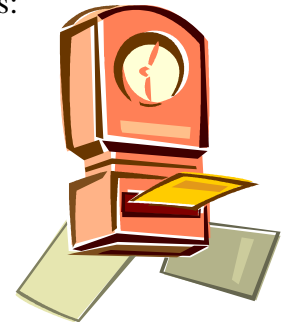


Important Reminders of Employment Practices

Many Parishes and other locations continue to ask for clarification regarding employment policies and practices. This issue is intended to cover some of the frequently identified topics:

- Employees' use of time cards
- Archdiocesan policies on standard work schedules
- Lunch Breaks and Rest Periods
- Overtime



Employee's use of time cards

The following are excerpts from the Employee Handbook and Vacation Guidelines from our Legal Counsel:

Time cards are required to be submitted for each pay period by all employees. It is the responsibility of the supervisor to review each time card and make sure the hours and dates reported are correct. All employees, with the exception of Women Religious, are expected to submit a time card semi-monthly coinciding with their pay period. Employees in **non-exempt** positions are to record all actual hours worked plus hours attributable to overtime, vacations, holidays, bereavement, jury duty and illness.

Employees in **exempt** positions need to place a checkmark (✓) on the days worked and only record time or days taken taken for vacations, holidays, bereavement, jury duty and illness.

If a holiday falls on a day on which an hourly employee is not ordinarily scheduled to work, that employee will not be paid for that day. (For example, if an employee ordinarily does not work on Mondays, that employee will not be paid for a holiday that falls on a Monday.)

Pay for vacation days will be pro-rated for part-time employees.



Employees are encouraged to schedule and use all of their accrued vacation hours. Although accrued but unused vacation may not be forfeited per government regulation, failure to use vacation each year may negatively affect employee efficiency and office operations. It may also pose a financial burden on the parish when the employee terminates or retires and all accrued vacation needs to be paid out. Failure to follow policies could lead to disciplinary action.

In accordance with Parish Handbook policy, vacation will be scheduled in consultation with, and with the prior approval of the Pastor/Administrator. Similarly, employees should not schedule a vacation at times that are seasonally critical for the work of the parish, and requests for vacation during such times may be denied.

****IMPT. NOTE:** *If your location does not have a approved Vacation and Holiday Addendum to the Parish Handbook, please contact the HR Office and we will be happy to assist you with the process. At that time, we could help you in developing an approved vacation accrual cap to avoid large build ups of unused vacation.*

Standard Work Week

Employees should be given a written schedule of the work hours the employee is expected to work each week. *Any adjustments to the standard work week must have the prior approval of the Pastor/Administrator."*

Lunch and Rest Periods

Employees in non-exempt positions are to record all actual hours worked plus hours attributable to overtime, vacations, holidays, bereavement, jury duty and illness. A non-exempt employee is **not** authorized to work through a lunch or rest periods, or work overtime without **prior approval** of the employee's supervisor. If a non-exempt employee misses any of his/her breaks or lunch during any given day, he/she is to record the missed lunch or rest periods on the time card *by indicating the day and amount of time worked during that period for the employee to receive proper compensation.*



Meal periods are generally 30 minutes to 60 minutes. *and a set schedule should be determined by the employee's supervisor with the corresponding approval.*

All persons in non-exempt positions receive at least a 30-minute **unpaid** meal break after five hours of work.

In addition to unpaid meal periods, employees in non-exempt positions are entitled to two - fifteen (15) minute **paid** rest periods per day. Rest periods are encouraged near the middle of the morning and the middle of the afternoon.

It should be understood that failure to follow these policy guidelines may lead to *the employer unnecessarily paying for the time worked and possible disciplinary action.*

Overtime

As a matter of policy, overtime is discouraged. **All overtime, or time beyond the non-exempt employees' standard work schedule, must have prior approval** by the employee's supervisor.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities and to make sure that they are consistently available at times that are convenient to the offices, institutions and people they serve. No overtime or additional compensation is provided to exempt employees.

We hope this issue is helpful and offers some suggestions to address these key topics. If you have any questions or concerns, please call us at 415.614.5540 and we will be there to assist you.

