

Parish Pay Guidelines FY 2011-12 – Lay Employees and Related Budget Information for Pay and Benefits



Updated Parish Pay Range Guidelines for 2011-12 are enclosed. The pay ranges have increased uniformly by 1.5% in order to maintain comparability with the local job market. Since these pay ranges can be helpful in assisting you when considering employee compensation issues at your parish, please insert them into the Parish Pay Guidelines manual you received earlier.

The California state minimum wage did not change this year but San Francisco's minimum wage increased to \$9.92 per hour.

Outside of San Francisco, the California minimum wage remains at \$8.00 per hour. Hence, the minimum of the lowest range (N1 -- designed for student or seasonal workers) is currently \$9.92 in the City of San Francisco and \$8.00 elsewhere in the Archdiocese. These rates are incorporated into the revised parish pay ranges.

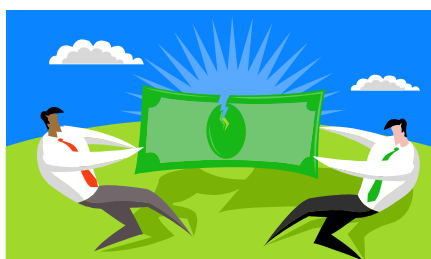
Since the pay range guidelines are increasing somewhat, you may wish to consider pay increases for employees this year. Other Catholic dioceses, nationally and in our region, are planning low pay increases again this year due to the continuing economic downturn. Estimates range from 1.8 to 2.6%. The local Consumer Price Index (CPI-W) averaged 1.8% in 2010. For pay increases you will want to maintain a balance among the following constraints: 1) the parish's financial condition; 2) whether or not your employees received a pay increase this or the previous year; 3) pay equity among employees; 4) changes in health insurance costs both to the parish and employees; and 5) employee performance -- increases should be reduced or eliminated for employees with documented poor work performance. Maintaining relative competitiveness against other job markets may not be as difficult as in the past, judging from the continuing high unemployment rate.



After remaining unchanged for several years, the Musician Per-Liturgy Stipend Guidelines were increased by 2.1% this year. The Religious Stipend Model for FY 2011-12 was adjusted upward by 1.2% in accordance with the approved formula linking the stipend to the CPI. Both documents are enclosed for your convenience. If you have any questions about how to apply these guidelines, please feel free to contact Carl Feil, Director of Human Resources at (415) 614-5541.

Other **preliminary budget information** with respect to **Employee Benefits** is provided on the **back page** for your convenience.

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Employee Benefits – Archdiocese of San Francisco Preliminary Budget Information – FY 2011-12

Health Insurance Rates (RETA Blue Cross Plans & Kaiser)	For budgeting purposes, we are forecasting an overall increase of approximately 10% in the employer's portion of the premium based on your employees' current selections.
San Francisco Health Care Security Ordinance (SFHSO) Applies only to employees working within the City and County of San Francisco.	Covered employees are those working 8 hours or more per week that are not enrolled in the Archdiocesan health plans. Cost per employee is \$2.06 per hour.
Lay Pension Plans	For budgeting purposes, we are forecasting 9% of gross wages for benefited employees covered by Parochial Pension Plan (no change from last year)
Flexible Spending Accounts	\$6 per month/per participating employee (no change from last year)
FICA (Social Security/Medicaid) Tax (employer portion)	Calculated at 7.65% of salary (Social Security 6.2% + Medicare 1.45%)
Long Term Disability (LTD)	Anticipated 0.183% of covered payroll (up to \$6,000 wages per month)
State Disability Insurance (SDI)	1.2% of wage base to \$93,316. Maximum withholding per employee is \$1,119.79
State Unemployment Insurance (SUI)	2.5% to \$7,000. Maximum of \$175 per employee per year
Workers' Compensation Insurance	6% rate increase based upon the March 2011 invoice

