**Archdiocese of Washington**

**Office of Human Resources**

INSTRUCTIONS FOR PROPER COMPLETION OF

**NEW HIRE & APPOINTMENT CONTINUATION LETTERS**

**[*For internal use only. Please do not distribute to employees.*]**

The issuance of formal Appointment letters for New Hires has been Archdiocesan policy since 2005 and Continuation Notification Statements for current employees since 2019. Updates to the language of the letters will occur from time to time as needed. To ensure that you are using the most up to date versions of the letters please review the code that will appear at the end of the language in each letter. The code will identify the version of the letter as well as the date it was created. For example: AC:exsc-052023 will identify the letter as  **A**ppointment **C**ontinuation: **Ex**empt **S**chool  **C**lassroom-**05**/**2023**. Past versions of the templates did not contain an identifier or had an identifying date of 052115. **Accordingly, please stop using and destroy any templates that do not have the current date of 052023.**

**Instructions for Completing New Hire Appointment Letters**

The instructions on how to complete the letters is below. As per past practice, specific areas of the letters

are locked. The locked areas pertain to at-will employment and Catholic morality. These areas have been reviewed and approved by legal counsel and must not be changed. Please note that 3 templates for New Hire Appointment letters have been developed to address the multiple employment classifications across the Archdiocese of Washington. They include:

1. **N**ew  **H**ire  **Ex**empt  **S**chool  **C**lassroom (NH:exsc-052023): Teachers, Guidance Counselors, Librarians **with full-time status**. Please see definition of full-time at the end of this document.

*2.* **P**rincipal (NH:p-052023): ***Principal New Hire will be provided by the Catholic Schools Office****.*

**3. N**ew **H**ire  **G**eneral (NH:g-052023): To be used for all employees except for those with a classification of Exempt School Classroom or Principals. **Must be used in conjunction with**

**2023 NH G FLSA STATUS AND TERMS INSERT. This document includes specific FLSA**

**inserts and benefit details as applicable for:**

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

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

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

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

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

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

**g. New Hire EXEMPT NON-CLASSROOM Less than 20 hours/week h. New Hire NON-EXEMPT NON-CLASSROOM 20+ hours/week**

**i. New Hire NON-EXEMPT NON-CLASSROOM Less than 20 hours/week j. New Hire NON-EXEMPT NON-CLASSROOM seasonal/as needed**

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

**l. New Hire EXEMPT SCHOOL CLASSROOM Less than 20 hours/week m. New Hire NON-EXEMPT SCHOOL CLASSROOM 20+ hours/week**

**n. New Hire NON EXEMPT SCHOOL CLASSROOM Less than 20 hours/ week o. New Hire NON-EXEMPT SCHOOL CLASSROOM seasonal/as needed**

Please note the fill-enabled fields, i.e., the gray areas of the letters indicate a need for location or employee specific information and that a change should be made. Click on the field and you will see a description of what is needed and that you can fill in the area. Most fields are self-explanatory. Detailed below are explanations of fields that may need additional clarification:

**1. For New Hire Exempt School Classroom (NH:exsc-052023): Teachers, Guidance Counselors, Librarians**

**Paragraph 1: Insert Start Date**: Type in the effective date as appropriate – normally the effective date is the first day of the appointment that the employee will work. In the case of teachers this would be the first day the teachers report to work for the school term.

**Paragraph 2: Insert Pay Frequency**: All parish and school locations use a biweekly pay frequency.

**Signature Line:** Type the pastor’s name and title and the principal’s name and title. Otherwise, clear the selection as applicable.

**2. For General (NH:g-052023): To be used for all employees except for those with a classification of Exempt School Classroom or Principals. Must be used in conjunction with 2023 NH G FLSA STATUS AND TERMS INSERT**

**Paragraph 1: Insert Start Date**: Type in the date as appropriate –the start date is the first day of work that the employee will actually work.

**Paragraph 2: Insert FLSA Status and Terms.** Review the document entitled **2023 NH G FLSA STATUS AND TERMS INSERT**. The multiple types of employment including FLSA types are outlined with applicable terms of employment for each. Insert the terms that correspond to the employee’s FLSA and benefit status. Copy and paste the section into the Insert FLSA Status and Terms field. Start with, “**In this position**….and end with the last bullet for that section. ***You will still need to update the employment specific areas of the insert. This can be done before or after you paste the text to the letter.***

**Insert Pay Frequency**: All parish and school locations use a biweekly pay frequency.

**Insert full/part-time**: Please refer to definitions at the end of this document to determine full or part-time status.

**Insert Number of Vacation Days**: Please refer to the **NH AOW PTO Calculator** to determine maximum vacation accrual available for the July 1-June

30 vacation year based upon the date of hire.

**Insert Monthly Accrual Rate**: Vacation is accrued monthly. Divide the maximum vacation time by 12 months. Example: 10 vacation days is accrued at a monthly rate of 0.83 (10 divided by 12=0.83)

**Signature Line:** Type the pastor’s name and title. If it is a school employee, type the principal’s name and title. Otherwise, clear the selection.

**Instructions for Completing Appointment Continuation Letters**

The instructions on how to complete the letters is below. As per past practice, specific areas of the letters

are locked. The locked areas pertain to at-will employment and Catholic morality. These areas have been reviewed and approved by legal counsel and must not be changed Please note that five templates for Continuation Notification Statements (**Non-classroom Staff**) and Continuation of Appointment letters (**Classroom Staff only**) have been developed to address the multiple employment classifications across the Archdiocese of Washington. They include:

1. **G**eneral (ACN:g-052023): To be used for all employees except for those with a classification of school classroom, seasonal/on call, or principals.

2. **Ex**empt  **S**chool **C**lassroom (AC:exsc-052023): Teachers, Guidance Counselors, Librarians

3. **N**on-**E**xempt  **S**chool **C**lassroom (AC:nesc-052023): Teacher Aides/Assistants

4. **S**easonal**/O**n **C**all (AC:s/oc-052023): Seasonal or On-call employees

*5.* **P**rincipal (AC:p-052023):***Principal New Hire and Continuation of Appointment Letters will be provided by the Catholic Schools Office****.*

**Instructions for Completing Continuation Notification Statements**

Please note the fill-enabled fields, i.e., the gray areas of the letters indicate a need for location or

employee specific information and that a change should be made. Click on the field and you will see a description of what is needed and that you can fill in the area. Most fields are self-explanatory. Detailed below are explanations of fields that may need additional clarification:

 **Insert Date**: Type in the effective date as appropriate – normally the effective date is the first day of the appointment that the employee will work, in the case of teachers this would be the first day the teachers report to work for the school term. In the event the continued appointment notice will coincide with a pay rate change will be taking effect you should include the effective date the pay rate will occur. If it is the first to occur with a specific pay period you would not use the pay date. Instead you should use the first day of the pay period.

*In*  ***G****eneral (AC:exsc-052023) Continuation Letter only:*

***INSERT EITHER annual salary/hourly rate****: Click on the field and choose annual salary (exempt position) or hourly rate (for non-exempt position)*

***INSERT EITHER annual or hourly RATE OF PAY****. Click on the field and enter the actual annual salary in the format of $00,000 for exempt positions or actual hourly rate in the format of $00.00 for non-exempt positions*

**Instructions for Completing Appointment Continuation Notifications (School Employees Only)**

Please note the fill-enabled fields, i.e., the gray areas of the letters indicate a need for location or

employee specific information and that a change should be made. Click on the field and you will see a description of what is needed and that you can fill in the area. Most fields are self-explanatory. Detailed below are explanations of fields that may need additional clarification:

 **Insert Date**: Type in the effective date as appropriate – normally the effective date is the first day of the appointment that the employee will work, in the case of teachers this would be the first day the teachers report to work for the school term. In the event the continued appointment notice will coincide with a pay rate change will be taking effect you should include the effective date the pay rate will occur. If it is the first to occur with a specific pay period you would not use the pay date. Instead you should use the first day of the pay period.

*In*  ***G****eneral (AC:exsc-052023) Continuation Letter only:*

***INSERT EITHER annual salary/hourly rate****: Click on the field and choose annual salary (exempt position) or hourly rate (for non-exempt position)*

***INSERT EITHER annual or hourly RATE OF PAY****. Click on the field and enter the actual annual salary in the format of $00,000 for exempt positions or actual hourly rate in the format of $00.00 for non-exempt positions*

**Signature Line:** Type the pastor’s name and title. If it is a school employee, type the principal’s name and title. Otherwise, clear the selection.

**Non-Continuation of Appointment/Termination of Employment**

Contact the Office of Human Resources  ***before*** eliminating a position,  ***before*** reclassifying a position,

and  ***before*** terminating an employee involuntarily.

**Definitions and Additional Information on Terms Used:**

**Appointment Period:** All lay employees are 12-month **at-will** appointees, and can be **full-time** or **part-time**, including non-school staff, school faculty and staff including teachers, principals, administrative assistants, etc. **Exceptions:** short-term substitute teachers or other staff hired on a temporary short-term basis, i.e. typically not to exceed 4 months. Employees cannot be and are not appointed for 10 months or 11 months but paid over 12 months, including teachers, directors of religious education, and principals.

**At-will:** All offers of employment are extended with the intent to fill a position vacancy (part-time or full-time) for an indefinite period of time, and no offer of employment is guaranteed to be permanent. Employment can be terminated by the Archdiocese (after first checking with the Office of Human Resources)  *or* the employee, with or without cause, and with or without notice, for any or no reason.

**Contracts:** Employees cannot be and are not hired on contract.

**Exempt:** Classification of position as determined by the Fair Labor Standard Act (FLSA), also known as “salaried paid” positions. Employees who fill these positions are not eligible for overtime pay for time worked in excess of 40 hours per workweek – nor are they eligible for compensation time. Examples of exempt positions: principal, teacher, priest, accountant, director of religious education, etc.

**FLSA classifications: Exempt (from overtime compensation)** and **Non-exempt:** The classification is not based on the number of hours worked; exempt and non-exempt positions may be full-time or part- time. It is not a title alone that determines the classification; however, in general, the following positions are classified as **Exempt** and are not paid overtime: teacher, principal, accountant, director of religious education, director of music, etc., and employees that fill these positions are to be paid on a salaried basis. **Exception:** If the employee filling one of these exempt positions is paid less than

$684/week ($35,568 annually), then the employee must be paid an hourly rate of pay.. **Non-exempt** positions, however, are compensated at the rate of 1-1/2 time their hourly rate for all hours  **worked over 40** in a workweek. In general, the following positions are classified as **Non-exempt:** administrative

assistant, secretary, teacher’s aide, teaching assistant, maintenance worker, cook, etc., and employees who fill these positions are paid on a non-exempt (hourly) basis for hours worked. **If employed at a school, these employees receive pay during the summer month only for hours actually worked – these employees are not salaried.** Employees who fill positions classified as **Non-exempt** must be compensated for all hours WORKED over 40 in a workweek at the rate of 1-1/2 times the normal

**hourly rate**.

**Full-time employees:** Employees who regularly work at least 30 hours per workweek and who were hired July 1, 2006 or later; and employees who regularly work a minimum 20 hours per week who were hired prior to July 1, 2006.

**Independent Contractors**: If you have “Independent Contractors,” the Archdiocesan Office of Human Resources must confirm that the individual or company meets the definition of Independent Contractor, and the Office of the Chancellor must review and authorize the contract.

**Non-exempt:** Classification of position as determined by the Fair Labor Standard Act (FLSA), also known as “hourly paid”. Employees who fill positions classified as **Non-exempt** must be compensated for all hours WORKED over 40 in a workweek at the rate of 1-1/2 times the normal **hourly rate**. In general, the following positions are classified as **Non-exempt:** administrative assistant, secretary, teacher’s aide, teaching assistant, maintenance worker, cook, etc., and employees who fill these positions are paid on a non-exempt (hourly) basis for hours worked. **If employed at a school, these employees receive pay during the summer month only for hours actually worked – these employees are not salaried.**

**Part-time employees:** Employees who regularly work 20-29 hours per week, are retirement benefits eligible only, and who were hired July 1, 2006 or later; and employees who regularly work 19 hours per week or less who are not eligible for any benefits.

**Religious (Women and Male):** Payment for services from women and men religious are made to their religious community; ***not*** paid directly to the woman or male religious. Violating this rule has tax implications and may affect the status of the religious.

**School Employees**: **Classroom** and **Non-Classroom**. **Classroom:** employees work in the classroom or similar environment, i.e. teachers, teacher's aides, Librarians, Guidance Counselors. **Non-Classroom** work at a school but not in the classroom, i.e. Principal, Secretary, Maintenance, Office Assistant, Before and After Care. These School classifications are then further sorted by the exempt or non-exempt classification outlined below. Please see Policy 512 and 521 for additional information.

**Please contact the Office of Human Resources with any questions.**

**Archdiocese of Washington**

**Office of Human Resources**

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