

2024 Summary of Changes Employee Handbook

1. **Included a Welcome Letter from Bishop Luis**
2. **Employee Files: Contents of Employee Files (U):** Deleted this section as it is a not policy, but a Standard Operating Procedure.
3. **Pay Deductions (U):** Added verbiage regarding Medicare tax deductions and employer match: “Lastly, all covered wages are subject to Medicare tax at a rate of 1.45%. There is no wage limit nor employer match for Medicare taxes paid by each lay employee.”
4. **Time Away From Work:** Added ‘For Non-School Employees (U)’ to Section title to delineate teachers from lay employees regarding vacation time accruals.
5. **Vacation Balance at Termination of Employment:** Added “Vacation time may not be used in lieu of days worked after notice is given.” to clearly define expectation(s).
6. **Holidays (L):** (a) Added Four (4) Government Holidays to be used as Floating Holidays for Catholic Center Employees: “Floating Holiday: President’s Day, Juneteenth National Independence Day, Indigenous Peoples Day/Columbus Day, or Veteran’s Day”; and (b) Added language to this policy to clearly communicate expectation(s) regarding payment of Holiday pay: “In order to receive Holiday pay, an employee must work the day before, the day of, in the event holiday warrants a half-day closure, and the day after holiday, unless specifically approved in advance. Additionally, Holiday pay will not be paid if an employee has given two-weeks’ notice and holiday (day, or days) fall at the end of said notice.”
7. **Paid Employee and Family Medical Leave (U); Basic Leave Entitlement:** (a) Added “Each leave case is unique and should be discussed with diocesan Human Resources to determine length and course of action” to clearly define maximum length of benefit associated with employee’s specific job schedule(s); (b) Added a new Section beneath ‘Eligibility’ - ‘Maximum Paid Benefit’ – Maximum paid benefit not to exceed 12 weeks in a 15-month rolling period for the same qualifying event” to ensure the benefit is not egregiously used by employees; and Added the link to the FMLA page on the Diocesan website to ensure Business Managers and Employees are following policy and protocol for submission of FMLA forms, etc.
8. **Americans with Disabilities Act (ADA) (U):** Added “Each leave case is unique and should be discussed with diocesan Human Resources to determine length and course of action.” to ensure accurate use of this benefit.
9. **Reemployment Assistance Plan (U):** Added verbiage to clearly define expectation(s) for an employee that has an already, existing Severance and/or Employment Agreement that includes this benefit, or something similar; avoids double payment of benefit: “In addition, if an employee has a written employment or severance contract with the diocese, and the contract provides for the payment of severance, reemployment assistance or similar benefits following termination of employment, the employee will not be entitled to benefits under this plan unless the diocese determines that special circumstances warrant supplementing their benefits under the contract.”
10. **Payment of Unused Vacation (U):** Added “Employees terminated for cause will not be paid out unused vacation balance.” to clearly communicate expectation regarding non-payment of vacation balances as it relates to ‘termination for cause’.
11. **Receipt of Employee Handbook:** Added “within thirty-days (30) of publication” for timely turnaround of signed form to Human Resources, parish, or school to maintain compliance with personnel records retention.