**EMPLOYMENT TERMS INSERT**

**Template 1-Agency/Parish/School**

**Please review the attached to find the FLSA classification and schedule that meets the employment criteria and insert in the designated area of Template 1 Agency/Parish/School**

**NEW HIRE AT AGENCY/PARISH**

**New Hire EXEMPT 20+ hours/week**

**In this position, which is classified as “exempt” under the Fair Labor Standards Act**,

* Your starting annual salary will be *Insert* **$00,000** per year and you will be paid bi-weekly.
* Your immediate supervisor is *Insert* Supervisor Name.
* As a *Insert* full/part-time employee working a minimum of *Insert* weekly hours hours per week, you are eligible for Archdiocesan benefits as outlined in the Archdiocese of Washington Employment Policies and Procedures Manual.
* You will be eligible to accrue vacation at *Insert* 00 **days** per year at a monthly rate of *Insert* .000 days. Eligibility for vacation leave begins on the first day of the month following the completion of 90 calendar days of employment. Your vacation time is pro-rated based on the number of months remaining in the vacation year (July 1-June 30) and is calculated from your date of hire.
* Information on Archdiocesan Policies and Benefits is available at <chris.adw.org> (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire EXEMPT *Less* than 20 hours/week**

 ***Contact the Office of Human Resources for guidance***

**New Hire NON-EXEMPT 20+ hours/week**

**In this position, which is classified as “non-exempt” under the Fair Labor Standards Act**,

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly.
* Your weekly work schedule is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* Your immediate supervisor is *Insert* Supervisor Name
* As a *Insert* full/part-time employee working a minimum of *Insert* weekly hours hours per week, you are eligible for Archdiocesan benefits as outlined in the Archdiocese of Washington Employment Policies and Procedures Manual.
* You will be eligible to accrue vacation at *Insert* 00 **days** per year at a monthly rate of *Insert* .000 days. Eligibility for vacation leave begins on the first day of the month following the completion of 90 calendar days of employment. Your vacation time is pro-rated based on the number of months remaining in the vacation year (July 1-June 30) and is calculated from your date of hire.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON-EXEMPT Less than 20 hours/week**

**In this position, which is classified as “non-exempt” under the Fair Labor Standards Act**,

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly.
* Your weekly work schedule is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* As a non-exempt employee, you are scheduled to work *Insert* standard hours per week.
* Your immediate supervisor is *Insert* Supervisor Name
* As a part-time employee working less than 20 hours per week, you are **not** eligible for Archdiocesan benefits.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON-EXEMPT seasonal/as needed**

**In this position, which is classified as “non-exempt” under the Fair Labor Standards Act**,

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly during the pay periods actually worked.
* Your immediate supervisor is *Insert* Supervisor Name
* As a non-exempt employee, you are scheduled to work *Insert* standard hours per week.
* As a seasonal/ as needed employee without a regular work schedule, you are **not** eligible for Archdiocesan benefits.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**NEW HIRE AT SCHOOL**

**New Hire EXEMPT NON-CLASSROOM20+ hours/ week**

 **\*\* *Do not use for Principals-Contact the Catholic Schools Office for guidance on Principal New Hire Letters\*\****

**In this school non- classroom position, which is classified as “exempt” under the Fair Labor Standards Act**,

* Your starting annual salary will be *Insert* **$00,000** per year and you will be paid bi-weekly.
* Your immediate supervisor is *Insert* Supervisor Name
* As a *Insert* full/part-time employee working a minimum of *Insert* weekly hours hours per week, you are eligible for Archdiocesan benefits as outlined in the Archdiocese of Washington Employment Policies and Procedures Manual.
* You will be eligible to accrue vacation at *Insert* 00 **days** per year at a monthly rate of *Insert* .000 days. Eligibility for vacation leave begins on the first day of the month following the completion of 90 calendar days of employment. Your vacation time is pro-rated based on the number of months remaining in the vacation year (July 1-June 30) and is calculated from your date of hire.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedure Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date or hire.

**New Hire EXEMPT NON-CLASSROOM *Less* than 20 hours/week**

***Contact the Office of Human Resources for guidance***

**New Hire NON-EXEMPT NON-CLASSROOM 20+ hours/week**

**In this school non-classroom position, which is classified as “non-exempt” under the Fair Labor Standards Act**,

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly.
* Your weekly work schedule is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* Your immediate supervisor is *Insert* Supervisor Name
* As a *Insert* full/part-time employee working a minimum of *Insert* weekly hours hours per week, you are eligible for Archdiocesan benefits as outlined in the Archdiocese of Washington Employment Policies and Procedures Manual.
* You will be eligible to accrue vacation at *Insert* 00 **days** per year at a monthly rate of *Insert* .000 days. Eligibility for vacation leave begins on the first day of the month following the completion of 90 calendar days of employment. Your vacation time is pro-rated based on the number of months remaining in the vacation year (July 1-June 30) and is calculated from your date of hire.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON-EXEMPT NON-CLASSROOM Less than 20 hours/week**

**In this school non-classroom position, which is classified as “non-exempt” under the Fair Labor Standards Act,**

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly.
* Your weekly work schedule is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* As a non-exempt employee, you are scheduled to work *Insert* standard hours per week.
* Your immediate supervisor is *Insert* Supervisor Name
* As a part-time employee working less than 20 hours per week, you are **not** eligible for Archdiocesan benefits.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON-EXEMPT NON-CLASSROOM seasonal/as needed**

*Please use the terms under the Agency/Parish section: New Hire NON-EXEMPT seasonal/as needed*

**New Hire EXEMPT SCHOOL CLASSROOM 20+ hours/week**

*Please use the NEW HIRE EXEMPT SCHOOL CLASSROOM Template for Teachers, Guidance Counselors and Librarians*

**New Hire EXEMPT SCHOOL CLASSROOM Less than 20 hours/week**

***Contact the Office of Human Resources for guidance***

**New Hire NON-EXEMPT SCHOOL CLASSROOM 20+ hours/week**

**In this school classroom position, which is classified as “non-exempt” under the Fair Labor Standards Act**,

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly during the pay periods worked while school is in session.
* Your weekly work schedule while school is in session is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* Your immediate supervisor is *Insert* Supervisor Name
* As a *Insert* full/part-time employee working a minimum of *Insert* weekly hours hours per week, you are eligible for Archdiocesan benefits as outlined in the Archdiocese of Washington Employment Policies and Procedures Manual.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON EXEMPT SCHOOL CLASSROOM Less than 20 hours/ week**

**In this school classroom position, which is classified as “non-exempt” under the Fair Labor Standards Act,**

* Your starting hourly rate will be *Insert* **$00.00** and you will be paid bi-weekly during the pay periods worked while school is in session.
* Your weekly work schedule while school is in session is *Insert* Schedule example: Monday-Friday 8:30AM – 5:00PM
* As a non-exempt employee, you are scheduled to work *Insert* standard hours per week.
* Your immediate supervisor is *Insert* Supervisor Name
* As a part-time employee working less than 20 hours per week, you are **not** eligible for Archdiocesan benefits.
* Information on Archdiocesan Policies and Benefits is available at [chris.adw.org](file:///%5C%5Cadw-files.aow.local%5CGroups%5CPersonnel%5CAppointment%20Letters%5C2018%20Appointment%20Letters%5C2018%20Appointment%20Letter%20Templates%5Cchris.adw.org) (myself > Company Info) or for Agencies at [www.adw.benergy.com](http://www.adw.benergy.com) (User ID: adw, Password: benefits). Please visit the website to read the Employment Policies and Procedures Manual (located under the Human Resources tab). Employees are required to sign the Employee Policy Acknowledgement Form (Policy 1000) within 30 days of their date of hire.

**New Hire NON-EXEMPT SCHOOL CLASSROOM seasonal/as needed**

*Please use the terms under the Agency/Parish section: New Hire NON-EXEMPT seasonal/as needed*