

EMPLOYMENT STATUS AND RECORDS

Section 300

- **301** **Employment Category Policy**
- **302** **Position Description Policy**
- **303** **Personnel Data Changes**
- **304** **Personnel File Policy and Law**
- **305** **New Employee Orientation**
- **306** **Performance Evaluation Policy**

301 EMPLOYMENT CATEGORY POLICY

It is the intent of the Diocese of Gary and all its entities 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 Diocese of Gary.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.

- NON-EXEMPT employees are usually paid an hourly rate and entitled to overtime pay for all hours worked over 40 hours in a work week 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 executives, professionals, outside sales and others defined by the government. In order for someone to be paid on a salary basis, they must meet all the requirements of the FLSA regulations.

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

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 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 employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 29 hours per week or less. 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 are those whose performance is being evaluated to determine whether further employment in a specific position or with the Diocese is appropriate. Employees who satisfactorily complete the introductory period of three 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.

INTERNSHIP Interns are utilized occasionally for project based work and are subject to the internal Internship Policy.

CONTRACTED EMPLOYEES (Teachers and Principals only) Employees who are given 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.

302 POSITION DESCRIPTION POLICY

All positions within the Pastoral Center are to have a "position description." These descriptions are to be kept in the Office of Human Resources.

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 Office Coordinator to whom the position is accountable.

303 PERSONNEL DATA CHANGES

Every employee will fill out an "Employment Information Sheet" (See *Appendix E*). It is the responsibility of each employee to promptly notify the Diocese of Gary 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 Office of Human Resources.

304 PERSONNEL FILE POLICY AND LAW

The Diocese of Gary 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 Diocese of Gary and access to the information they contain is restricted on a need-to-know basis only. Generally, only the Bishop and the Office of Human Resources have access to an employee’s personnel file.

Within the first two weeks of employment the Office Coordinator, along with the Manager of Human Resources, will review the diocesan personnel manual with the new staff member. Upon reviewing the manual, the new staff person will execute the “Acknowledgment and Acceptance” form verifying that the policies have been reviewed, explained and accepted and will be kept in the personnel file (see last page of Policy Manual). The Office Coordinator and the Coordinator of Benefits will also explain the benefits available to the new staff member and any necessary forms to be completed.

An employee who wishes to review his or her own personnel file should contact the Office of Human Resources and complete a Personnel File Request Form (appendix E). 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 or an individual appointed by the Bishop.

305 NEW EMPLOYEE ORIENTATION

Recognizing the importance of starting out the employment relationship correctly, the Diocese of Gary offers a new employee orientation for all newly hired employees. The initial orientation with the Office of Human Resources or Business Manager will include new hire paperwork, benefits enrollment, employee handbook and job description review. The department supervisor will provide ministry orientation to include:

- a. Orientation to Office and Office Mission
- b. Orientation to purpose of Diocesan Services
- c. Process for 90 day appraisal
- d. Office tour
- e. Expectations
- f. Timekeeping requirements
- g. Purchasing office supplies
- h. General office operations such as mileage/business reimbursements etc.
- i. Other

306 PERFORMANCE EVALUATION POLICY

Office Coordinators and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. 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.