

# **BENEFITS**

## **The Benefits Package**

In addition to your salary and opportunities for professional development, the diocesan office provides other benefits for each employee. These additional benefits represent a very large investment by the diocesan office. This investment not only ensures the loyalty of long-time capable employees but also helps to attract talented newcomers to our office. The diocesan office periodically reviews the benefits program and makes appropriate modifications.

### **Eligibility for Benefits**

If you are a Full-Time or Part-Time Employee, you will enjoy all of the benefits described in this manual in accordance with the eligibility requirements for each benefit set forth below. Introductory Employees and Temporary Employees are not eligible for benefits except as specifically provided for in this manual or as required by law.

## **Paid Leaves of Absence**

### **Holidays**

#### Recognized Holidays

The following holidays are presently recognized by the diocesan office as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The Friday following Thanksgiving Day
Good Friday	Christmas Eve (1/2 day)
Memorial Day	Christmas Day
Independence Day	New Year's Eve (1/2 day)

In addition, there is one (1) floating holiday each year to be designated by the Bishop. All national holidays are designated by common business practice. If a holiday occurs during your scheduled vacation, an alternate day will be assigned. In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday or be on approved leave.

#### Holiday Pay

All employees are eligible for time off on days recognized by the diocesan office as holidays. Except as otherwise provided for in this manual, Full-Time Employees will receive a full day's pay for the holiday time off; Part-Time Employees will receive pay for the number of hours they are regularly scheduled to work on that day; Temporary and Introductory Employees will receive no pay for holiday time off. You will not be eligible to receive holiday pay when you are on a Leave of Absence. When a Part-Time employee is not scheduled to work on a holiday, another day with the hours normally worked by the employee will be substituted and paid in place of the missed holiday.

### **Vacation**

Vacation is provided for all Full-Time and Part-Time Employees. Temporary and Introductory Employees are not eligible for vacation.

#### Amount of Vacation

Full-Time Employees are eligible for annual vacation as of January 1 each year based upon length of employment as follows:

<b>Length of Employment</b>	<b>Total Vacation Hours</b>
One (1) to five (5) years	80 (2 weeks)
Over (5) to ten (10) years	120 (3 weeks)
Over ten (10) years	160 (4 weeks)

Vacation will begin to accrue from the date of hire. An employee hired during the year between January 1 and March 31 will receive 80 hours of vacation the first year. Employees hired between April 1 and September 30 will receive 40 hours of vacation and employees hired between October 1 and December 31 will not receive vacation for the year in which they are hired.

Part-Time employees are eligible to accrue vacation in the same proportional amounts based on number of hours worked per week. For example, a Part-Time employee that worked 32 hours a week would be eligible after one year for 64 hours of vacation, after 5 years 96 hours of vacation.

### Vacation Pay

Full-Time employees receive full pay for vacation days taken. Part-Time employees receive full pay for the number of accrued vacation hours they take.

### Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. Vacations should be scheduled with your supervisor at least one (1) month in advance. If conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority. After approval by your supervisor, you are expected to log in the approved time in the diocesan master calendar.

If you are on an approved leave of absence your vacation eligibility will not be affected. If a diocesan office-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation.

### Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent calendar years unless approved by your supervisor.

### Payment in Lieu of Vacation

No additional wages or salary will be paid to you in lieu of a vacation unless approved by your supervisor.

### **Sick Leave**

Sick leave is available to eligible employees who must take time off as a result of a personal illness or the illness of a spouse, child, parent or sibling living in the employee's home. If

another person is able to attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of the diocesan office. In the case of an illness or injury covered by Workers' Compensation Insurance, state statutes will supersede this policy.

Full-Time non-exempt Employees are eligible for 40 hours annual sick leave as of January 1 each year. An employee hired during the year between January 1 and March 31 will receive 40 hours of sick leave the first year. Employees hired between April 1 and September 30 will receive 20 hours of sick leave and employees hired between October 1 and December 31 will not receive sick leave for the year in which they are hired.

Part-Time non-exempt Employees are eligible to accrue sick leave in the same proportional amounts based on number of hours worked per week. For example, a Part-Time Employee that works 32 hours a week would be eligible for 32 hours of sick leave per year.

Effective as of January 1, 2001, unused sick leave may be accumulated up to a maximum of 30 days. Please advise your supervisor as soon as possible when it is necessary for you to take Sick Leave. After 3 consecutive sick days, the diocesan office may request "proof-of-illness." If you are required to take a disability leave, accrued sick leave will be applied before disability leave begins.

Exempt Full-Time, Part-Time and Temporary Employees are not eligible for paid sick leave.

## **Other Paid Leaves**

### Funeral Leave

Full-Time Employees and Part-Time Employees working over one thousand (1,000) hours a year who have worked at least six months are eligible to take up to three (3) work days of paid funeral leave in the event of the death of an Immediate Family member (as defined below), and one (1) work day of paid funeral leave in the event of the death of any other relative. Temporary Employees and Introductory Employees are not eligible for paid funeral leave.

Funeral leave is intended to cover actual time lost from work as the result of a death. No payment will be made if a death occurs when work is not scheduled or when you are on vacation. You may not receive payment for funeral leave at the same time as you are receiving paid holiday or paid vacation. Funeral leave may not be retroactive or postponed.

For purposes of this Section, "Immediate Family" means a parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother or sister.

### Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called and you will be permitted to take the necessary time off. If you have completed your Introductory Period, the diocesan office will continue your compensation for a maximum of ten (10) business days. Any jury duty assignment extending beyond ten business days must be discussed with your supervisor. You must notify your supervisor as soon as you receive the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Director of Administration. This document is issued by the court.

### Personal Leave

Full-Time non-exempt Employees and Part-Time non-exempt Employees working over one thousand (1,000) hours a year are eligible for 16 hours annual paid personal leave as of January 1 each year.

Annual paid personal leave will begin to accrue from the date of hire. An employee hired during the year between January 1 and March 31 will receive 16 hours of personal leave the first year. Employees hired between April 1 and September 30 will receive 8 hours of personal leave and employees hired between October 1 and December 31 will not receive personal leave for the year in which they are hired.

Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. You are required to request personal leave time from your supervisor in advance and obtain approval. If you are required to take a disability leave of absence, accrued personal leave will be applied before disability leave begins. Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if desired.

If you are on an approved leave of absence your personal leave eligibility will not be affected. Personal leave may not be carried over and accumulated from year to year. Personal leave not used during a calendar year will expire. Temporary Employees and Introductory Employees are not eligible for personal leave.

### Maternity and Paternity Leave of Absence

Full-Time and Part-Time Employees are eligible for one (1) week of paid maternity leave for each twelve (12) months of service, up to a maximum of six (6) weeks. Temporary and Introductory Employees are not eligible for maternity leave.

Full-Time and Part-Time Employees are eligible for one (1) week of paid paternity leave for each twelve (12) months of service, up to a maximum of two (2) weeks. Temporary and Introductory Employees are not eligible for paternity leave.

### Educational Leave of Absence

Full-Time Employees are eligible for up to five (5) days per calendar year of paid educational leave, provided that the curriculum is of mutual benefit to the employee and the diocesan office as determined by your supervisor. All educational leave must be approved in advance. Educational leave does not carry over from year to year. Part-Time, Temporary and Introductory Employees are not eligible for educational leave.

### Sabbatical Leave of Absence

Paid sabbaticals may be granted by the Bishop to Full-Time Employees after seven (7) years of service. A written plan must be submitted and approved prior to the sabbatical, and a written report must be submitted to the Bishop upon return from the sabbatical. Sabbatical leaves will not be granted as leaves in anticipation of the termination of employment.

### Spiritual Direction or Semi-Annual Retreat

It is the Bishop's policy to encourage the spiritual growth of all employees. A semi-annual retreat of twenty-four to forty-eight hours' duration and regular appointments with a spiritual director, may be approved upon request to the Bishop, as authorized and paid leave during regular working periods. Scheduling must also be approved by the employee's immediate supervisor in cooperation with the Director of Administration.

# Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need an extended leave from your duties, but you do not want to resign from your job. Under certain circumstances, you may be eligible for an unpaid leave of absence.

## Family Medical Leave of Absence

### Policy

It is the policy of the diocesan office to provide leaves of absence in accordance with the Family and Medical Leave Act (FMLA).

### Eligibility

Full-Time and Part-Time Employees are eligible for an unpaid FMLA Leave of up to 12 weeks in any 12-month pay-year period. The 12-month period includes the 12 months preceding the first day of the FMLA leave being requested by the employee. The Director of Administration is responsible for tracking time counted as FMLA leave. FMLA Leaves may be granted for: (a) the birth of a child and to care for the newborn child; (b) the placement of a child for adoption or foster care; (c) the need to care for a child, spouse, or parent (not including in-laws) with a serious health condition; or (d) a serious health condition which prohibits the employee from performing the essential functions of his or her job.

A serious medical condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice or residential medical care facility, or any subsequent treatment in connection with such inpatient care; or
- a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity that also involves either two or more treatments by a health care provider or one treatment followed by a regimen of continuing treatment such as prescription drugs or therapy requiring special equipment; or
- any period of incapacity or treatment due to a chronic condition, even if that period is less than three consecutive days.

FMLA Leave will be granted before the birth of a child for prenatal care of it the employee's condition makes her unable to work, or before the actual placement or adoption of a child, if absence from work is required for the placement or adoption to proceed. In either case, FMLA Leave must conclude within 12 months of the date of the birth, placement or adoption.

FMLA Leave for health problems of the employee or specified relatives may be taken intermittently. Employees requesting such leave may be required to transfer to an equivalent

position that will not be adversely impacted by this intermittent leave. Requests for intermittent leave are subject to approval by the Director of Administration.

In any case in which a husband and wife are both employed by the diocesan office and are entitled to FMLA Leave, the aggregate number of weeks to which they may be entitled may be limited to 12 work weeks in the 12 month period, except in cases that pertain to caring for a sick child.

Upon return to work under the terms of this policy, employees shall be restored to the former position or an equivalent position in his or her department with his or her former wage rate, benefits, and other terms and conditions of employment. Employees who are among the highest paid 10 percent of the work force may be denied restoration of their former positions or equivalent positions if the leave creates a substantial and grievous injury to diocesan operations.

Employees utilizing leave are required to use accrued sick leave, vacation time, or personal holiday time, as appropriate, before any unpaid leave begins. As such, the period of leave may entail some level of compensation.

FMLA Leaves due to a work-related injury or illness may be compensated using workers' compensation benefits. Employees who are offered a modified work position may choose to take any unused FMLA Leave before accepting the modified work position. In this case, eligibility for workers' compensation benefits may be legally contested.

Employees must return to work on the first scheduled workday following the expiration of FMLA Leave. Employees who fail to do so are considered voluntarily terminated unless the Director of Administration determines that there are compelling and unavoidable reasons to maintain the employee's regular status. When the reason for which the leave is granted no longer exists, regardless of the original expiration date, the leave of absence expires. Failure to report to work on the next workday is considered a voluntary termination. The date of termination is the last day worked.

### Benefit Continuation

Existing benefits are continued for employees on FMLA Leaves. Payroll deductions for contributions for medical insurance will continue during periods of leave that are compensated using accrued paid time off. For periods of FMLA leave which are unpaid, the portion of the premiums paid by the staff member accumulate in arrears until the staff member returns to work, and is then deducted from the employee's first paycheck after returning.

If an employee fails to return from an FMLA Leave, the employee may be responsible for the employee contribution and the diocesan office portion of the premium that has been paid. Employees who do not return to work and do not repay premiums will have their health insurance retroactively canceled to the date for which payment was last received. In this case COBRA continued benefits are not available.

For unpaid periods of non-FMLA leaves, existing medical insurance coverage is extended through the last day of the second calendar month of absence. The diocesan office portion of the

premiums are paid and any employee portion put into arrears until the employee returns to work, and is then deducted from the employee's first paycheck after returning.

If continuation of health coverage is desired, the employee is responsible for enrolling in "conversion" coverage directly with the insurance carrier, or may elect continued coverage under the provisions of COBRA. Employees are directly responsible for premiums for continued coverage.

### **Disability Leave of Absence**

If a salaried exempt employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under our Short Term or Long Term Disability Plan. See Disability Plan for further information.

Medical documentation, to the satisfaction of the diocesan office may be required for all periods of time during which short-term disability benefits are requested. The diocesan office reserves the right to require independent medical verification of an associate's inability to work, based on a medical exam by a physician chosen by and paid for by the diocesan office.

The diocesan office classifies pregnancy as any other medically disabling condition, and will provide reasonable leave for all Full-Time and Part-Time employees for the period of disability as determined by the employee and her physician (See Maternity and Paternity Leave of Absence). When ready to return to work, the employee will be reinstated to her original job or a similar level position providing circumstances have not so changed as to make it impossible or unreasonable to do so. At all times our maternity leave policy will be in compliance with the state and Federal laws.

Should an employee with an excellent work record desire more time after using all vacation time, personal leave and short term disability leave, allowances may be made at the discretion of the diocesan office and on an individual basis. The deciding factor will be the ability of the diocesan office to cover, without interruption, the position as described in the employee's job description.

Accrued personal leave will be applied before disability leave begins. Any questions regarding pregnancy/disability leave, short-term disability benefits or Leave of Absence Request Forms (required prior to the commencement of the leave) should be directed to the Director of Administration.

### **Election Day**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If it should be necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor in advance. You will not be paid for such time. Personal leave time, if available, should be used for this purpose.

## **Military Leave of Absence**

If you are a Full-Time Employee who is inducted into the U.S. Armed Forces, you will be eligible for unpaid military active duty leave. You will be eligible for re-employment after completing military service, provided:

- You show your orders to your supervisor as soon as you receive them.
- You satisfactorily complete your active duty service.
- You enter the military service directly from your employment with the diocesan office.
- You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

## **Military Reserves or National Guard Leave of Absence**

If you are an employee who serves in a U.S. Military organization or state militia, you may take unpaid military reserve duty leave to fulfill your military obligation. You will retain all legal rights for continued employment. You are expected to notify the Director of Administration as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacements during your absence. You may elect to apply accrued paid personal leave or vacation instead of taking unpaid leave, but you are not required to do so.

## **Personal Leave of Absence**

In very special circumstances, the diocesan office may grant a leave for a personal reason. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or the diocesan office. The Director of Administration will review your request for final approval.

A personal leave of absence may be granted for up to thirty (30) days. Failure to return from a leave at the time agreed will be deemed a voluntary resignation. Any request for a personal leave of absence for over 30 days must be directed to and approved by the Bishop.

## **Insurance Premium Payment During Leaves of Absence**

The diocesan office will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from the diocesan office, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

# Insurance Coverage

## Medical/Dental Insurance

The diocesan office makes available medical/dental insurance for all employees regularly working over one thousand (1,000) hours a year. We provide group insurance underwritten by a well known regional insurance carrier. You become eligible for coverage your first day of employment and you may choose to accept the insurance coverage, or not. If you choose not to accept the insurance coverage, you may be required to show proof that you have insurance coverage through another policy and sign a statement to that effect. Joining the plan at a later time may require proof of insurability and/or benefits may be reduced.

Employees who are otherwise covered by health insurance held by a spouse or another provider are encouraged to waive duplicate coverage by the diocesan office. Employees not enrolled in the diocesan medical/dental plan may be eligible for a “medical bonus” check at the end of the year if budgeted medical funds are available. The amount will be recommended by the Director of Administration and approved by the Bishop.

The diocese pays for the full cost of an employee’s coverage for the basic diocesan HMO medical/dental plan. Dependent coverage may be obtained with the additional cost paid by the employee. If an employee chooses to enroll in a plan other than the basic HMO the additional cost will be paid by the employee.

If you choose medical/dental coverage, our insurance company provides a booklet describing your benefits. Refer to the booklet provided for details on your health/dental coverage.

If your employment with the diocesan office is terminated for any reason you will no longer be eligible for coverage under our group health insurance program. If continuation of medical/dental coverage is desired, you will be responsible for enrolling in “conversion” coverage directly with the insurance carrier or you may elect continued coverage under the provisions of COBRA. COBRA premiums must be paid by the former employee to the diocese in advance of the month of coverage.

## Life Insurance

Employees working over one thousand (1,000) hours a year are covered by a diocesan Group Life Insurance policy. This insurance is payable in the event of your death while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Director of Administration. Coverage is provided for one times your basic annual salary rounded to the next highest \$1,000, if not already a multiple of \$1,000 subject to a minimum of \$10,000 and a maximum of \$50,000. Refer to the literature provided by the insurance company for additional details on your life insurance coverage. There is no cost to the employee for this coverage.

## Disability Insurance

All Employees working over one thousand (1,000) hours a year are provided short-term and long-term disability insurance. Refer to the literature provided by our insurance company for additional details on your disability insurance coverage. There is no cost to the employee for this coverage.

# Government Required Coverage

## Workers' Compensation

The Pennsylvania Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the diocesan office. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

### Who Is Covered?

Every diocesan office employee, with the exception of Temporary Employees, is protected by Workers' Compensation.

### What Is Covered?

Any accidental injury is covered if it occurs as the result of the performance of your job.

### When Am I Covered?

Coverage begins immediately upon employment by the diocesan office.

### What Are the Benefits?

Pennsylvania law guarantees you three kinds of workers' compensation benefits:

- Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth -- There's no deductible and all costs are paid directly by our Workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Director of Administration for payment through our insurance carrier.
- Rehabilitation services necessary to return to work -- Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by the diocesan office through our Workers' Compensation Insurance carrier.
- Cash payments for lost wages -- The most common kind of payments, for "temporary disability," will be made for as long as the doctor says you're unable to work. Additional cash payments may be made after you're able to work if there's a permanent handicap—for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

### Other Benefits

If the event of serious injury you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of the diocesan office's Workers' Compensation Insurance carrier.

Employees returning to work after being absent due to an injury must report to their supervisor prior to beginning work, and must bring a doctor's clearance for returning to work.

### **Unemployment Compensation**

The diocesan office is exempt from paying a percentage of its payroll to the Pennsylvania Unemployment Compensation Fund. As a result, terminated employees are not eligible to draw unemployment benefits from employment at the Episcopal Diocese of Pittsburgh.

### **Social Security**

The United States Government operates a system of contributory insurance known as Social Security. All employees are required by law to contribute a set percentage of your compensation to the trust fund from which benefits are paid. As your employer, the diocesan office is required to deduct this amount from each paycheck you receive. In addition, the diocesan office matches your contribution dollar for dollar, thereby paying one-half of the cost of Social Security benefits for all lay employees.

# Retirement

## Retirement Plan

The diocesan office provides a defined contribution retirement plan through The Church Pension Fund for all Full-Time Employee and Part-Time Employees who work at least one thousand (1,000) hours per year. Participation in the plan begins after completion of one year of service with the diocesan office. The plan includes provisions for the diocese to make payments of 11% of an employee's salary to the defined contributions plan. In addition, the diocese will match contributions by the employee up to an additional 4% of the employee's salary. Employee contributions beyond that to the extent permitted will be allowed but with no additional diocesan contributions. All employee and employer contributions are immediately 100% vested.

The details regarding diocesan office and employee contributions, vesting, administration, investments, and other details are provided in booklets supplied by The Church Pension Fund on The Episcopal Church Lay Employees Defined Contribution Retirement Plan.

## **Other Benefits**

### **Education Assistance**

Limited funds may be available for diocesan lay employees for educational assistance. If you wish to continue your education in a field related to your position at the diocesan office, contact the Director of Administration.

### **Education/Training (Attending Seminars/Training Sessions)**

You are encouraged to attend both formal and informal training programs to enhance your skills in the performance of your job. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (or those of other employees), please bring it to the attention of the Director of Administration. Your expenses for the training will be paid by the diocesan office and you will receive a normal paycheck while attending these schools, workshops or training sessions.