

DIOCESE OF JOLIET FINANCIAL POLICIES

COMPENSATION AND BENEFITS FOR LAY PERSONNEL	POLICY E - 6	PAGE 1 OF 1
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STATEMENT OF POLICY

Under Policy E, the provisions for the compensation and fringe benefits of lay personnel are as follows:

1. Lay personnel salaries should be determined and approved annually by the pastor. See policy E-6.1 for a sample Salary Change Form. This form should be completed and signed by the pastor before the beginning of the new fiscal year. It should be filed in a separate folder with the personnel records of the parish.
2. For lay teachers in parochial schools, their compensation and fringe benefits scale shall be in accordance with the policy directives of the Catholic School Office.
3. The fringe benefits required to be provided to lay employees are as follows:
 - a. Pension Plan¹- All parish lay employees who work 30 hours or more per week (1,500 hours per year) shall be enrolled in the Plan. The parish shall make contributions to the Plan based on a percentage of the gross compensation paid to eligible employees. (Refer to the Diocesan Budget Guidelines for the current percentage.)
 - b. Medical / Dental Plan¹ – All employees whose normal work week is 30 hours or more (1,500 hours per year) shall be covered. The premium for coverage provided to other members of the employees' family will be determined by the Diocesan Insurance Department.
 - c. Social Security – The parish shall contribute as its share 100% of the amount contributed by the employee for social security. The amount of contribution shall be in accordance with the rates set by the Federal Government.
 - d. Unemployment Compensation – The eligible requirements and the rate of contributions shall be made in accordance with the directives of the Diocese of Joliet.

¹ Part-time benefitted employees who were eligible for benefits under the policy of 20 hours per week (Policy Change 7/1/00) or 25 hours per week (Policy Change 7/1/09) are grandfathered into the policy as long as they continue to work a minimum of 20 or 25 hours per week (whichever is applicable).