tax IDs

Employers must have state tax IDs for the DC/Maryland/Virginia area if employees that live in these states are employed at the parish. The parish can apply for the state tax ID on each state's website.

## Taxes

### Out-of-State Employees

Employers may file taxes for employees who reside outside the DC/Maryland/Virginia area.

If the employer does not have a state tax ID for an employee's state of residence, the employee is solely responsible for paying all state and local taxes. The parish should have the employee sign a [Tax Responsibility Acknowledgement Form](#)

### CHRIS and State Tax IDs

Ultimate Tax Services is responsible for pulling payroll taxes from the employer's bank account and providing those funds to state tax authorities. Any changes or additions to state tax IDs must be reported to the Office of Human Resources – CHRIS team.



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## ***Section 6 – Paid Time Off (PTO) Requirements***

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### Section Topics:

- ❖ Paid Time-Off Requirements
- ❖ Family Medical Leave (FMLA)
- ❖ FMLA Process
- ❖ Income Protection
- ❖ Paying an Employee on FMLA in CHRIS
- ❖ Calculating Supplemental Leave Pay
- ❖ Long-Term Disability Process
- ❖ Other Leave

## Paid Time-Off Requirements

## Employee Policy #: 520, #530

- All leave is front loaded as of date of hire or yearly; however, it is accrued bi-weekly.
- The leave year is from July 1<sup>st</sup> – June 30<sup>th</sup>.

	Sick	Not Related to Ill (NRI)	Vacation
Use	Employees may use sick leave for him/her self or family members' illness including mental, physical, or preventative care.	Employees may use NRI for reasons not related to illness such as inclement weather, personal leave, extended bereavement, etc.	Employees may use vacation leave with supervisor's advance permission. Managers have the authority to deny vacation leave at their discretion.
Eligibility	All employees except those classified as seasonal, "as needed" or temporary for 90 days or less, are eligible for pro-rated sick leave, regardless of hours worked per week	All employees except those classified as seasonal, "as needed" or temporary for 90 days or less, are eligible for pro-rated NRI leave, regardless of hours worked per week	Employees who are not classified as seasonal, "as needed" or temporary for 90 days or less, and who are regularly scheduled to work 20+ hours per week are eligible for vacation leave. It may not be used until the 91 <sup>st</sup> day of employment.  <b>Classroom Staff</b> – Classroom staff, both exempt and non-exempt (teachers, teacher assistants, counselors, and librarians, before and after care) do not earn any vacation leave in addition to the school schedule holidays and summer vacation.  <b>Non-Classroom Staff</b> – Non-classroom staff (principal, assistant principal, school secretary, school maintenance, and school office assistance) are eligible for vacation leave and should follow the non-classroom staff holiday/holiday calendar.
Accrual	Employees who work 40 hours per week earn 80 hours of sick leave per year. Employees who work less than 40 hours per week earn an amount proportional to their regularly scheduled hours. <b>30% of the sick leave balance is allocated to Not Related to Illness (NRI).</b>  Sick leave begins to accrue as of date of hire and employees may use it immediately.	30% of the employee's sick leave balance is allocated to NRI.  NRI begins to accrue as of date of hire and employees may use it immediately.	Employees who work 40 hours per week earn the number of hours specified in Employee Policy #520. Employees who work less than 40 hours per week earn an amount proportional to their regularly scheduled hours.

## Section 6 – Paid Time Off (PTO) Requirements

	Sick	Not Related to Ill (NRI)	Vacation
Carry Over	Employees may carry over up to 480 hours of sick leave each year.	Any unused NRI will carry over as sick leave.	Employees may carry over up to 80 hours of vacation leave through August 31 <sup>st</sup> of each year. Employees forfeit any carry over vacation leave that is not used by August 31 <sup>st</sup> .
Max Balance	<p><b>Employees hired on or after July 1, 2006</b> - Employees' sick leave balance may not exceed 480 hours of sick leave.</p> <p><b>Employees hired prior to July 1, 2006</b> – Balance may not exceed 1,040 hours. However, the maximum balance will adjust to 480 hours if the balance falls below 480 hours.</p>	NRI balance will count towards sick leave max balance.	
Transfer	<b>Transferrable</b> – Employees who become employed by another Archdiocesan employer with no break in service may transfer sick leave balances.	<b>Transferrable</b> – Employees who become employed by another Archdiocesan employer with no break in service may transfer NRI balances.	<b>Not Transferrable</b> – All accrued, unused vacation leave must be paid out by the employer with the employee's final paycheck.
Important Notes	<p><b>Doctor's Note</b> – Employees are required to submit a doctor's note after missing 3 consecutive working days, regardless of hours or exempt/non-exempt status.</p> <p>Consult Family Medical Leave procedures for employees who are out for 3+ days consecutively or who have frequent absences/tardiness due to their own or a family member's illness or disability.</p> <p>Managers may require a doctor's note for less than 3 consecutive days off at their discretion, as long as the rule is implemented fairly (ex. employee is frequently absent, the work day is a holiday).</p>		

Family Medical Leave Act (FMLA)

Employee Policy#: 660

What is FMLA?

- The Family and Medical Leave Act (FMLA) is a federal regulation that entitles eligible employees to 12 weeks in a 12-month period (DC employees receive up to 16 weeks in a 24-month period) of job-protected leave and benefits continuation for certain qualifying events.
- The FMLA 12-month eligibility period is measured forward from the first date an employee takes FMLA leave.

What are some FMLA qualifying events?

- Your own serious health condition
- Your family member's serious health condition (your spouse, parent, or child under the age of 18)
- The birth or care of your newborn child
- The adoption or foster care of your child
- Qualifying military exigencies
- Military caregiver leave (up to 26 weeks)

Who is eligible and who is responsible for reporting?

- Who's eligible: an employee must have 1. Been employed by ADW for at least 12 months and 2. Worked at least 1,250 hours (1,000 hours for DCFMLA) during the 12 month period immediately preceding the start of the leave.
- Who's responsible for reporting: Employee, Pastor, Principal, HR Rep. If you're made aware of a situation, don't wait to report!

When should a potential FMLA case be reported?

- The sooner the better!
- At least 30 days in advance for foreseeable needs.
- When an employee misses at least 3 days (watch your payroll and ask questions if an employee is paid for more than 3 days of sick leave or NRI).
- Don't delay reporting just because an employee has sick leave available to use! The case still needs to be reported!**

Why is it so important to follow the FMLA process?

- Employee: FMLA protects an employee's job when an employee needs to take extended medical leave for him/herself or a specified family member. Following the process can help ensure the employee is paid correctly and leave is used appropriately.
- Employer: FMLA protects the employer from litigation when an employee is out on extended leave. It provides a process to ensure cases are handled consistently and the employer is separating an employee's need for leave from any performance issues.

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## FMLA Process

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FMLA and ADA requests are handled by the 3<sup>rd</sup> party vendor, Matrix. Employees should contact Matrix directly to begin the FMLA process. More information is available in CHRIS under Myself>Electronic Forms.

### Online

Go to [www.matrixabsence.com](http://www.matrixabsence.com) to create an eServices account and then submit your intermittent time.

### By Phone

Call (877) 202-0055 to access Matrix's Interactive Voice Response system.

### Using an iPhone App

Go to [www.matrixabsence.com](http://www.matrixabsence.com) to create an eServices account. Then, search for "eServices" in iTunes or the app store on your iPhone to download the free app. The first time it launches, you will be asked to log in.

### Using an Android App

Go to [www.matrixabsence.com](http://www.matrixabsence.com) to create an eServices account. Then, search for "Matrix eServices Mobile" in the Android "play store" or Google play site from your Android phone to download the free app. The first time it launches, you will be asked to log in.

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## Income Protection While on FMLA

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While FMLA is an unpaid benefit, the Archdiocese of Washington does provide a variety of ways employees can be compensated during this time. These income replacement plans are handled by the Office of Human Resources. Matrix will notify the Office of Human Resources when an FMLA case is filed that would qualify for income protection.

### Parental Leave

- Parental leave covers up to 8 weeks of pay at a 100% for the birth or adoption of a child.
- Parental leave runs concurrently with FMLA.
- Employees must notify HR in **advance** how many weeks out of the 8 weeks the employee intends to use.

### Short Term Disability Program (STDP)

- STDP provides up to 15 weeks of reduced salary for employees who are absent due to their own illness or disability. **STDP runs concurrently with FMLA – no additional forms necessary.**
- Employer pays all STDP benefits – HR determines eligibility
- **Eligibility** – Benefit eligible employee who have been employed for one consecutive year
- **10-day waiting period.** Employee must be absent and use accrued or unpaid leave for first 10 days.
- **3-month waiting period.** Employees may receive 15 weeks of STDP benefits after returning to work for 3 consecutive months, regardless of the time spent using STDP benefits initially.

### Paid Time Off (PTO)

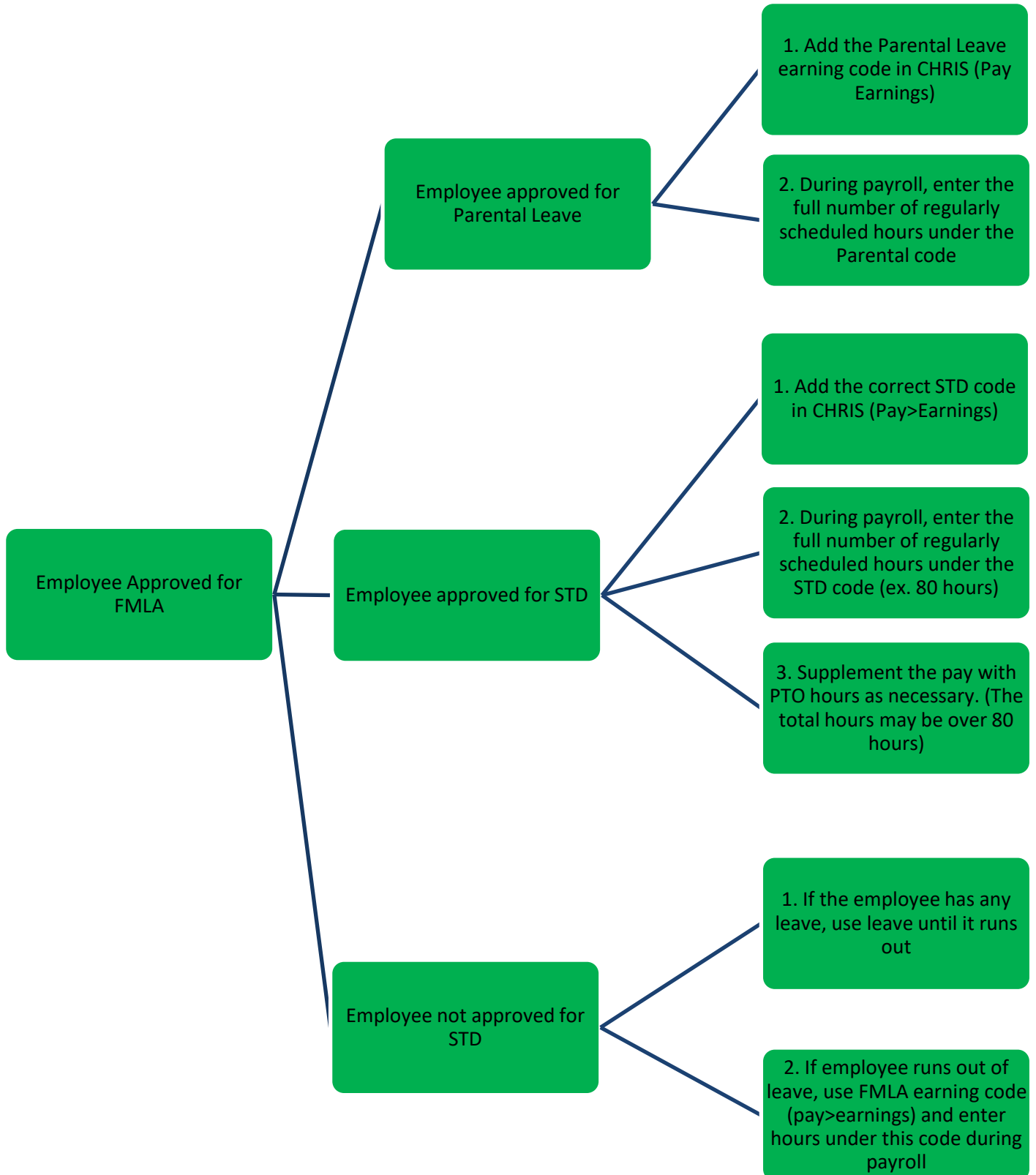
- Employees may use sick/vacation/NRI leave to supplement reduced pay while receiving STDP benefits.
- **Example:**  
A 4 year employee normally works 8 hours per day.  
Employee is eligible to receive 75% of pay under STDP policy.  
 $8 \times 75\% = 6$  hours covered by STDP. 2 hours may be covered by leave.

### Long Term Disability (LTD)

- LTD provides income continuance to those employees who are unable to return to work after 90 calendar days from the onset of illness (i.e. the end of short term disability). **See Long-Term Disability Process below for details.**

Paying an Employee on FMLA in CHRIS

Employee Policy #: 531-541





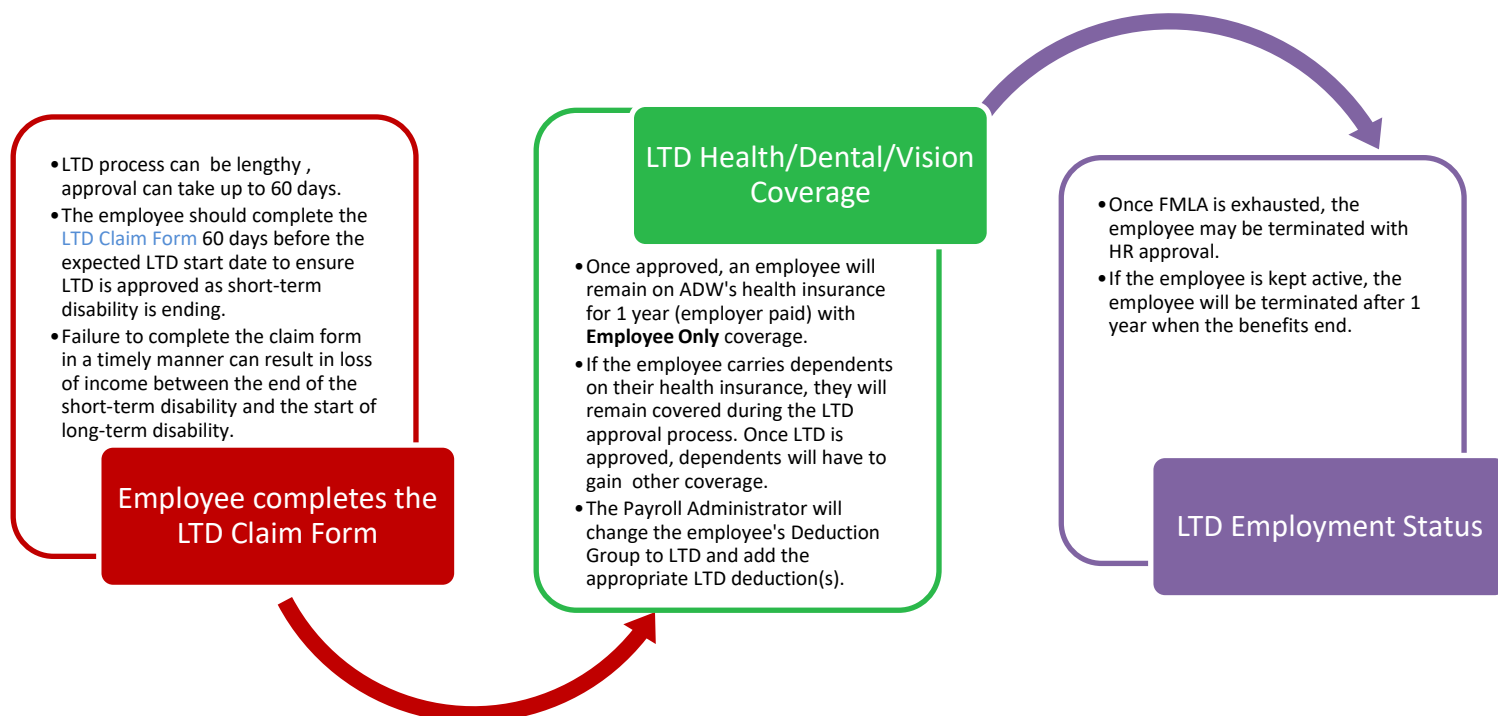
## Calculating Supplemental Leave Pay

Employee's approved for short-term disability will receive a portion of their pay based on years of service. Employees can supplement their prorated pay with PTO in order to receive a full paycheck. An example of calculating this leave is below. **It is important to note that while using supplemental leave, the number of hours paid will be in excess of standard hours paid.**

Example: An employee working **40 hours** per week would be paid the following hours depending on the approved salary percentage:

STD Salary %	# of Regular Hours bi-weekly	# of PTO Hours bi-weekly	# of Regular Hours in CHRIS bi-weekly (CHRIS will calculate the percentage)	# of PTO Hours in CHRIS, bi-weekly	Total hours Entered in CHRIS
<b>60%</b>	48 (80*.6=48)	32 (80-48=32)	80	32	112
<b>70%</b>	56	24	80	24	104
<b>80%</b>	64	16	80	16	96
<b>95%</b>	76	4	80	4	84

## Long-Term Disability (LTD) Process



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## Other Leave

Employee Policy #: 531-541

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The following leave types are available to employees who work 20+ hours per week.

- School Leave – 24 hours of unpaid leave for school-related activities. School leave may be used when the employee is the parent, guardian, aunt, uncle, or grandparent.
- Bereavement – 3 continuous paid working days off for death of immediate family member.
- Jury Duty – unlimited paid leave when employees present a written jury duty summons.
- Legal Appearance – unlimited paid leave when employees present a written legal summons.



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## ***Section 7 – Health and Welfare Benefits***

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Section Topics:

- ❖ Employees of Multiple Locations
- ❖ Benefits Spreadsheet

## Health & Welfare Benefits

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### Employees of Multiple Locations

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The benefits eligibility of employees who work at 2 or more locations must be determined by the total hours worked between them. One location must be designated as the administrator (administers the benefit and withholding) while the other employer(s) reimburse a proportionate amount of the costs. Use the [Memorandum of Understanding-Benefits for Employees of Multiple Locations](#) to document the agreement. Use the [Multiple-Parish Hire Checklist](#) to ensure the employee is offered the correct coverage.

## Health &amp; Welfare Benefits Chart

Archdiocese of Washington Benefits Summary Sheet						
Benefit	Provider	Eligibility & Start Date	Enrollment	Changes	Cost Responsibility	Conversion
<b>Health</b> <i>Coverage for medical costs.</i>	CFA – Plan administrator  CareFirst Network  Express Scripts	Coverage begins on the 1st day of the month after benefits eligible employment (30+ hours) for those who elect coverage.  *Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week	<ul style="list-style-type: none"> <li>Employee submits <a href="#">Enrollment Form</a> w/in 30 days of hire or qualifying life event.</li> <li>Deduction entered in CHRIS.</li> <li>Store dependents' proof of eligibility in personnel file (ex. birth/marriage certificate)</li> <li><b>Spouses may not enroll if they have group coverage elsewhere. Must Submit the <a href="#">Spousal Certification Form</a>.</b></li> </ul>	May be made in accordance with plan rules (legal summary on Electronic Forms of CHRIS) – Contact CFA for assistance	Employee: Pre-tax payroll deduction.  Employers: Billed monthly by CFA.	Employees may continue coverage at entirely their own cost for 90 days after termination of employment.  <a href="#">Benefit Status Form</a>
<b>Dental</b> <i>Coverage for dental Costs</i>	Delta Dental	See Health	<ul style="list-style-type: none"> <li>Employee submits <a href="#">Enrollment Form</a> within 30 days of hire or qualifying life event.</li> <li>Deduction entered in CHRIS.</li> </ul>	See Health	Employee: Pre-tax payroll deduction.  Employer: Billed Monthly by CFA.	See Health
<b>Vision</b> <i>Coverage for optometry costs</i>	VSP	See Health	<ul style="list-style-type: none"> <li>Employee submits <a href="#">Enrollment Form</a> within 30 days of hire or qualifying life event.</li> <li>Deduction entered in CHRIS.</li> </ul>	See Health	Employee: Pre-tax payroll deduction.  Employer: Billed Monthly by CFA.	See Health

## Section 7 – Health and Welfare Benefits

<b>Prescription</b>	Express Scripts	See Health	<ul style="list-style-type: none"> <li>Enrolled at the same time employee enrolls in Health plan.</li> </ul>	See Health	<p>Employee: Pre- tax payroll deduction.</p> <p>Employer: Billed monthly by CFA.</p>	See Health
<b>Basic Life Insurance</b> <i>Amount equal to employee's annual salary, up to \$50,000</i>	Hartford	<p>Employee works ≥ 30 hours per week*</p> <p>Start: 1<sup>st</sup> of the month following date of hire</p> <p>*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week</p>	<ul style="list-style-type: none"> <li>Employee automatically enrolled.</li> <li>Employee completes <a href="#">Beneficiary Form</a>.</li> <li>Deduction entered in CHRIS.</li> </ul>	<p>Coverage cannot be changed or waived.</p> <p>Beneficiary Changes:</p> <ul style="list-style-type: none"> <li>Employee re-submits form indicating changes on Part 6.</li> <li>Store in Personnel File</li> </ul>	<p>Employee: No Cost</p> <p>Employer: Billed Monthly by CPA Finance</p>	May not convert after employment termination.
<b>Voluntary Life Insurance</b> <i>Amount from \$10,000 to \$150,000 w/o evidence of insurability (EI)</i>  <i>Up to \$500,000 w/EI</i>	Hartford	<p>Employee works ≥ 30 hours per week*</p> <p>Start: 1<sup>st</sup> of the month following date of hire</p> <p>*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week</p>	<ul style="list-style-type: none"> <li>Employee submits <a href="#">Supplemental Life Insurance Enrollment Form</a></li> <li>Deduction entered in CHRIS.</li> </ul>	<p>Changes to coverage amount may be requested after 30 days of employment.</p> <ul style="list-style-type: none"> <li>Employee must submit the Evidence of Insurability Form.</li> <li>Update deduction in CHRIS.</li> <li>Beneficiary Changes:</li> <li>Employee re-submits form indicating changes on Page 2.</li> <li>Store in Personnel File</li> </ul>	<p>Employee: Post-tax payroll deduction</p> <p>Employer: No Cost</p> <p>Billed Monthly by CFA</p>	<p>May convert to individual plan within 30 days after termination of employment.</p> <p><a href="#">Basic Life Insurance Conversion Form</a></p>
<b>Flexible Spending Accounts (Medical, Dental, Transportation)</b>	Flores and Associates	Coverage begins on the 1 <sup>st</sup> day of the month after benefits eligible employment (30+ hours) for those	<ul style="list-style-type: none"> <li>Employee submits <a href="#">Enrollment Form</a> w/in 30 days of hire or qualifying life event.</li> <li>Deduction entered in CHRIS.</li> </ul>	May be made in accordance with plan rules (legal summary on Electronic Forms of CHRIS)	<p>Employee: Pre- tax payroll deduction.</p> <p>Employers: Billed monthly by CPA Finance.</p>	Not transferable

## Section 7 – Health and Welfare Benefits

		who elect coverage.				
		*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week				
<b>Long Term Care</b> <i>Coverage for costs associated with daily living (ex. Nursing home, transportation)</i>  <b>(Frozen as of 12/31/15)</b>	UNUM	<p>Employee works ≥ 30 hours per week*</p> <p>Voluntary Start: July 1st following 1 year of continuous benefits eligible employment.</p> <p>Automatic Start: July 1 following 5 years of continuous benefits eligible employment. (\$1,500.00)</p> <p>*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week</p>	Annual Enrollment instructions will be announced by the Office of Human Resources.	<p>Increases: May be requested by submitting a <a href="#">Long Term Care Insurance Application</a> found on Electronic Forms section of CHRIS.</p> <p>Decreases: Employees may decrease employee-paid coverage at Long Term Care Open Enrollment</p>	<p><b>Employed at least 1 but less than 5 years:</b></p> <p>Employee: post-tax payroll deduction.</p> <p>Employer: No Cost</p> <p><b>Employed 5+ years:</b></p> <p>Employee: no cost unless elects extra coverage.</p> <p>Employer: full cost of employee base coverage.</p> <p>Billed monthly by UNUM</p>	May convert to individual plan within 30 days after termination of employment by completing the <a href="#">LTC Convertibility Form</a> .
<b>Long Term Disability</b> <i>Percentage of salary continued after 90-day absence.</i>	Hartford	<p>Employee works ≥ 30 hours per week*</p> <p>Start: 1st of month following date of hire.</p> <p>*Employees hired prior to July 1, 2006 are eligible at</p>	Enter deduction in CHRIS.	Not allowed	<p>Employee: Post-tax payroll deduction</p> <p>Employer: No cost</p> <p>Billed bi-weekly by CPA Finance</p>	May not convert after employment termination.

## Section 7 – Health and Welfare Benefits

		≥ 20 hours per week				
<b>Retirement Savings Plan</b> <i>Defined contribution, employer-match, 403b savings plan</i>	USICG	Employee works ≥ 20 hours per week*  Start: First day of employment <u>or</u> first day of the employee becomes eligible i.e., hours are increased to 20+ hours/week.	<ul style="list-style-type: none"> <li>Employee submits enrollment form.</li> <li>Automatic Enrollment: If forms are not submitted prior to first full pay period, employees must be automatically enrolled at 4% of salary.</li> <li>Forms available in CHRIS&gt;My Company&gt;Electronic Forms.</li> </ul>	May be made any time on USICG.com	Employee: Pre-tax payroll deduction  Employer: 8% of employee's pay (billed bi-weekly by CPA Finance)	Employees may contact USI to roll over funds to another retirement account after termination of employment.
<b>Pension Plan - FROZEN 12/31/2012.</b> <i>All benefits frozen. Employees must have been employed in an eligible position as of 12/1/2011 or earlier to enter the plan.</i>	USICG	Employees regularly scheduled to work 20 or more hours per week entered the plan following 1 year of continuous service.  Employees vested following 5 years of continuous service.	<ul style="list-style-type: none"> <li>An annual Data Collection process occurs in January/February of each year. Data reported to the AOW is evaluated and the AOW updates their internal database of eligible participants.</li> </ul>	Participation could not be waived.  <b>Employees receiving pension benefits cannot work more than 19 hours/week or pension benefits will be suspended.</b>	Employer pays the full cost of the benefit. Employers is billed monthly by CPA Finance. Cost of funding this plan is included Laity Retirement.	
<b>Parental Leave</b>	Employer	Employee works ≥30 hours per week*	<ul style="list-style-type: none"> <li>The Office of Human Resources will provide a</li> </ul>		Employee: No Cost  Employer:	Not Applicable



## Section 7 – Health and Welfare Benefits

		<p>Start: 1 year of continuous benefits eligible service.</p> <p>*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week</p>	<p>Parental Leave Form with FMLA information.</p> <ul style="list-style-type: none"> <li>The employee must return the form to receive the benefit.</li> </ul>		Employee pay at 100%	
<b>Short Term Disability</b> <i>Percentage of salary continued after 10-day absence</i>	Employer	<p>Employee works ≥30 hours per week*</p> <p>Start: 1 year of continuous benefits eligible service.</p> <p>*Employees hired prior to July 1, 2006 are eligible at ≥ 20 hours per week</p>	<ul style="list-style-type: none"> <li>Employer reports intended absence of more than 3 days to Office of Human Resources.</li> <li>Office of Human Resources notifies employer if benefits are required.</li> </ul>	Not Applicable	<p>Employee: No Cost</p> <p>Employer: pays salary in accordance with schedule provided in Employee Policy #641</p>	Not Applicable
<b>Employee Assistance Program</b>	The Hartford	All employees are eligible	<ul style="list-style-type: none"> <li>Employee contacts EAP directly</li> </ul>		Employee: No Cost	Not Applicable
<b>Managed Care Provider</b>	Conifer	All employees eligible and enrolled in the Health program	<ul style="list-style-type: none"> <li>Automatic with Health enrollment</li> </ul>	Conifer contacts employee directly. Employee can decline participation.	Employee: No Cost	Not Applicable
<b>Workers Compensation</b>	AOW/CHUBB	All lay employees are eligible	N/A	Employee or location notifies HR immediately.	Human Resources provides quarterly reports to parish detailing each employee and their	Not applicable

## Section 7 – Health and Welfare Benefits

					quarterly gross wages.	
<b>Pet Insurance</b>	NationWide	All employees are eligible	<ul style="list-style-type: none"> <li>Employees can enroll at any time.</li> <li>Coverage based on the date of enrollment. 1<sup>st</sup>-15<sup>th</sup> of the month, coverage begins first of the following month. 15<sup>th</sup>-end of month, coverage begins first of month two months out</li> </ul>	Enrollment completed with NationWide at <a href="http://www.petinsurance.com/adw">www.petinsurance.com/adw</a>	Post-Tax withholding every pay period	Employee can take over policy and pay Nationwide directly



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## ***Section 8 –Workers Compensation***

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### Section Topics:

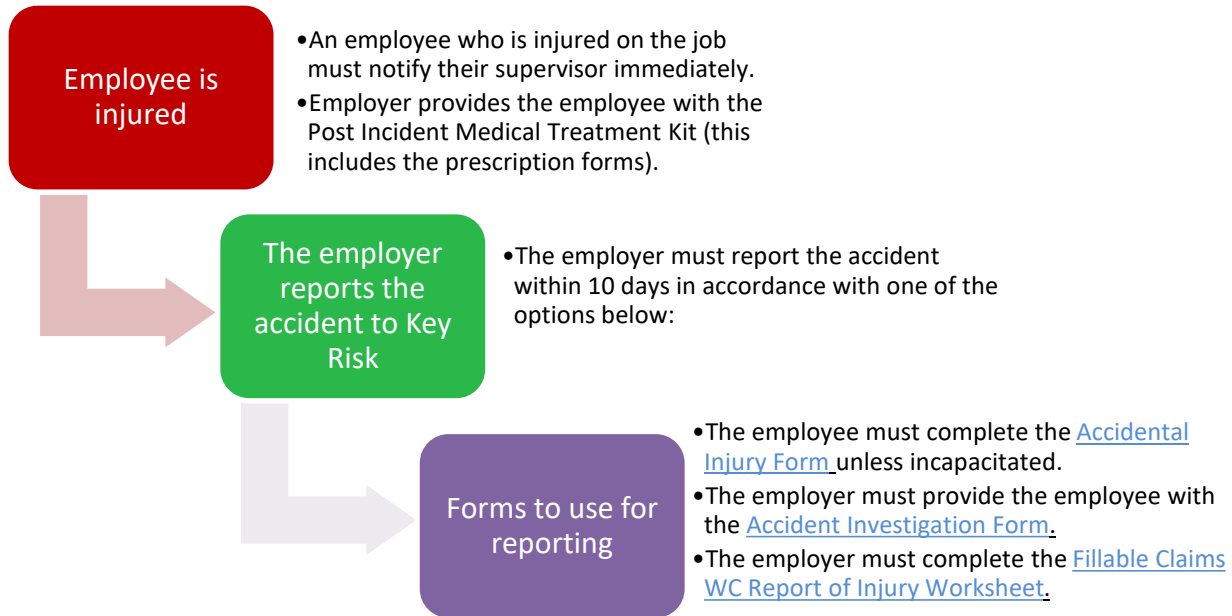
- ❖ Accident Reporting
- ❖ Additional Information
- ❖ First Fill Prescription Program

## Workers Compensation

## Employee Policy #: 682

Workers compensation covers medical costs and salary protection for employees who sustain job related injuries. All employees are covered and the entire cost of this insurance is paid by the employer.

### Accident Reporting



<b>Phone:</b>	<ul style="list-style-type: none"> <li>• Call 1-866.847.8872</li> <li>• Report the following:               <ul style="list-style-type: none"> <li>○ Injured Employee Info: name, address &amp; phone number</li> <li>○ Injury Info: date, time &amp; location of injury. Description of injury, available witnesses and their contact information.</li> </ul> </li> </ul>
<b>VirtualMD+</b>	<ul style="list-style-type: none"> <li>• All claims created by using the VirtualMD+ will be automatically reported to Key Risk as a new claim.</li> <li>• 1.866.687.0710</li> <li>• Download the MedCall Advisors App to get immediate access to VirtualMD+</li> </ul>
<b>Online</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.Keyrisk.com">www.Keyrisk.com</a></li> <li>• Follow Online Claims Reporting Instructions</li> <li>• <b>Do not delay reporting to wait for an online account.</b></li> </ul>

## Additional Information

<b>Fraud Prevention</b>	<ul style="list-style-type: none"> <li>• If an employer questions the validity of a claim, notify Key Risk at 866 – 847-8872 <b>after</b> filing the claim.</li> <li>• Contact Human Resources at 301-853-4513.</li> </ul>
<b>Death</b>	<p>If an injury results in an employee's death:</p> <ul style="list-style-type: none"> <li>• Contact Key Risk at 866-847-8872.</li> <li>• Contact HR at 301-853-4513.</li> </ul>
<b>Documentation</b> <u>Examples</u> <ul style="list-style-type: none"> <li>• Forms</li> <li>• Medical Bills</li> <li>• Police Reports</li> </ul>	<p>Retain all documents for employer's files and send copies to:</p> <p style="text-align: center;">KEY RISK PO BOX 8000 Daphne, AL 36526-8000</p>

**Do**

- Report the claim within 10 days.
- Provide the employee with Post Incident Medical Treatment Kit (unless the employee is incapacitated).
- Encourage the employee to contact VirtualMD+
- Print off new WC process and procedure form from Parish Briefings. **The medical bill scanning and imaging has moved to a new address.**

**Don't**

- Not file the claim because the employee "seems fine", has a lot of sick leave, or does not want a claim filed.
- Allow the employee to use their CFA medical card.



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## ***Section 9 – Performance Management***

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### Section Topics:

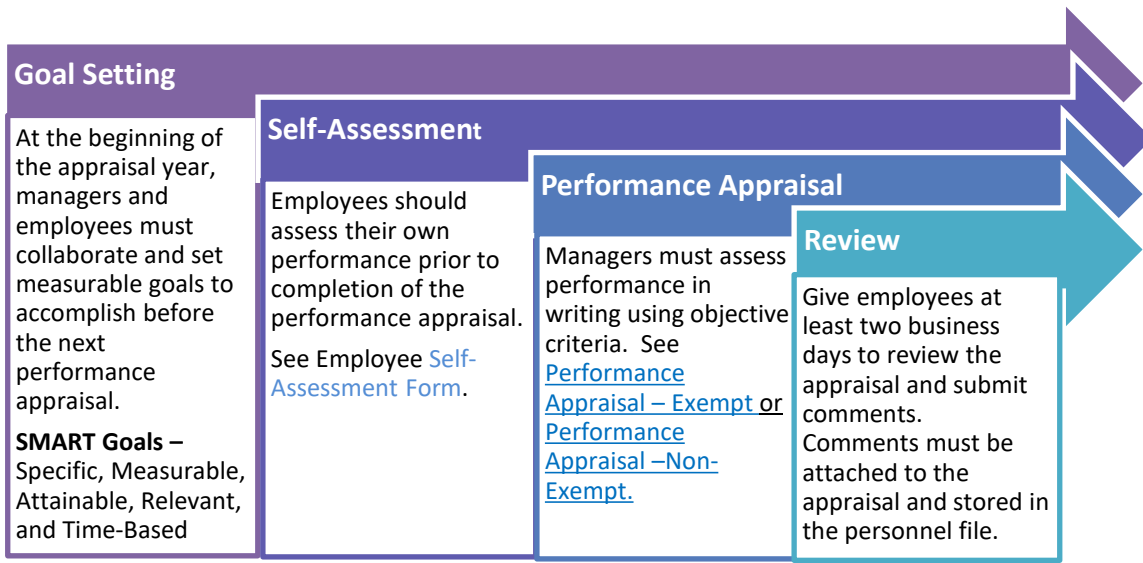
- ❖ Performance Appraisal
- ❖ Performance Improvement Techniques
- ❖ Documenting Performance Issues
- ❖ Written Communication

## Performance Management

### Performance Appraisals

Employee Policy #: 710

Performance evaluations are an opportunity for a manager and an employee to meet and discuss the employee's job performance, job goals, and organizational priorities. The appraisal process should be a continued dialogue between the supervisor and employee, and all employees must receive an annual performance appraisal and meet with their supervisor to discuss it.



### Performance Improvement Techniques

Performance management includes activities which ensure that goals are consistently being met in an effective and efficient manner. These techniques must be used by supervisors to encourage optimal performance.

When a supervisor approaches HR regarding an underperforming employee, ensure that the supervisor has attempted to remedy the situation by using each of the following methods:

- Accurate Job Description
- One-on-one training
- Positive feedback w/constructive criticism
- Expectation/goal setting in writing
- Regular progress monitoring
- Workload and duties analysis

#### **Explicitly advise employees on what they must do to meet performance goals.**

- Immediately follow-up these discussions with either an email or a short memo reiterating the issues/concerns and recommended steps toward improvement.
- Set a timeframe for a check-in to assess progress.

## Documenting Performance Issues

In cases of significant events, such as performance issues and misconduct, it is important that managers provide a disciplinary warning to employees (use the [Disciplinary Action Form](#)) for a variety of reasons:

### It protects the parish/school

- Documenting the facts and the communication that you have had with the employee on their performance or misconduct will help protect the parish or school should the employee file a claim or sue the organization.
- Documenting the performance issues or misconduct helps to establish consistency in responses to similar performance issues
- For example, if the employee claims discrimination after a termination, you will have documentation that lays out the facts and shows that there were legitimate performance issues that were addressed with the employee.

### The right thing to do for the employee

- Communicating that an employee is not meeting expectations and documenting the conversations to show the seriousness of the issue is only fair to the employee.
- Tolerating poor performance until it becomes a distraction for the rest of the team and you want to terminate the employee immediately is not fair to that individual. If the employee doesn't know there is a problem, he/she cannot address it.
- Showing that you communicated the issues with the employee will show you made a good faith effort to help the employee improve, which will help the parish in the event of a lawsuit.

### What Employment Actions call for Documentation?

- Annual performance reviews
- Violation of policies, procedures, practice or code of ethics
- Attendance issues
- Poor performance
- Demotions
- Promotions
- Change in job duties
- Training needs and accomplishments



## Section 9 – Performance Management

All writings should include the five Ws:

Who:	<ul style="list-style-type: none"><li>• Relevant parties (ex. co-workers, parishioners) involved.</li><li>• Any witnesses?</li></ul>
What:	<ul style="list-style-type: none"><li>• Circumstances warranting the communication and follow-up actions required.</li><li>• Document the rule or policy being violated.</li></ul>
When:	<ul style="list-style-type: none"><li>• The date(s) and time(s) when the event(s) occurred or effective date of changes.</li></ul>
Where:	<ul style="list-style-type: none"><li>• The exact location where the situation occurred.</li></ul>
Why:	<ul style="list-style-type: none"><li>• The reason why the circumstances warrant a written communication.</li></ul>
Consequences:	<ul style="list-style-type: none"><li>• Describe what will happen if the employee fails to improve performance (final written warning, reduced responsibility, employment termination, etc.)</li></ul>

For formal written warnings, ask the employee to sign the Disciplinary Action Form indicating that they:

- Had the discussion
- Received a copy of the form
- Understood the document
- Explain that signing does not mean that the employee agrees with the disciplinary action only that he or she understood what was explained.

If an employee refuses to sign the Disciplinary Action Form:

- Allow them to write a response and attach to the documentation, or
- Have a third party come in to witness it was done (another manager, not a peer of the employee), or
- Write “employee refused to sign” and include the date

**All documentations, formal and informal (including emails), and Disciplinary Action Forms should be filed in the employee’s personnel file**

**Section**  
**10**

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## ***Section 10 – Employment Terminations***

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Section Topics:

- ❖ Voluntary Terminations
- ❖ Involuntary Terminations
- ❖ Retirement Process
- ❖ Final Pay
- ❖ Final Paycheck Deductions
- ❖ CFA Notice
- ❖ Life Insurance and Long Term Care Conversion

## Employment Terminations Employee Policy#: 910, 920, 921, 930, 931, 940, 950

The Archdiocese is committed to retaining quality employees; however, it recognizes that it will experience a reasonable amount of employee turnover for a variety of justifiable reasons. Use the [Employee Termination Checklist](#) to ensure all documents are provided to the employee, all property is returned to the employer, and CHRIS is updated accordingly.

### Voluntary Termination

**Voluntary employment terminations occur when an employee initiates the termination.**

**Resignation:** Employees who resign should submit a resignation letter to their supervisor at least two weeks before the date of their employment termination. The letter should include the employee's contact information and final date of employment.

**Retirement:** Employees who retire should submit a letter of intent to retire to their employer at least two weeks before the date of their retirement.

**Upon receipt of a letter of intent to retire, the HR Representative should advise employee to contact USICG for retirement benefits via phone, email or fax.**

**Job Abandonment:** Employees who accumulate three consecutive unauthorized absences without contacting the employer are considered to have abandoned their employment. Unauthorized absences are any absences that were not approved by a supervisor. Attempt to contact the employee on all 3 days of absence and record the dates and times of attempts.

**Consult HR in cases of job abandonment.**

### Involuntary Termination

**Involuntary employment terminations occur when an employer initiates termination.**

**All Involuntary Terminations MUST be approved by Human Resources in writing**

**Poor Performance & Minor Misconduct:** Employees may have their employment terminated after they routinely exhibit poor performance. The Archdiocese generally follows a "3-strike" rule. Thus, supervisors must give employees at least two written warnings before an employee may be terminated for a third transgression.

Warnings must be signed by the employee or a witness who saw the employee receive the document.

**Gross Misconduct:** Employees may have their employment terminated immediately for gross misconduct. Employee Policy #921 contain examples of such conduct.

**Position Elimination:** Employers may eliminate a position if the position's functions are no longer necessary or may be absorbed by another position(s).

**Document Review.** Employers **must** submit the following documents to HR for review:

\*A [Restructuring Worksheet](#) which lists employee information and duty assignment and a brief summary of reason(s) for elimination(s).

If the organization employs less than 21 people, all employees must be listed on the restructuring worksheet.

If the organization employs more than 20 people, only the employees in the affected department(s) must be listed on the restructuring worksheet.

Job descriptions for all newly created positions and positions gaining new duties.

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## Involuntary Terminations

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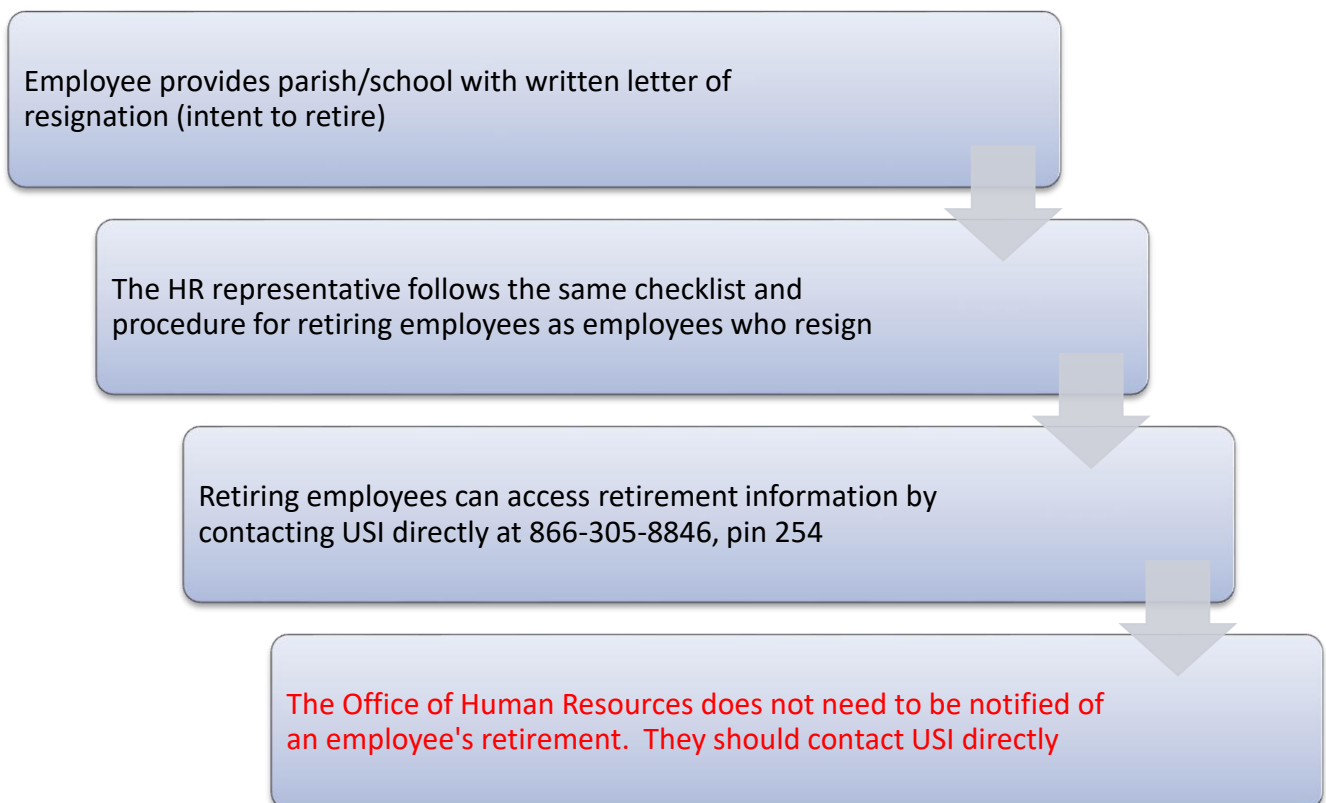
Involuntary employment terminations occur when an employer initiates termination.

- **HR Approval** – Involuntary terminations must be approved by an individual who is recognized by Archdiocesan risk and liability insurance as having approval authority **prior to the termination**. The approving authority must provide a written memorandum to the employer as evidence of HR approval.
- **Termination Review.** Managers must submit a [Termination Review Form](#) to HR along with supporting documents (ex. written warnings, statements, attendance records, etc.)
- **Notice** – Notice of employment termination must be well planned and executed. Prepare the following things before the notice:
  - Private meeting room large enough for three people to sit comfortably.
  - Cardboard box(es) for employees to pack their personal belongings.
  - Designated individual to monitor employees as they prepare to depart.
  - Notify IT department to terminate employee's computer access and forward employee's email to the supervisor.
- **Post-Departure** – Quickly notify the **necessary** individuals of the employee's departure. The reason for the employee's departure should remain confidential and only be shared on a need-to-know basis. Close the employee's file.

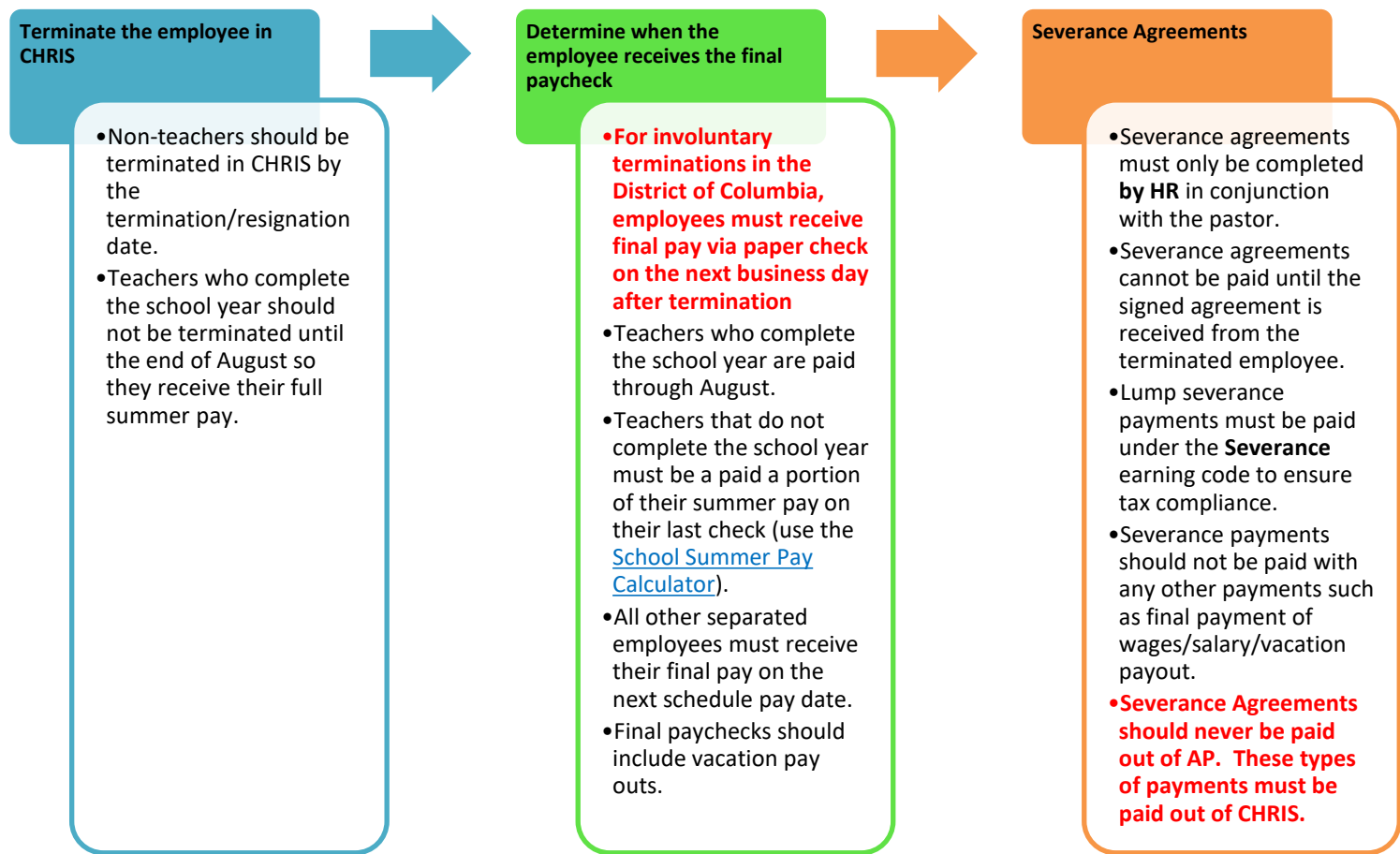
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## Retirement Process

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## Final Pay



## Final Paycheck Deductions

<u>Can be withheld on the last paycheck:</u>	<u>Cannot be withheld on the final paycheck:</u>
<ul style="list-style-type: none"> <li>• Taxes</li> <li>• Health/Dental/Vision</li> <li>• Retirement</li> <li>• Voluntary Life Insurance</li> <li>• Long Term Disability</li> <li>• Long Term Care</li> <li>• Employer deductions (COLF, Retirement ER paid, etc.)</li> <li>• Vacation time used but not accrued</li> <li>• Deductions ordered by a court (i.e. garnishments)</li> <li>• Pay advance repayments</li> </ul>	<ul style="list-style-type: none"> <li>• Tuition (unless the employee has already agreed to have this withheld)</li> <li>• Money allegedly or admittedly stolen (including gift cards)</li> <li>• Bounced check amounts</li> <li>• The cost of lost or damaged equipment</li> <li>• The cost of rekeying the parish/school</li> </ul>

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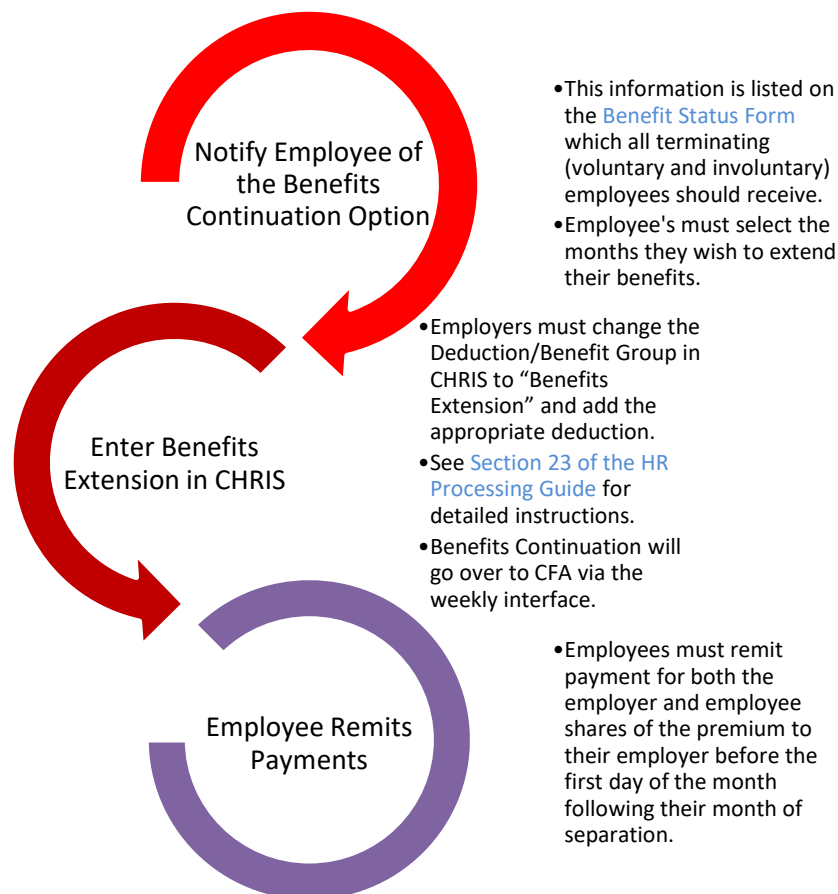
## CFA Notice

Once an employee is terminated in CHRIS, CFA will be notified via the weekly interface.

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## Health/Dental/Vision Coverage Extension

All separated employees are entitled to continue their **existing** level of health/dental/vision coverage at their own expense for three months after the month of separation.



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## Life Insurance and Long Term Care Conversion

Employees who wish to convert their group insurance policies to personal policies must complete the appropriate application and send to the insurance carrier for review:

- [Long Term Care Continuation Form](#)
- [Life Insurance Conversion Form](#)

**Section**  
**11**

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## ***Section 11 – Employment Changes***

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Section Topics:

- ❖ Hour Reduction
- ❖ Salary Reduction
- ❖ Schedule Change
- ❖ Job Description Change
- ❖ Employee Classification Change

## Employment Changes

Any significant employee changes need to be documented in writing on the [Disciplinary Action Form](#) and placed in the personnel file.

Significant events include, but are not limited to:

Hour Reduction	<ul style="list-style-type: none"><li>• <b>Contact the Office of Human Resources before reducing an employee's hours.</b></li><li>• Employers may reduce hours worked by their staff member when they determine that the duties of the position may be accomplished in a shorter amount of time or absorbed into the job description of another position.</li><li>• Employers must give employees at least two weeks' notice prior to reducing hours.</li><li>• For at least one week prior to hour reduction, employees should complete the Job Analysis Timesheet.</li></ul>
Salary reduction	<ul style="list-style-type: none"><li>• Employers may reduce salaries only when the action will be taken uniformly among an entire section of employees (i.e. teachers, but not teacher's aides).</li><li>• <b>Consult HR before reducing an employee's salary</b></li></ul>
Schedule Change	<ul style="list-style-type: none"><li>• Employers may change a position's schedule at any time, without an employee's consent. An employee who fails to adhere to the schedule set by the employer may be terminated from employment.</li></ul>
Job Description Change	<ul style="list-style-type: none"><li>• Employers who wish to significantly alter a position's job duties must submit the position's current and potential job description to HR along with a copy of any affected employee resumes, if applicable.</li><li>• HR will review the documents to determine whether the change is equitable and appropriate, in light of the respective employee work and experience level.</li></ul>
Employee Classification Change	<ul style="list-style-type: none"><li>• Employers may change a position's classification if it is in compliance with the Fair Labor Standards Act (FLSA). See Classification Change Template: Non-Exempt to Exempt or Classification Change Template: Exempt to Non-Exempt.</li></ul>



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## ***Section 12 –Unemployment***

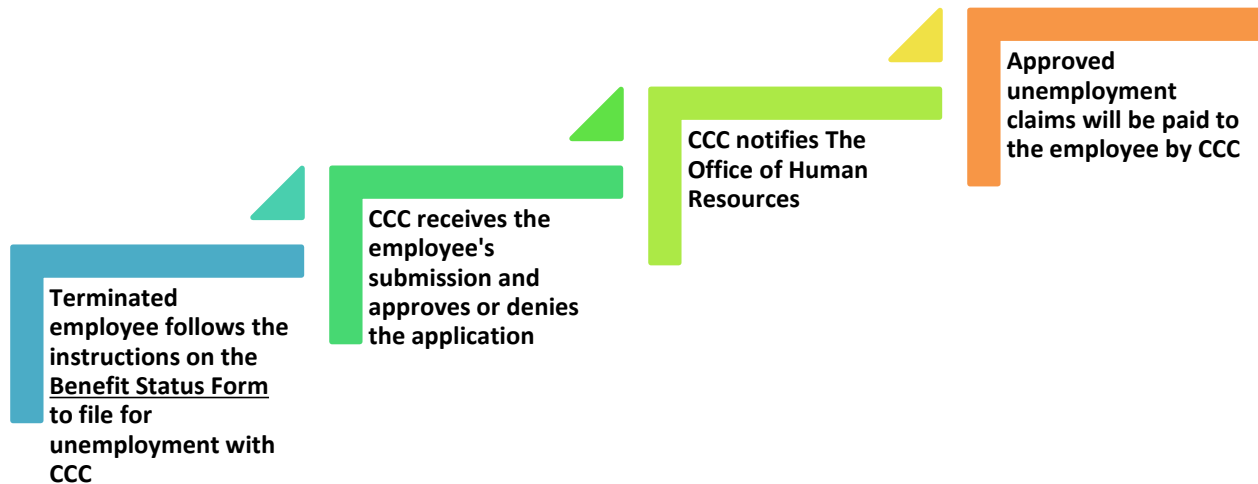
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Section Topics:

- ❖ Program Type
- ❖ Reporting: Rules and Regulations

## Unemployment

Unemployment is administered by Corporate Cost Control (CCC). The unemployment process is as shown below. Employees that are terminated related to COVID-19 should follow instructions on the COVID Termination Form and file for Unemployment with the state.



### Reporting: Unemployment Rules and Regulations

At the end of each calendar quarter, the Office of Human Resources will provide each location participating in the program an unemployment report showing all lay employees (full and part-time) employed by that employing unit during that quarter. The report will include:

- Employee's first and last name
- Last four digits of employee social security number
- Total amount of gross wages employer paid to each employee during the quarter
- Amount owed (.0025% of total gross wages)
- **Include payment on the ADW deposit slip and submit with the monthly ADW payment.**