

# **EMPLOYMENT STATUS AND RECORDS**

## **Section 300**

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### **301 EMPLOYMENT CATEGORY POLICY**

It is the intent of the Saint Paul Parish to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the Saint Paul Parish.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. All employees are paid at least the federal minimum wage.

- NON-EXEMPT employees are usually paid an hourly rate and entitled to overtime pay for all hours worked over 40 hours in a workweek under the provisions of federal and state laws. Most positions will fall under this category.
- EXEMPT employees are usually paid a salary and are employed as bona fide administrative, executives, professionals, outside sales, certain computer positions and others defined by the government. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis no less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

If an employee is uncertain of their employment status they should direct their questions to the Office of Human Resources at the Diocesan Level.

In addition to the above categories, each employee will belong to one other employment category.

**REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule of thirty (30) hours a week for at least 40 weeks per year. Generally, they are eligible for the Diocesan benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME "A"** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than twenty-nine and a half (29 1/2) hours per week or less but more than twenty five (25) hours per week, fifty two (52) weeks per year. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance and a pro-rated vacation benefits), they are ineligible for other Diocesan benefits.

**REGULAR PART-TIME "B"** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than twenty (24) hours per week, and/or who generally do not work fifty two (52) weeks per year. While they do receive all legally mandated benefits (such as

Social Security and Workers' compensation Insurance), they are ineligible for other Diocesan benefits.

**INTRODUCTORY** Employees who satisfactorily complete the introductory period of three (3) months (90 days) will be notified of their new employment classification.

**CONTRACTOR** Contractors are often retained to perform a specific job or project for a specified amount of time. They are self-directed, invoice for their services and are issued a tax form 1099 for services rendered.

**CONTRACTED EMPLOYEES (Teachers and Principals only)** Employees who are given an employment contracts are teachers and principals only. For more information, please contact the Office of Catholic Schools.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change. While temporary employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all of the Diocesan benefit programs.

**VOLUNTEER** a person who voluntarily offers himself or herself for a service or undertaking and a person who performs a service willingly and without pay. These are ineligible to receive any Diocesan benefits but are eligible for limited training.

### **302 POSITION DESCRIPTION POLICY**

All positions within Saint Paul Parish are to have a "position description." These descriptions are to be kept on file by the Pastor and or Bookkeeper.

The position descriptions are to specify or indicate:

- The title of the position which accurately conveys its function
- To what extent, if any, is Catholicity (i.e., a knowledge and practice of the Roman Catholic Faith) a necessity
- The FLSA exemption status: Exempt or Non Exempt
- The essential functions of the position for purposes of complying with the Americans with Disabilities Act
- The minimum requirements and qualifications for the position
- The preferred requirements and qualifications for the position

- The duties and responsibilities of the position and how the position contributes to the overall Diocesan mission
- The Pastor or his designee to whom the position is accountable

### **303 INTRODUCTORY PERIOD POLICY**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Saint Paul Parish uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Saint Paul Parish may end the employment relationship at-will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ninety calendar days after their date of hire. Employees who are promoted or transferred within the Parish must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Pastor or his designee determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period with the written authorization of the Diocesan Office of Human Resources.

In cases of inner-office transfers, an employee, in the judgment of the individual Pastor or his designee in consultation with the Office of Human Resources, who is not successful in the new position, can be removed from that position at any time during the secondary introductory period. If this occurs, the Diocese does not guarantee further employment.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Benefits eligibility and employment statuses are not changed during the secondary introductory period that results from an inner-office transfer within the Saint Paul Parish.

### **304 PERSONNEL DATA CHANGES**

Every employee will fill out an "Employment Information Sheet" (*Appendix E*). It is the responsibility of each employee to promptly notify the Saint Paul Parish of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If

any personal data has changed, please present a modified “Employment Information Sheet” to the Parish Booker

### **305 PERSONNEL FILE POLICY AND LAW**

Saint Paul Parish and the Diocesan office maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training and salary increases along with other employment records.

Personnel files are the property of the Saint Paul Parish and access to the information they contain is restricted on a need to know basis only. Generally, only the Pastor or his designee and the Diocesan Office of Human Resources have access to an employee’s personnel file.

An employee who wishes to review his or her own Parish personnel file should contact the Pastor. An employee should complete a Personnel File Request Form (Appendix M) and indicate that it is the parish files they wish to review. With reasonable advance notice, employees may review their own Parish personnel files in the pastor’s office and in the presence of the pastor or his designee.

Those employees who wish to review their diocesan personnel file would contact the Office of Human Resources and complete a Personnel File Request Form (Appendix M). With reasonable advance notice, employees may review their own personnel files in the Manager of Human Resource’s office and in the presence of the Manager of Human Resources.

### **306 PERFORMANCE EVALUATION POLICY**

The Pastor or his designee and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted annually. After the first ninety days, the introductory period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals.

Saint Paul Parish may award across the board pay adjustments.