

The Roman Catholic Diocese of Burlington

Parish H.R. Policies and Procedures

SUBJECT: Compensation and Salary Administration	Policy Number HR 0020
	Section: Human Resources
	Sub-Section: Standards
	Date: November 1, 2013

INTRODUCTION

The Parish supports and emphasizes the design and implementation of compensation delivery systems that will attract, develop, motivate, and retain high caliber, faithful employees. Enhanced employee satisfaction and improved retention of employees leads directly to improved service to the Catholic faithful.

The Parish strives to pay a just wage while ensuring fiscal responsibility in the Parish.

POLICY

Job Documentation

There will be job documentation for each position within the Parish. To accomplish this, all employees and their supervisors are encouraged to use job description templates when describing new or significant change to current positions. The Diocesan Human Resources Department can provide templates to the Pastor/Administrator to finalize the description.

Job Evaluation

The Pastor/Administrator will refer to the Parish Compensation Table (wage/salary scale) and may contact the Diocesan Human Resources Office for guidance with wage/salary of an employee/position, if necessary. All salaries will be approved by the Pastor/Administrator.

Job Grading

All positions must be approved and assigned by the Pastor/Administrator. The Accountant/Bookkeeper is responsible for recording job codes, functional titles, salary grades, and exempt or non-exempt status. All job grades will be approved by the Pastor/Administrator and any change to an employee salary must be approved by the Pastor/Administrator.

Exempt and Non-exempt Classification

The Parish classifies each position in the United States as either exempt or non-exempt from the individual state Wage and Hour Law requirements or the federal Fair Labor Standards Act (FLSA) as it relates to eligibility for premium pay for hours worked in excess of forty in a work week.

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An employee is exempt if it is determined that the position is executive, administrative, or professional as defined by the Fair Labor Standards Act (FLSA). All other employees in the United States are classified as non-exempt.

The exempt or non-exempt status of positions is determined in the course of job analysis conducted as part of the job requisition and salary administration processes.

Premium Pay Policies

When required by demands or needs, the Parish can require any employee to work overtime. However, supervisors should attempt to give at least one day's notice when overtime must be worked. Generally, supervisors should try to limit required overtime work to urgent situations or unexpected circumstances that cannot be handled satisfactorily during normal working hours.

Paid time that is not worked—for example, hours such as PTO but excluding paid holidays—generally are **not** considered hours worked for purposes of determining or computing an employee's entitlement to overtime pay.

Base Salary Adjustments

A. Merit Increases

Although the typical review cycle is 12 months from the last increase date, situations may occur when the cycle is 6 months, 18 months or longer depending on performance, position in wage/salary range, market parameters, and targeted total compensation. A merit increase would need the approval of the Pastor/Administrator or notification to the Parish Finance Council.

B. Promotional Increases

Promotional increases are processed throughout the year and the necessary paperwork will be coordinated with the Accountant/Bookkeeper. A promotional increase would need the approval of the Pastor/Administrator and review with the Parish Finance Council on any change that is more than 5% from the current scale or salary level.

The Pastor/Administrator will ensure that the adjustment is timely and the amount meaningful and fair in the context of overall Parish practices at that time.

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The parish requires that promotional increase consideration be given in a range of either up to a 2.0% increase in base salary or an adjustment to the new salary range minimum, whichever is greater. Increases above 5% require the approval of the Pastor/Administrator following consultation with the Parish Finance Council.

C. Salary Adjustments

Salary Adjustments are associated with a realignment of an employee's salary outside of the annual review cycle. Salary adjustments are typically used for "below minimum" and "Targeted total compensation" situations. Salary adjustments are not included in the merit budget reporting but impact the personnel expense budget. Increase above 3% require the approval of the Pastor/Administrator following consultation with the Parish Finance Council.

D. Salary Structures

Market values are associated with salary grades, typically correlated with the midpoint of the salary range, to create a salary structure. The salary grades reflect comparative levels of knowledge, skills, abilities, and responsibilities. However, consistent with our compensation philosophy and strategy, market pricing requirements and more importantly the Catholic Church teachings will dominate our decision process regarding assigning jobs to salary grades.

Each salary grade includes a range with a specified minimum amount, a midpoint, and a maximum amount. The maximum is typically 30-50 percent above the minimum. Ranges widen with the progression up the Parish structure to accommodate larger variances to attract and retain more complex and variably skilled employees.

Employee salaries placed near the minimum usually reflect employees new to the job or who meet minimum qualification, but might not have preferred qualification. Employee salaries near the middle of the range usually reflect employees who have mastered the basic intent of the job and are performing the duties of the job at a satisfactory level. Employee salaries placed near the maximum indicate highly experienced employees who perform their job duties at a consistently high performance level.

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E. Variable Pay

When feasible and with approval of the Pastor/Administrator and in communication with the Parish Finance Council, the parish supports the establishment of variable pay that is designed to meet three goals:

- Reward employees for superior performance;
- Ensure the achievement of parish/mission goals;
- Ensure “total compensation” competitiveness for outstanding performers.

Any employee who would qualify for this type of pay would need approval of the Pastor/Administrator and Parish Finance Council. The dollar amounts can be from 1% to a maximum of 3% once a year.

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F. Wage/Salary Scale—

Compensation Scale Parish Lay Employees

Position	Minimum	Mid	Maximum
Secretary/Administrative Assistant/Office Assistant	\$9.00	\$11.00	\$16.50
Bookkeeper/Office Manager	\$12.00	\$14.50	\$17.50
Accountant/Financial Administrator	\$15.00	\$17.00	\$20.25
Director of Religious Education (Exempt)	\$28,200	\$32,500	\$36,200
DRE Small Parish	\$12.50	\$14.25	\$16.50
DRE Large Parish	\$13.50	\$15.55	\$17.40
Catechetical Coordinator	\$10.00	\$12.00	\$15.00
Youth Ministry	\$9.61	\$11.25	\$13.25
Maintenance Director	\$14.50	\$18.75	\$23.00
Maintenance Supervisor/Assistant/Facilities Assistant	\$11.50	\$15.25	\$19.00
Maintenance	\$10.00	\$14.50	\$18.50
Janitor/Custodian	\$10.00	\$12.50	\$16.25
Groundskeeper	\$9.75	\$11.00	\$13.50
If employees wage is above the “max” they receive a lump sum merit and no wage increase			