

ARCHDIOCESE OF CHICAGO



# New Principal's Workshop

HR Administration

July 2016

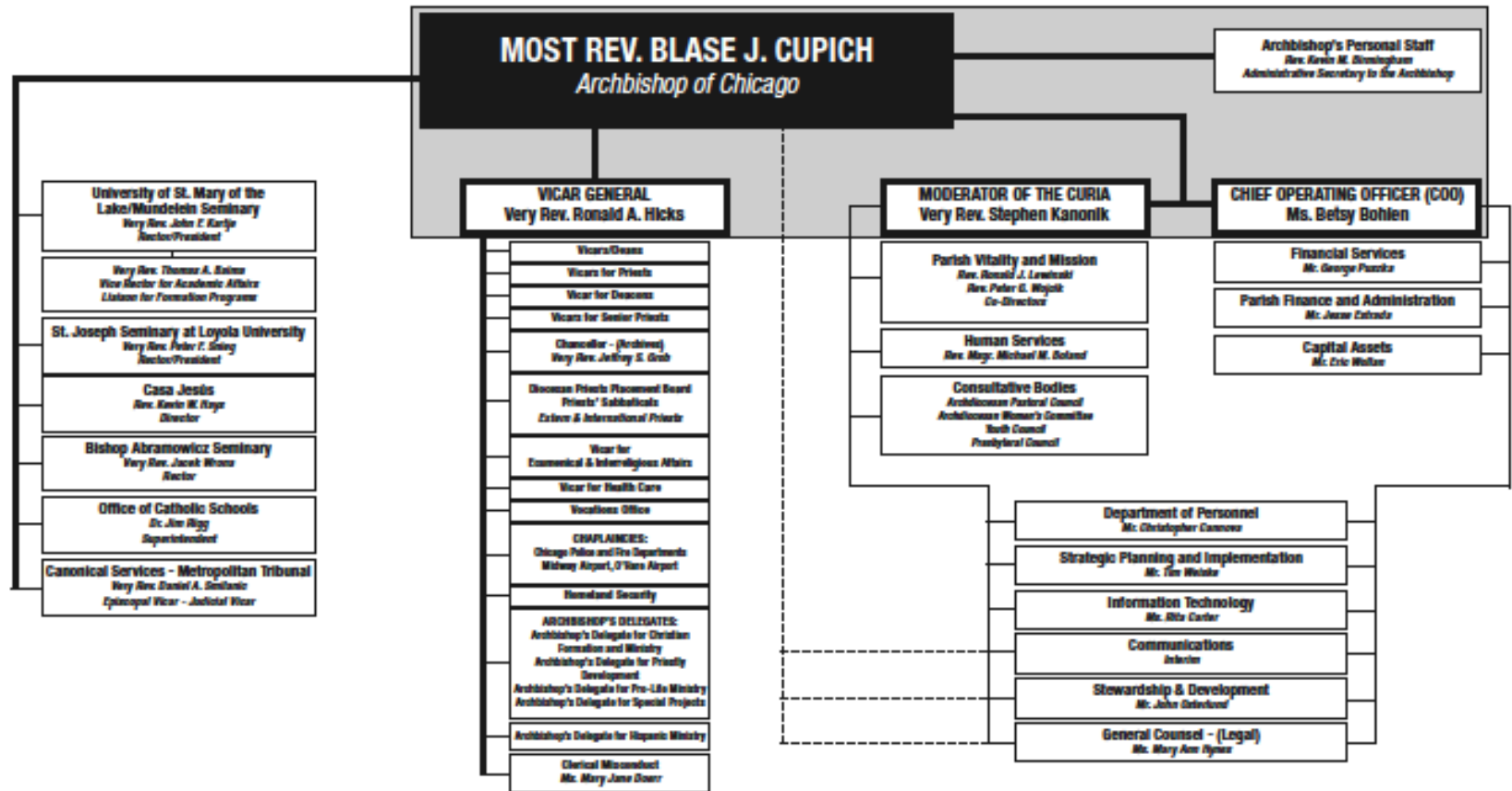
# Human Resources Presentation

---

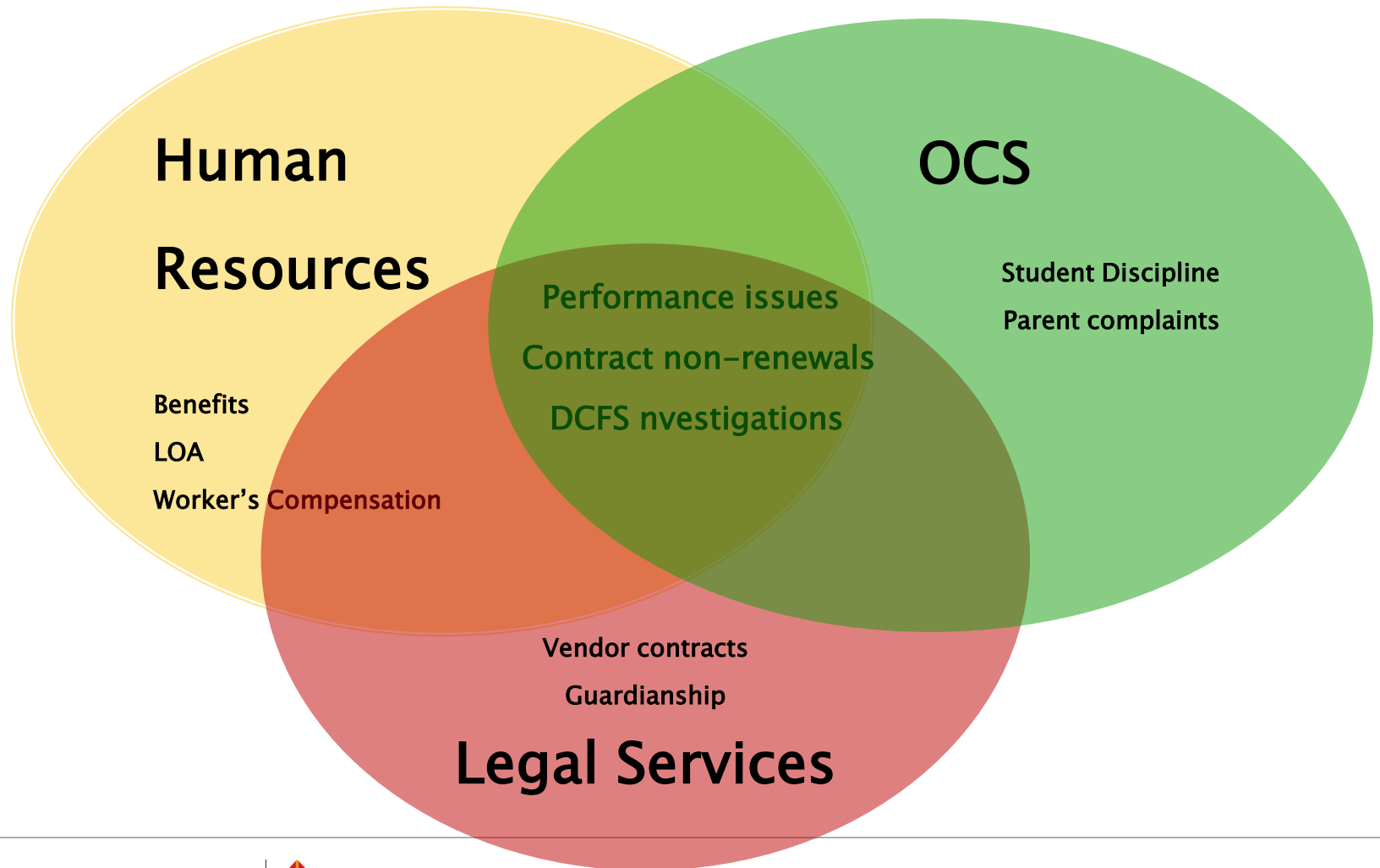
- Personnel Services
  - AOC & Department overview
- Human Resources Department
  - Recruitment
  - Compensation
  - Benefits
  - Corrective Action
  - Separation from employment
  - Things to Remember



**ARCHDIOCESAN ADMINISTRATIVE STRUCTURE**



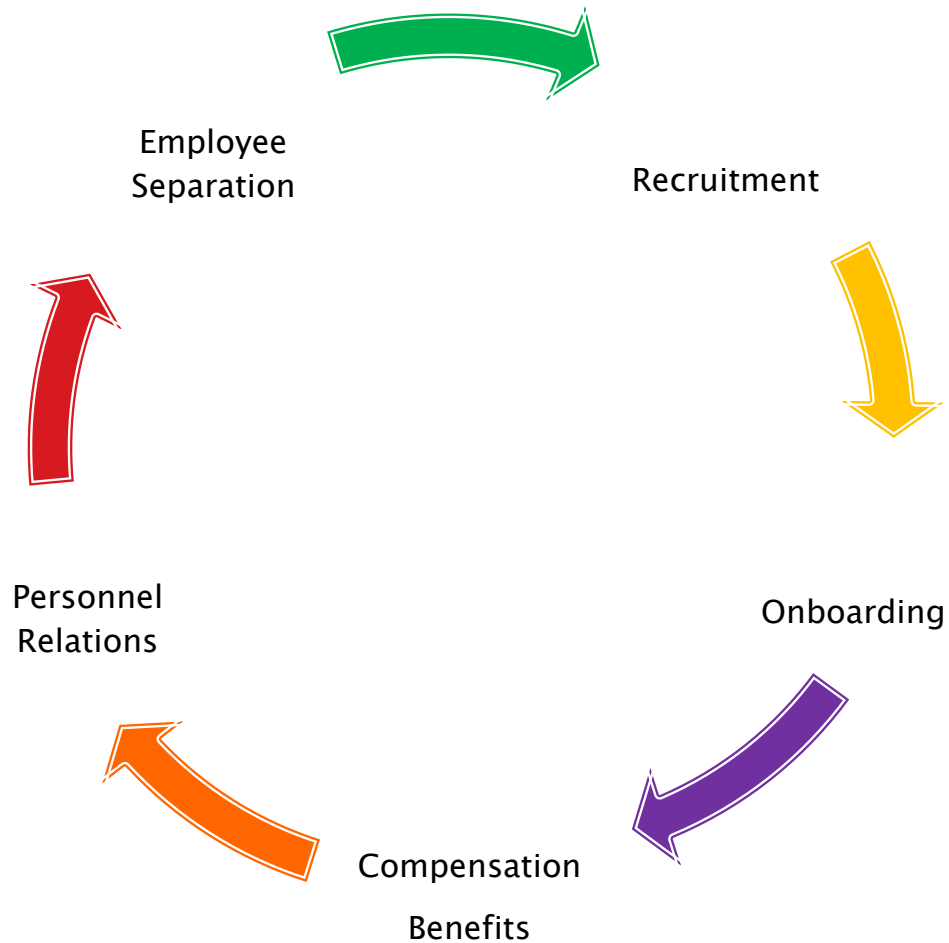
# Personnel Management



# The Role of Human Resources

It is very important that parishes, schools and the diocesan HR office have qualified staff who understand the differences between the Church and Corporate America, and can be truly pastoral in their approach to legal, practical and just parish human resource stewardship. The role of the Church Human Resource Professional is not to manage employees for other pastoral leaders, but rather to give those leaders the tools and guidance they need to manage their own employees. It is not the role of the Church Human Resource Professional to tell other parish leaders what they can and cannot do, but rather to help those leaders find legal, fair, pastoral, and effective ways to do what is right and appropriate in any employment situation.

# Employee Life Cycle:



# Recruitment

---

- Application on file with AppliTrack
- AOC application for employment
- Is the teacher certified/licensed as required by OCS?
- Interview
- Reference checks
- Job offer – offer letter vs. contract
- Salary for teachers is set by OCS Teacher Personnel
- [New Hire Paperwork](#)
- Orientation

# Employee Files

## Employee files should contain\*:

- Official Archdiocesan employment application signed by applicant
- Employee's resume, if one was provided
- Verifications of employment and academic credentials
- Job description
- Compensation information
- Virtus certificate
- Signed Code of Conduct acknowledgement page
- Performance appraisals
- Disciplinary notices
- Letters of commendation
- Signed AOC Handbook acknowledgement page
- Records of additional training and education
- Emergency contact information
- CANTS form (required of all school employees)
- **Other information used in making employment decisions**





# Employee Files

\*Teachers, support school staff and employees working in ministry positions may require additional information. Please contact the Office for the Protection of Children and Youth or visit their website for a complete list of those additional documents at [http://www.archchicago.org/departments/safe\\_environment/compliance.shtm](http://www.archchicago.org/departments/safe_environment/compliance.shtm).

## Employee files should not contain:

- Form I - 9
- Leave of absence documents
- Doctor's excuses for absences more than five days but less than ten and/or
- Medical records

✓ Please note that these documents should be filed separately.

# Compensation

---

- ❖ Employment Status
- ❖ Exempt vs Non-exempt (Hourly) Employees
- ❖ Substitute Teachers
- ❖ Time records
- ❖ Deferred pay
- ❖ Unemployment Compensation



# Employment Status

---

Employment at all locations within the AOC count towards benefits eligibility.

## **Benefit Eligibility is tracked via payroll**

- Payroll setup at each location should reflect the scheduled hours for the location.
- Payroll accumulates hours at multiple locations.



# Employment Status

**Exempt employees** - are those which meet the criteria set by the Department of Labor.

- Archdiocesan Exempt employees usually include Teachers and Principals.

**Non-exempt employees** do not meet the criteria for exempt status.

- Non-exempt employees usually include maintenance workers, secretaries, bookkeepers, office clerks, librarians, teacher aides and extended day workers, etc.



UNITED STATES  
DEPARTMENT OF LABOR



# Non-Exempt Employees

**Non-Exempt** employees must be paid straight time wages (regular hourly rate) for all hours actually worked up to 40 in the same workweek.

- Pay employees according to actual hours worked, as the employee indicates on his/her time record.
- Non-Exempt employees must be paid 1.5 times their straight time wages (regular hourly rate) for all time over 40 hours **actually worked** in the same workweek (exclude holiday, sick, personal and any other paid time off from this calculation).



# Non-Exempt Employees

- Not legally eligible to be offered “comp-time” or to opt-out of receiving **OVERTIME PAY**.
- Not legally eligible to defer pay over 26 pay periods.
- May not legally volunteer to work without pay doing the same or similar work they regularly perform as paid employees.
- When unsure of an existing status or prior to establishing a new position contact HR or Legal Services.



# Minimum Wage Increase to \$10.50 – City of Chicago

- Effective July 1, 2016 the minimum wage will increase from \$10.00 to \$10.50, in the city of Chicago.
- All Chicago Archdiocesan locations must be in compliance with the ordinance.
- Update the hourly rate to \$10.50 for any employee 18 or over who is currently paid below this rate.



# Substitute Teachers

---

## **Occasional vs Long-Term Assignments**

- State certified substitute teachers who are employed for one month or longer in one assignment should be paid at the appropriate daily rate as per Lane and Step that's determined by the Office of Catholic Schools.
- Questions related to Lane and Step should be directed to School Personnel, Office of Catholic Schools.





# Time Records

---

- All employees are required to maintain time records.
- Exempt (salaried) employees indicate Present or Absent for each work day and if absent, state the reason.
- Non-Exempt (hourly) employees indicate the number of actual hours worked and if absent, state the reason.
- Employee and Supervisor approve the time submitted each pay period.

# Deferred Pay

- **Only school teachers** are allowed to defer a portion of their pay earned in the school year, to receive equal bi-weekly pay checks over a 12-month period.
- Teacher's pay for one year shall be completed prior to the start of a new school year.
- If deferred pay is elected, and the teacher terminates, then **pay out** the remaining pay owed on the last regular pay of the school year.
- Non-exempt employees such as aides, secretaries, custodial, etc. **are not** legally allowed to defer their pay.



# Unemployment Compensation

- The state determines eligibility and how much will be received.
- The last “30 day employer” on record with the state is chargeable for unemployment compensation benefits.
- NSN is the Archdiocesan provider that handles all claims, hearings, etc. (Cooperate with them when they call).
- Timely communication with NSN is required to avoid unnecessary unemployment costs.



# Benefits

Eligibility - **ALL employees** who are hired to work at least 26 hours per week for 8 or more months of the year throughout the AOC are eligible for ALL employee benefits.

- Employees may not opt out of those benefits which are provided to the employee at no cost.
  - SharePlan (Retirement)
  - Basic Life Insurance (free 1x salary)
  - Long-Term Disability
  - and paid time off benefits i.e. Holidays, Personal, Sick or Vacation days.



# Professional Growth

- The allowance may be used for education, books, workshops, etc.
- It is not intended to purchase computers or other hardware.
- The use of the allowance needs to be pre-approved for Principals and Teachers.
- In order to receive reimbursement, receipts and confirmation of successful participation are required.
- Professional Growth is not intended to be used for mandated training i.e. CPR classes for Early Childhood teachers, in-service days etc.



# Paid Time Off

---

## Vacation

- For benefits eligible school employees i.e. teachers, office support, aides, maintenance, etc. who work the school calendar, the 2-week Winter and 1-week Spring breaks make up their vacation.
- Principals receive vacation in addition to Christmas and Easter season breaks, per OCS policies.

## Holidays

- All **benefits eligible** employees are entitled to all locally designated holidays.

# Paid Time Off

## In-Service Days

- In-service days for non-teaching personnel can be handled in several different ways:
  - Employees may be given the option to participate in the In-service.
  - Employees may be given the option to report to work and perform their duties or be assigned alternate tasks.
  - Employees can be given the opportunity to make-up the hours on alternate days during the same workweek.
  - If the employee requests to be off when given the option to come in or make-up the hours, unless they use a personal day, it will be unpaid.
  - If, however, the building will be closed and none of the other options apply, they must be paid for their normally scheduled hours for that day.



# Leaves of Absence

---

- Family/Medical Leave of Absence (FMLA)
- Personal Leave of Absence
- Parental Leave



# Leave of Absence (FMLA)

---

- The Archdiocese of Chicago Family/Medical Leave of Absence policy allows eligible employees up to six months of job-protected leave.
- Intermittent leave may be available to an equivalent of 12 weeks.
- Call your Field Representative or Susan Zarnowski at (312) 534-5287 for assistance or questions related to FMLA.



# Personal Leave of Absence

---

- Subject to supervisor's approval
- Up to 90 calendar days
- Unpaid, except for any available vacation and personal days.

# Paid Parental Leave - Effective July 1, 2016

- Up to 12 weeks Paid Parental Leave provided for eligible parent(s).
- Benefits-eligible Staff (scheduled to work 26 hours per week for 8 or more month of the year).
- Minimum one full month of service.
  - If service is less than one year, benefit will be one week of pay for every full month of service.
- Parental leave must be taken consecutively within six months of birth/adoption.
- Paid leave will run concurrent with FMLA.
- Maximum leave time is 6 months (no change to current policy).



# Worker's Compensation

---

- Immediately upon notice from the employee about a work-related injury, the Supervisor is to report the injury to Gallagher Bassett Claim Services at **1-888-256-4921**.
- The Leave of Absence (FMLA) procedure must be followed and all necessary forms need to be submitted for lost time claims in excess of 10 consecutive work days.
- The first three days are not paid by Worker's Compensation.

# Corrective Action/Separation of Employment

- Documentation is required to support employment decisions.
- Counseling, Verbal warnings, Written Warnings, and Suspensions can be used to correct employee performance issues.
- Minor issues can be addressed through discussion or a written constructive criticism, which does not carry the same weight as a written discipline notice.
- **Prior to dismissal or non-renewal, HR must be contacted.**



# Things to Remember...

- If you need to send an employee home: **Call HR**. If you can't reach us, leave a message and suspend the employee with pay.
- Visit the HR webpage for more information.

The screenshot shows the website for the Archdiocese of Chicago, Department of Personnel Services, Human Resources. The header includes the Archdiocese logo and navigation links for Home, Benefits, Employees, Administrators, Careers, Links, Search, Pastoral Center Resources, and Resources for Pastor Transitions. A welcome message for administrators is displayed, followed by several download links for various forms and guides, including a new compensation guidelines document, a November 2015 Affordable Care Act webinar, a qualified life event guide, a document transmittal form, a leave of absence page, a BAS MyEnroll administrator access form, and new hire required documentation.

**ARCHDIOCESE OF CHICAGO**  
www.archchicago.org

Locators: Parishes | Elementary Schools | High Schools

**Department of Personnel Services**  
:: Human Resources

Home | Benefits | Employees | Administrators | Careers | Links | Search | Pastoral Center Resources | Resources for Pastor Transitions

Log In

**Welcome to the Administrators Website for the Archdiocese of Chicago**

As a parish or school administrator it is important that you have all of the tools necessary to do your job effectively. The Human Resources Department is committed to constantly striving to deliver the tools necessary for administrators. This page contains many of the documents and links that you will need to properly address personnel issues. If you can't find the document or information that you need, please contact Human Resources at 312-534-5360. If you have any suggestions for additions to this page, please let us know (hr@archchicago.org). The documents on this page are in Microsoft Word and Adobe Acrobat format. To get Adobe Reader, click on the link at the top of this page.

**New! 2016-2017 Compensation Guidelines for Parishes and Schools**  
Click here to Download

Click Here for **NOVEMBER 2015 Affordable Care Act Webinar Slides**

Qualified Life Event Guide  
Click here to download

Send BAS Form to HR

**BAS MyEnroll Administrator Access Form**  
Click here to download

**Document Transmittal Form**  
Click here to download  
**REVISED NOV 2015**

Leave of Absence Page  
Click Here to be taken to Page

**New Hire Required Documentation**  
Click Here to Download



## More to come. . .

---

- Changes to Fair Labor Standards Act (FLSA) Guidelines
- Sexual Harassment
- Personnel Management
- Reductions in Staff

# *The 10 Commandments of Employment Law*

- 1. Thou shalt carefully interview and check references for all new staff members*
- 2. Thou shalt be mindful of discrimination laws*
- 3. Thou shalt not draft thine own contracts*
- 4. Thou shalt Document, Document, Document*
- 5. Thou shalt give the 'real reasons' for disciplinary actions and terminations*
- 6. Thou shalt not covet thy colleague's good employees nor pass on thy bad employees to them*
- 7. Thou shalt know and uniformly enforce the applicable standards and policies*
- 8. Thou shalt always seek assistance from Human Resources prior to taking a termination action with an employee*
- 9. Thou shalt always offer consistency and fairness in enforcing rules and imposing discipline*
- 10. Thou shalt always pay out what the employee is entitled to, including accrued and unused vacation time*



# HR Contacts

---

**Chris Cannova – Director of Personnel Services** (312)534-8349  
[ccannova@archchicago.org](mailto:ccannova@archchicago.org)

**Fred Van Den Hende - Director of Human Resources**  
[fvandenhende@archchicago.org](mailto:fvandenhende@archchicago.org) (312) 534-5352

General Human Resources Line (312) 534-5360

Human Resources Fax Line (312) 534-5345

Human Resources email [hr@archchicago.org](mailto:hr@archchicago.org)

# HR Contacts

---

Kim O'Donoghue - HR Field Rep, Vicariates I & II

[kodonoghue@archchicago.org](mailto:kodonoghue@archchicago.org)

(312) 534-2021

Erika Gallardo - HR Field Rep, Vicariates III & IV

[egallardo@archchicago.org](mailto:egallardo@archchicago.org)

(312) 534- 2017

Diana York - HR Field Rep, Vicariates V & VI

[dyork@archchicago.org](mailto:dyork@archchicago.org)

(312) 534-8369

Susan Zarnowski – Human Resources Assistant

[szarnowski@archchicago.org](mailto:szarnowski@archchicago.org)

(312) 534-5287



# HR Contacts

---

**Mel Stasinski – Benefits Manager**

**[mstasinski@archchicago.org](mailto:mstasinski@archchicago.org)**

**(312)-534-5386**

**Arletta Ferrell – Pension Administrator**

**[afferrell@archchicago.org](mailto:afferrell@archchicago.org)**

**(312)-534-8276**

**Lupe Hernandez – Benefits Specialist**

**[lhernandez@archchicago.org](mailto:lhernandez@archchicago.org)**

**(312) 534- 8209**

**Julie Reizman– HRIS & Compensation Specialist**

**[jreizman@archchicago.org](mailto:jreizman@archchicago.org)**

**(312) 534-5359**

