#  Parish Name Local 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.

Costs for PPO 1 20XX-20XX Plan Year

Employee Plan: $X,XXX per year or $XX.XX bi-weekly

Employee + 1 Plan: $X,XXX per year or $XX.XX bi-weekly

Full Family Plan: $X,XXX per year or $XXX.XX bi-weekly

Costs for PPO 2 20XX-20XX Plan Year

Employee Plan: $X,XXX per year or $XX.XX bi-weekly

Employee + 1 Plan: $X,XXX per year or $XX.XX bi-weekly

Full Family Plan: $X,XXX per year or $XXX.XX bi-weekly

Costs for PPOHD (High Deductible) 20XX-20XX Plan Year

Employee Plan: $X,XXX per year or $XX.XX bi-weekly

Employee + 1 Plan: $X,XXX per year or $XX.XX bi-weekly

Full Family Plan: $X,XXX per year or $XXX.XX bi-weekly

 Employees who work 20 or more hours per week are eligible for health insurance coverage through the employer. However the employer will charge the employee XX% 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 XX% of the premium to the employee. 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: $XXX per year or $XX.XX bi-weekly

Employee + 1 Plan: $XXX per year or $XX.XX bi-weekly

Full Family Plan: $XXX per year or $XX.XX bi-weekly

 Employees who work 20 or more hours per week are eligible for dental care coverage through the employer. However the employer will charge the employee XX% 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 20XX-20XX Plan Year

Employee Plan: $XXX per year or $XX.XX bi-weekly

Employee + 1 Plan: $XXX per year or $XX.XX bi-weekly

Full Family Plan: $XXX per year or $XX.XX bi-weekly

## EMPLOYEE LEAVE TIME (Non-Teaching Staff)

 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. 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.

 Parishes may combine sick and annual leave into a general paid time off bank if they wish to do so. For example, the PTO policy may allow employees to have 20 days of PTO during their first ten years of employment, increasing to 30 days of PTO the eleventh and subsequent years. Employees may carry a maximum of 35 days of PTO in their bank and employees are paid out the pro-rated unused balance of PTO time upon leaving employment.

 Sick leave or paid time off (PTO) 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.

## TEACHER LEAVE TIME

 Full time teachers are granted two days of personal leave and 10 days of sick leave during each school year. The personal leave days do not accumulate from one school year to the next. A school teacher is not paid for unused personal or sick days. A school teacher who works less than full time is credited with sick and personal leave at a proportionally reduced rate that reflects the number of regularly scheduled hours.

## 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, personal, and sick leave.

## UNPAID LEAVE OF ABSENCE

 An employee may receive an unpaid leave of absence after having received approval by the pastor and/or principal. 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. 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/school will be open on normal business days. In the event that the school portion of the plant is closed, only **contracted** employees will be granted pay without taking PTO/vacation leave. A full time benefitted employee electing not to report to work is expected to notify his/her immediate supervisor and use PTO/vacation leave on these occasions.

## TRAVEL EXPENSES

 Employees who use their own vehicles and travel on behalf of the parish or school 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 principal 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.

## TUITION DISCOUNTS FOR EMPLOYEE DEPENDENTS

 To encourage parish and school employees to send their children to our Catholic school, and to assist them with the costs of tuition, employees of the school may receive XX% tuition discount (after applicable financial aid and discounts are applied) for their child(ren) enrolled in the parish elementary school. The financial assistance is only applicable to tuition expenses and does not apply to additional fees and fundraising requirements. Under IRS guidelines, the tuition discount is non-taxable for school employees, but is a taxable benefit for employees who do not work directly with the school in some way. These discounts will be reflected as income in the employee’s payroll.

## 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.

## 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.