

# **TIMEKEEPING PAYROLL POLICIES**

## **Section 500**

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## **501 TIMEKEEPING POLICY**

Full time employees of Saint Elizabeth Ann Seton Parish are paid for a thirty-five (35) hour week. Saint Elizabeth Ann Seton Parish Office hours shall either be 7:00 a.m. to 3:00p.m. or 8:00a.m. to 4:00p.m., Monday through Friday for those who take one half (1/2) hour lunch. Those regular full-time employees who wish to take a one (1) hour lunch shall work either from 7:00a.m. to 3:30p.m. or from 8:00am to 4:30pm. St Elizabeth Ann Seton Parish reserves the right to change regular Parish Office Hours.

All regular full-time employees are given a one half (1/2) hour lunch period. Non-exempt employees are entitled to two (2) fifteen (15) minute rest periods or “breaks” – one in the morning and one in the afternoon. Regular part-time employees who work five (5) or more hours in any given day are entitled to a one half hour (1/2) hour lunch period and a fifteen (15) minute break.

The time of the lunch and rest periods shall be arranged to cause minimum disruption in work routine. It is the responsibility of the Pastor or his designee to authorize the lunch and break times for those they supervise. The lunch break should be free from interruption and interference as this time is unpaid.

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the Saint Elizabeth Ann Seton Parish to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they work each day. Any employee who works over thirty-five (35) hours must have the approval of his or her Pastor or his designee. All overtime work must always be approved *before* it is performed. If overtime is worked but not approved, the time will be paid, however the employee may be subject to disciplinary action.

Generally, employees should report to work no more than sixty (60) minutes prior to their scheduled starting time and should stay no more than sixty (60) minutes after their scheduled stop time without the expressed, prior authorization from their supervisor.

It is the employee’s responsibility to sign their time records to certify the accuracy of all time recorded. The Pastor or his designee will review and then sign the time record before submitting it for payroll processing. All time cards will be retained in accordance to state and federal law for a minimum of four (4) years.

Commuting time (getting to work and returning home from work) is not considered hours worked.

Altering, falsifying, tampering with time records or recording time on either one's own or on another employee's time record may result in disciplinary action, up to and including termination of employment.

## **502 TRAVEL PAY POLICY**

Occasionally, employees need to travel for parish business. All reasonable expenses such as mileage, food, lodging and airlines will be covered. Expenses should be approved prior to incurring the cost whenever possible. All travel related expenses will require specific receipts as detailed by the Parish Bookkeeper. Should you have any questions, please direct them to your Pastor or his designee.

## **503 PAY POLICY**

The Saint Elizabeth Ann Seton Parish makes salary payments to employees on a monthly, semi-monthly or on a bi-weekly basis, as per an individual employee's Letter of Agreement. Monthly salary payments are made on the last work day of the month, semi-monthly are paid on the 15<sup>th</sup> and the last business day of the month, and bi-weekly salary payments are made on Tuesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive paychecks on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation the employee may receive his or her earned wages before departing for vacation, if a written request is submitted at least one week prior to departing for vacation.

## **504 PAY ADVANCES POLICY**

Saint Elizabeth Ann Seton Parish does not provide pay advances on unearned wages to employees.

## **505 PAY DEDUCTION POLICY**

The law requires that the Saint Elizabeth Ann Seton Parish makes certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Parish also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Saint Elizabeth Ann Seton Parish matches the amount of Social Security taxes paid by each employee.

Saint Elizabeth Ann Seton Parish offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Additional deductions can be arranged with the parish Bookkeeper for Dependant Health Coverage and voluntary insurance plans.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, the parish Bookkeeper and or the Pastor or his designee can assist in having your questions answered.

## **506 EMPLOYMENT TERMINATION POLICY**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Saint Elizabeth Ann Seton Parish will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Parish, or return of Parish-owned property. Suggestions, complaints and questions can also be voiced.

Since employment with Saint Elizabeth Ann Seton Parish is based on mutual consent, both the employee and the Parish have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee and the Parish both agree. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### **507 EMPLOYMENT LAYOFF POLICY**

Full-time employee's who are terminated as a result of closing, consolidation, elimination of their positions or other staff reduction programs will be eligible for continued health insurance coverage under the same conditions as before they were terminated through the month in which the event happens. Employees, full time, having at least one full year of service will also be eligible for severance compensation equal to 1 week for every whole year of service, up to a maximum of 6 weeks. Employee layoffs, elimination of positions and downsizing will be done for business necessity only and will be done based on objective criteria such as job performance, length of service and overall business needs of the Parish, school or other Diocese of Gary entity. If you have any questions about this process, employees should discuss with Office of Human Resources or their immediate supervisor.