#  Local Parish Policies

## HOURS OF OPERATION

 The normal hours of operation for the Parish Offices are X:00 a.m. to X:00 p.m., Monday through Thursday and X:00 a.m. – X:00 on Fridays. [If a parish doesn’t have different Friday hours change to read Monday through Friday above.] A normal workweek is XX hours.

## MEDICAL INSURANCE

 The following benefits apply to full time, 30 or more hour per week employees:

1. Medical Insurance: Comprehensive medical coverage with a prescription drug rider for the employee and dependents through a Blue Cross Blue Shield PPO provided by the Michigan Catholic Conference. Employees pay a percentage of the premium costs through pre-tax payroll deductions. The premium share is dependent upon the plan selected.

1. Employees have the choice of obtaining coverage through the employer or through a parent or spouse plan, but not both. If an employee gains coverage through a parent or spouse plan, the employee will receive $X,000 cash in lieu of the insurance benefit. The $X,000 is paid out in bi-weekly payroll installments and is taxed as income.

25% Premium Share Costs for PPO 1 2019-2020 Plan Year

Employee Plan: $2,025 per year or $77.88 bi-weekly

Employee + 1 Plan: $4,458 per year or $171.46 bi-weekly

Full Family Plan: $5,265 per year or $202.50 bi-weekly

5% Premium Share Costs for PPO 2 2019-2020 Plan Year

Employee Plan: $283.80 per year or $10.92 bi-weekly

Employee + 1 Plan: $623.40 per year or $23.98 bi-weekly

Full Family Plan: $737.40 per year or $28.36 bi-weekly

0% Premium Share Costs for PPOHD (High Deductible) 2019-2020 Plan Year

Employee Plan: $0

Employee + 1 Plan: $0

Full Family Plan: $0

 Employees who work 20-29.5 hours per week are eligible for health insurance coverage through the employer. However the employer will charge the employee 100% of the total cost of the health insurance premium through pre-tax payroll deductions.

## DENTAL INSURANCE (OPTIONAL)

 Comprehensive dental insurance is provided through Delta Dental at a cost of 50% of the premium to the employee who works 30 or more hours per week. If an employee has dental insurance provided through a parent or spouse, the employee is not eligible to participate in our dental plan.

Costs for 20XX-20XX Plan Year

Employee Plan: $258 per year or $9.92 bi-weekly

Employee + 1 Plan: $501 per year or $19.27 bi-weekly

Full Family Plan: $810 per year or $31.15 bi-weekly

 Employees who work 20-29.5 hours per week are eligible for dental care coverage through the employer. However the employer will charge the employee 100% of the total cost of the dental care premium through pre-tax payroll deductions.

## VISION INSURANCE (OPTIONAL)

 Comprehensive vision insurance is provided to employees who work 20 or more hours per week through BCBS at a cost of 100% of the premium to the employee.

Costs for 2019-2020 Plan Year

Employee Plan: $90 per year or $3.46 bi-weekly

Employee + 1 Plan: $168 per year or $6.46 bi-weekly

Full Family Plan: $264 per year or $10.15 bi-weekly

## Supplemental Insurance (if your parish offers it)

Employees are eligible for supplemental life insurance policies for themselves and their dependents through the Michigan Catholic Conference. The Diocese of Lansing currently has an employer provided benefit relationship with Aflac. Employees are eligible for Aflac supplemental insurance products for themselves and their families. Please contact your payroll administrator for more information on enrollment in the Aflac products.

## EMPLOYEE LEAVE TIME

 The purpose of paid vacation and sick leave is to provide employees with flexible paid time off from work that can be used for such needs as vacation, illnesses, doctor appointments, family needs, and other activities of the employee’s choosing. Vacation and sick leave are not designed to supplement an employee’s income, but to ensure a steady pay when an employee needs to be absent from work. Therefore employees are not permitted to be paid for additional hours than their normal regular schedule by using paid time off.

Vacation leave is calculated and recorded on a fiscal-year basis (July 1 – June 30). Employees working at least 30 hours per week year round may use up to 10 days of vacation leave with pay in the first year of employment through the fifth year of employment, 15 days in the sixth through the tenth year of employment, and 20 days in the eleventh and subsequent years of employment. Employees working less than 30 hours per week are not eligible for paid time off benefits. An employee hired on a date other than July 1 receives a prorated share of the first year’s annual leave. A person hired between July 1 and May 31 is deemed, for the purpose of calculating annual leave, to begin the second year of employment on the succeeding July 1. Unused vacation leave will accumulate up to a maximum of 240 hours or 6 weeks for 40 hour/week employees. This amount is pro-rated for employees who work less than 40 hrs/week. When a person’s employment ends, the person will receive only the prorated portion of the vacation leave for the fiscal year in which employment ends. A person hired from a parish, school, or agency of the Diocese of Lansing will, for the purpose of calculating vacation leave, be credited with seniority gained at that previous employment.

 Sick leave is calculated and recorded on a fiscal-year basis (July 1 – June 30). An employee accrues 13 days of sick leave with pay per year. Employees hired on a date other than July 1 receive a prorated share of the first year’s sick leave. Unused sick leave can be carried over from year to year, but only until a maximum of 40 days have been accumulated. No higher number of days may accumulate. When a person’s employment ends, the person is not paid for unused sick leave. A person hired from a parish, school, or agency of the Diocese of Lansing will, for the purpose of calculating sick time, receive their carried over sick days gained at that previous employment.

 Sick leave may be taken for physical or mental illness, injury; health condition; medical diagnosis, care or treatment; or preventative care, for either the employee or a member of the employee’s family. Member of the employee’s family is defined as spouse, child, parent, in-law, or other close relative (including step-relatives) for whom the employee provides care. The paid leave may also be taken by the employee if they or a family member are the victim of domestic violence or sexual assault; to care for a child whose school or care facility has been closed by order of a public official; for closure of the employee’s place of business by order of a public official; or due to exposure to communicable disease that could jeopardize the health of others. Other reasons include: relocation; to meet with an attorney; to participate in a lawsuit involving domestic violence or sexual assault; or to receive services from a victim services organization.

 Paid leave time is never considered work time when calculating overtime.

## (OPTIONAl Policy in Lieu of Vacation and Sick Leave)

## Paid Time-Off (PTO)

Employees who work 30 or more hours per week will earn paid time off based on years of service. These hours will be credited in full to each employee on July 1 each year.

Employees may use PTO for any time off they need. Employees must request paid time off at least two weeks in advance of use except for time used for emergencies and illnesses. Immediate supervisor approves all requests and may designate busy seasons of the year that preclude approved time off.

Non-Exempt Employees (July 1 anniversary date)

|  |  |
| --- | --- |
| Hire date through end of fiscal year (June 30) | 10 days of PTO (pro-rated) |
| Beginning of 1st year – end of 4th year | 15 days of PTO |
| Beginning of 5th year – end of 9th year | 20 days of PTO |
| Beginning of 10th year and beyond | 25 days of PTO |

Exempt Employees (July 1 anniversary date)

|  |  |
| --- | --- |
| Hire date through end of fiscal year (June 30) | 10 days of PTO (pro-rated) |
| Beginning of 1st year and beyond | 25 days of PTO |

All employees will be allowed to carry a maximum cap of 35 days per year. Employees will be allowed to use up to 5 days of bereavement leave according to the published diocesan bereavement leave policy.Employees will be allowed paid leave for jury duty according to the current diocesan jury duty leave policy.

Employees who are approved by the MCC for a short term disability leave will receive the 10 day waiting period as paid time off without using days from their existing PTO balances.

Employees who leave employment for any reason will be paid out their current pro-rated PTO balance as of their last day worked. The additional pay will appear in their final paycheck.

Paid leave time is never considered work time when calculating overtime.

## DOCUMENTATION OF HOURS

 A non-exempt (hourly) employee must complete and submit time sheets to document hours worked. Overtime for a non-exempt employee must be approved in advance by the supervisor. All employees, including exempt employees are required to report vacation and sick leave. Vacation and sick hours are never allowed to be used to increase an employee’s hours beyond their normally scheduled hours in a pay week.

## UNPAID LEAVE OF ABSENCE

 An employee may receive an unpaid leave of absence after having received approval by the pastor. The employer paid portion of insurance benefits (medical, dental, group life, disability) will be provided by the employer for a period not to exceed ninety days when the unpaid leave is covered by FMLA. The employee is responsible for his/her portion of the benefits.

## HOLIDAYS / HOLY DAYS

 An employee working 30 or more hours per week is eligible to be paid for the holidays and holy days listed below. An employee working 20 or more hours per week but less than full time is eligible to be paid for the holidays and holy days listed below, on a pro-rata basis, relevant to the employee’s normal work schedule on scheduled holy days/holidays. To receive this pay, an employee must work the regularly scheduled work days immediately before and after the holiday or holy day, or be on a paid sick or vacation leave. An employee on an unpaid leave, on disability or worker’s compensation leave, or in an unpaid status is not eligible to be paid for the holidays and holy days.

 The following paid holidays and holy days are observed:

 (List your paid holidays) Example:

Good Friday

 Easter Monday

 Memorial Day

 Independence Day

 Labor Day

 Thanksgiving and the Friday after Thanksgiving

 Christmas Eve and Christmas Day

New Year’s Eve and New Year’s Day

(Some parishes include Assumption, All Saints, and Immaculate Conception as paid holidays when they occur on work days during the year.)

 When a holiday falls on a Saturday or a Sunday, a paid holiday will be observed on the adjacent Friday or Monday.

 A non-exempt employee who is required to work on one of the above holidays or holy days will receive holiday pay at the rate of 1.5 times the normal hourly rate for the hours worked, with a minimum pay of four hours, regardless of whether they worked over 40 hours in the work week.

## SNOW / WEATHER DAYS — NON-EXEMPT EMPLOYEES

 The entire workplace of the parish will be open on normal business days. The pastor may declare the closure of the parish due to inclement weather. When this occurs hourly employees are not to report to work and are not paid unless a vacation day is used. On bad weather days that the parish is open and an employee chooses not to come to work, the employee may use a vacation day or take the day as unpaid.

## TRAVEL EXPENSES

 Employees who use their own vehicles and travel on behalf of the parish for business purposes will be reimbursed at the IRS standard rate for mileage. Reasonable meal expenses will be reimbursed when a) an employee is attending a required conference inside or outside the diocese, or b) when the employee engages in business during the course of a meal. Employees will not be reimbursed for meal expenses that occur during the normal course of business travel throughout the Diocese.

## MINISTRY DESCRIPTIONS / JOB DESCRIPTIONS / CONDITIONAL HIRE

 For each position, the parish must maintain a current ministry description / job description that includes the job title, the exempt / non-exempt status, the supervisor of the position, the location and hours of the job, the primary duties and responsibilities of the person holding the position, and the qualifications (education, experience, formation, knowledge, skills, abilities, credentials, physical requirement) that a person must possess to be hired.

## PROFESSIONAL DEVELOPMENT

 The parish supports and encourages the professional development of its employees. Expenses related to workshops and seminars will be paid by the parish if approved by the pastor within the parish budget. Reimbursable expenses include hotel, meals, travel, and registration, provided these expenses are both actual and reasonable for the employee. Expenses for recreation incurred during a business trip will not be reimbursed.

## Dependent Tuition Reimbursement Benefit Plan

To encourage employees to send their children to the parish’s Catholic school, and to assist them with the costs of tuition, employees of the parish and school who work at least 30 hours per week may receive XX% tuition reimbursement (after applicable financial aid and discounts are applied) for their child(ren) enrolled. The financial assistance is only applicable to tuition expenses and does not apply to additional fees and fundraising requirements.

Employees who participate in this benefit are required to submit their school tuition contract to the parish business office for processing. The XX% tuition reimbursement will be paid after any eligible financial assistance and discounts have been provided to the employee’s family. This reimbursement will be processed through payroll. This fringe benefit is non-taxable for parish employees.

Employees will also need to bring a copy of their cleared check(s), a paid receipt from the school, or proof of enrollment in an automatic payment plan for the school. Employees will be reimbursed either in a lump sum if they pay the full tuition costs up front or incrementally if they participate in a payment plan with the school. If an employee’s child(ren) leave the Catholic school into which they were enrolled during the school year, it is expected that the employee will pay back a pro-rated portion of the tuition reimbursement that was received.

## SPEAKERS AT PARISH EVENTS

 The pastor must approve all speakers prior to them being invited to speak at a parish event. Please clear all parish events with the pastor before publicizing to parishioners. Speakers at parish events must demonstrate that they are in good standing by their diocesan bishop before the speaking engagement.

## FIRE HAZARD

 Except in connection with a prayer service, candles may not be burned in parish offices. The reasons are grounded in safety, insurance concerns, and respect for the health and comfort of persons to whom the scent is an irritant.