

COMPENSATION & PERFORMANCE

Wage & Salary Policies

It is the diocesan office's desire to pay wages and salaries that are competitive with other employers in a similar marketplace in a way that will be motivational, fair and equitable, variable with individual and diocesan performance and in compliance with all applicable statutory requirements. The diocesan office applies the same principles of fairness and external comparability to all employees, regardless of organizational level, race, color, sex, age, national origin, or physical or mental disability that does not prohibit performance of essential job functions.

Basis for Determining Pay

Your pay is influenced by three factors:

- The nature and scope of the job. The scope of your job includes the responsibility, impact and required skills necessary to perform your job duties.
- What other employers pay their employees for comparable jobs in comparable non-profit organizations. Periodically, the diocesan office will review pay data available to ensure that our pay scales are comparable to other small and non-profit organizations in the Western Pennsylvania area.
- Individual performance. Each year every employee will have a performance review with his or her supervisor and significant performance events that occurred during the year will be discussed and evaluated for pay adjustments. At this time performance goals for the next year will be set.

Computing Pay

Most diocesan employees are paid on a salary basis. Should it be necessary to calculate an hourly salary rate for an employee, the diocesan office will compute your time on the basis of a forty (40) hour work week or proportion thereof for a part-time employee.

Mandatory Payroll Deductions

The diocesan office is required by law to deduct federal, state and local income taxes and your contribution to Social Security from each payroll. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information furnished on your W-4 form. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Accountant immediately, to ensure proper credit for tax purposes. W-2 forms issued at year-end show exactly how much of your earnings were deducted for these purposes. Pennsylvania, Allegheny County or the city of Pittsburgh may also require other payroll deductions

Any other wage assignments or garnishments to be made from your paycheck, such as court-ordered attachments, will be explained whenever the diocesan office is ordered to make such deductions. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Optional Payroll Deductions

It may be possible for you to authorize the diocesan office to make additional deductions from your paycheck, such as for savings and retirement plans. In addition the diocesan office offers direct deposit and employees are encouraged to utilize this option. Contact the Accountant for additional details and necessary authorization forms for direct deposit or other optional payroll deductions.

Error In Pay

If you believe an error has been made on your payroll check, tell the Accountant or Director of Administration immediately. Necessary steps will be taken to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay

- **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally involves several diocesan employees. This overtime becomes part of the required work week of the employees scheduled for additional hours. Although scheduled overtime is not often required, such instances as diocesan convention, leadership retreats, etc. may required extra time on the part of the diocesan staff.
- **Incidental Overtime:** Incidental overtime is not scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime is usually given to the employee who normally performs the task.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a paid holiday, jury duty, vacation, or sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Work Performed on Diocesan Office Holidays

Full-time "non-exempt" employees who work on a diocesan office holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that work week.

Pay Period & Hours

The diocesan office pay period is semi-monthly (24 pay periods per year). Payday is on the 10th and the 25th of every month for services performed for the period ending on the 15th of the current calendar month and the end of the current calendar month respectively. Any required adjustments to the hourly payroll will be made in a subsequent pay period. Changes will be made and announced in advance whenever the diocesan office holidays or closings interfere with the normal payday schedule.

Paycheck Distribution

Paychecks are distributed by the Accountant or Director of Administration, mailed to your home address or directly deposited to the checking or savings account you have designated.

Inclement Weather

The diocesan office may be closed in cases of extreme weather at the discretion of the Bishop or other authorized supervisor. In such cases, the employees may be paid for this time at the sole discretion of the Bishop and Director of Administration. If the office remains open, employees are expected to take appropriate measures to arrive at work promptly and safely.

Termination & Severance Pay

The diocesan office expects that you will give at least two (2) weeks notice in the event you intend to leave our employ. If you resign, any accrued but unused vacation time will be paid at the time of employment termination. No other severance benefits will be provided except at the bishop's discretion. Unemployment benefits are not available to terminated diocesan employees (See Section 3 – Unemployment Compensation for further information).

Severance pay is provided to give you a reasonable opportunity to secure another position without interruption of income. If the diocesan office releases you for any reason other than a policy violation and, if you have been employed by the diocesan office for more than one (1) year from your anniversary date, the following benefits shall be provided. Any accrued but unused vacation time will be paid at the time of employment termination. If your term of employment was at least one (1) year and less than five (5) years service, you will receive two (2) months salary. If your term of employment was at least five (5) years and less than fifteen (15) years service, you will receive three (3) months salary. If your term of employment was at least fifteen (15) years and greater you will receive four (4) months salary. In the case of a termination for cause, severance benefits will not be provided except at the Bishop's discretion.

Time Records

By law, all non-exempt employees must prepare a time sheet bi-monthly to coincide with the payroll cycle. The time sheet should be submitted to your supervisor within 7 days of the end of the pay period. Failure to do so may result in disciplinary action.

Performance & Compensation Reviews

Performance Reviews

The diocesan office conducts a formal review annually for each employee. This review will be conducted by your supervisor. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties or responsibilities. A mid-year performance review may be conducted at the discretion of the supervisor.

During formal performance reviews, your supervisor will consider the following things: attendance, initiative and effort, attitude, the quality and quantity of your work, and your personal spiritual conduct. The primary reason for performance reviews is to identify your strengths and weaknesses in order to assist you in your job performance to make you a productive member of the diocesan team. This review also serves to make you aware of and to document how your job performance compares to the goals and ministry description of your job.

Staff Compensation Reviews

The Personnel Committee will make recommendations for staff wage and salary adjustments each budget year taking into consideration general economic conditions, the diocesan budget, cost of living and comparable compensation in other non-profit organizations. This information in conjunction with performance reviews for each employee will be utilized to determine individual pay increases or decreases (if any) for staff employees. The Bishop, Assistant Bishop, Canon Missioner, and Director of Administration will coordinate all wage and salary adjustments to provide equity.

Management Compensation Reviews

The Presidents of the Standing Committee, Diocesan Council, Board of Trustees and the Personnel Committee Chairperson will meet each year to determine an appropriate amount to be budgeted for salary increases for the Bishop, Assistant Bishop, Canon Missioner, and Director of Administration. They will meet with the Bishop a minimum of twice a year to discuss the state of the diocese and the needs of the Bishop. It is the responsibility of this group of individuals to make recommendations concerning the total compensation of the Bishop. They will also make salary compensation recommendations for the Canon Missioner, Assistant Bishop and the Director of Administration for inclusion in the annual diocesan budget.

Work Schedule

The normal diocesan work week consists of five (5) days, eight (8) hours long, Monday through Friday. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask the Director of Administration.

Absence or Lateness

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. When you call in to inform the diocesan office of an unexpected absence or late arrival, call your supervisor directly. If your supervisor is not available and you are unable to report to work you must speak directly to the Director of Administration, Assistant Bishop, or Canon Missioner. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. Absence from work for three (3) consecutive days without notifying your supervisor, Director of Administration, Assistant Bishop or Canon Missioner will be considered a voluntary resignation.

Attendance

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours. If your work takes you away from the diocesan office, please advise your supervisor where you are going and how long you expect to be away from the office.

Breaks and Rest Periods

You are entitled to reasonable rest breaks each day. Coordinate with your co-workers to maintain adequate coverage at all times.

Closure After Starting Time

If severe weather conditions exist and the Bishop (or designated representative) decides to close the diocesan office for the remainder of the day, you will be notified as soon as possible. If you are sent home before the finish of the normal work day, you will be paid for your normally scheduled hours of work.

Closure Prior to Starting Time

Inclement weather will occur that prevents the diocesan office from operating a normal workday. Staff should call the diocesan voice system where a message will be placed advising that the diocesan office is closed if such is the case. On days which are not declared inclement weather days, it is expected that all employees will make every reasonable effort to come to work. If anyone cannot do so, because of road conditions or public transportation difficulties, they should call the office and let the Director of Administration know as soon as possible.

Lunch Period

The allotted lunch period time is 30 minutes. The time when lunch periods are scheduled varies. Employees are asked to schedule their lunch periods to permit coverage of office needs. Each employee should take off their full allotted time for lunch. You are encouraged to leave the premises during your lunch period.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more successive days, the Director of Administration may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work.