

GUIDELINES FOR THE ADMINISTRATION OF SALARY & BENEFITS

1. All personnel will be assigned a job (title) in accordance with the role/function for which they will be responsible. All personnel will verify certification, degrees and years experience on an employment sheet provided by the diocese. (2 years half-time experience is equal to one year.)
2. All job classifications (titles) will have a job description which outlines the tasks for which the hire will be responsible. Job descriptions are to be reviewed every other year or at the time of receiving a new applicant.
3. Performance evaluations of all positions will be completed by the supervisor on an annual basis and will be made a part of their personnel file.
4. The terms of the salary scale will be respected and implemented as approved by Bishop.
5. The salary scales for school employees are reviewed annually by the Diocesan School Advisory Council.
6. A health benefits program will be made available to all employees who qualify with the terms of the contracts held with the plan providers. Health benefits will include medical, dental, and retirement. For medical and dental programs, the renewal date is April 1. A two-week to one-month open enrollment period will precede the renewal date.
7. Benefits will be reviewed annually.
8. An administrative benefits package will be provided which includes sick leave, vacation (eligible non-contracted employees) and paid holidays (eligible non-contracted employees) and other benefits deemed feasible by the diocese.
9. The Personnel Policies will be used as the point of reference for all other issues related to employment.
10. Washington State Patrol Background Check, a Disclosure Statement and a FBI Fingerprint Background Check are required for all new school employees. An Employment Eligibility verification (Form I-9) is also to be completed by all new employees.