

§1150 EMPLOYMENT ISSUES

§1151 PERFORMANCE REVIEW

1151.1. Policy The performance of each employee shall be formally reviewed at least once per year based upon job related criteria.

Procedure

- a) “Job related criteria” include the written job description as well as mutually agreed upon standards of performance or goals to be accomplished during the performance review period.
- b) The annual performance review is part of an on-going process of performance management which presumes on-going communication between the employee and the supervisor regarding job performance.
- c) The annual performance review process includes self-assessment, supervisory assessment, and, where applicable, takes into consideration feedback from those served by the work of the employee in order to determine a plan for continued excellence or growth in performance.
- d) General instructions and model instruments for use in the annual performance review are located in the Compensation Guidelines. Additional resources are available through the Office for Human Resources.
- e) Certain ministries have specific procedures for reviewing personnel.
- f) Formal performance reviews will be part of the personnel file.

§1152 TRANSFERS AND PROMOTIONS

1152.1. Policy The Diocese of Springfield in Illinois shall consider the transfer or promotion of qualified staff members to fill vacancies and newly created positions whenever possible.

1152.2. Policy Any employee who has been in his/her current position for a minimum of six months shall be eligible to apply for a transfer or promotion to an open position.

Procedures

Ordinarily, employees shall be notified of open positions through a local job posting.

§1153 DISCIPLINE AND TERMINATION

1153.1. *Policy* The Diocese of Springfield in Illinois shall be an at will employer.

Procedures

“At will” means that while involuntary terminations will generally proceed as described in §1153.2, the Diocese may exercise its legal right to terminate an employee with or without cause, and with or without prior notice, where such termination does not violate the employee’s rights under applicable state or federal employment laws. Regardless of whether or not the Diocese will ever need to exercise this right, it is important that the Diocese reserve it as a means of dealing with situations that must be resolved quickly, but do not seem to fit the usual process.

1153.2. *Policy* Generally, discipline problems shall be handled through any of the following procedures, including verbal warnings, written warnings, disciplinary memos, suspension and possibly termination. Each case shall be handled on its own merits based on the severity of the situation.

Procedures

- a) In most cases, a clearly worded written warning with steps for remediation should precede a suspension or discharge, and sometimes more than one written warning may be appropriate. However, other cases may require more immediate action and if necessary, may result in suspension or discharge without prior warning.
- b) Copies of forms, memos and other documentation of discipline are to be issued to the employee and placed in his/her personnel file.
- c) The employee will have the right to respond, in writing, to any written complaints.

1153.3. *Policy* Ordinarily, prior to suspension or discharge, the Pastor, Parochial Administrator, Agency Director or Principal shall consult with the Director of Human Resources.

§1154 TERMINATIONS (VOLUNTARY-INVOLUNTARY)**§1154.1. Notice for Involuntary Terminations**

1154.1. Policy Involuntary terminations for reasons other than misconduct or lay-offs, shall require the pastor, principal or agency director to either give the employee two weeks prior notice or two-weeks pay in lieu of notice. The local administrator shall decide whether to give notice or pay.

§1154.2. Termination of Employment for Medical Reasons

1154.2.1. Policy Active employees who are certified by their physician to be no longer able to work due to poor health shall be considered terminated employees as of the date directed by the physician.

1154.2.2. Policy Employees who terminate employment as described in Policy §1154.2.1. will not be eligible for Family or Medical Leave.

1154.2.3. Policy Employees who terminate employment as described in Policy §1154.2.1. will have included in their final pay, payment for all unused vacation days they had accrued as of the date of their termination.

§1154.3. Exit Interview

1154.3.1. Policy Whenever an employee terminates voluntarily, Pastor, Parochial Administrator, Deacon, Agency Director, Principal, or his/her delegate, shall conduct an exit interview.

Procedures

An exit interview should cover, at a minimum, the following:

- a) The satisfactions or dissatisfactions the employee experienced in his/her position
- b) The employee's next employer for purposes of unemployment compensation
- c) Any compensation or benefit issues that may apply to the employee

§1154.4. Unemployment Compensation

1154.4. Policy The Diocese, though not required by law, participates in Illinois' Unemployment Compensation program on a reimbursing, rather than taxable basis.

Procedures

- a) Local administrators must complete a separation report for each terminated lay and religious employee and send it to the Office for Insurance and Benefits.
- b) Wages for lay employees must be included on the quarterly wage reports (UC-3) submitted to the State of Illinois Department of Employment Security, therefore making them eligible for unemployment benefits.
- c) The State of Illinois determines eligibility, not the Diocese. Ordinarily, misconduct and voluntary resignations disqualify the employee for unemployment compensation.
- d) Under the reimbursing basis, the expense of unemployment compensation is shared by all participating locations annually.

§1154.5. Accrued and Remaining Vacation

1154.5. Policy Terminating employees shall be paid for any unused vacation days from the current fiscal year, and for vacation days accrued for the next fiscal year.

Procedures

Employees who are granted vacation during their first year of employment, without a waiting period, do not accrue vacation, and therefore do not receive vacation days upon termination. Contractual employees for whom vacation benefits were granted without a waiting period will be eligible only for unused days at time of termination.

§1154.6. Extended Health Coverage

COBRA is the acronym for the Consolidate Omnibus Budget Reconciliation Act. It is the federal legislation that requires employers to provide extended health coverage for terminating employees and their covered dependents. It is one of the very few employment regulations to exclude church benefit plans from its provisions. The Diocese of Springfield in Illinois does not offer extended health coverage under Cobra. While not required to do so under federal regulations, the Diocese of Springfield in Illinois offers an extended health care program in accordance with state regulations.

1154.6.1. Policy The following shall be eligible to participate in the extended health coverage program provided by the Diocese of Springfield in Illinois:

- (1) an employee terminating for any reason (except retirement at age 65 or older);
- (2) an employee who is transferred from benefits eligible to non-benefits eligible status, whether voluntarily or involuntarily;
- (3) surviving spouse and/or children who were covered as dependents at the time of the employee's death;
- (4) a divorced spouse who was a covered dependent at the time of his/her divorce from the employee;
- (5) a dependent child who reaches age 23, and had been carried as a covered dependent under an employee's coverage up to the date of his/her 23rd birthday;
- (6) any employee or covered dependent who otherwise ceases to be eligible for coverage, for any reason.

The aforementioned individuals shall have the opportunity to choose from one of the following options:

- A) extend medical coverage under the group plan, at one's own expense, for up to nine months or when one becomes eligible for other group health coverage (including Medicare), whichever comes first, OR
- B) drop the insurance at the end of the month in which the termination, death, or divorce takes place, OR
- C) convert to a private policy with the appropriate HMO provider if enrolled in an HMO at the time of termination.

If an employee has individual coverage at the time of termination, he/she shall not add family coverage during the extended coverage period.

Procedures

Terminating employees, surviving spouses or children, or divorced spouses who choose option (A) will also have the opportunity to exercise option (C) when their extended coverage period expires, if coverage had been provided through an HMO.

§1154.7. Staff Reductions or Closings

1154.7. Policy Along with severance benefits, when applicable, employees who are terminated as a result of a staff reduction shall be offered benefits as outlined in the *Outline of Compensation and Benefits for Lay and Religious Employees Affected by Closings, Consolidations or Staff Reductions*. (Available at the Office of Human Resources)

§1154.8. Severance

§1154.8.1. Eligibility

1154.8.1.1. Policy All non-contractual full-time and benefits eligible Part-Time employees of the Diocese who have at least 1 full year of service, and whose positions have been eliminated, or whose positions have been reduced from full-time to part-time status, shall be eligible for severance benefits.

1154.8.1.2. Policy Employees who are terminated on the basis of misconduct or poor performance, and those who voluntarily resign their positions or leave by mutual agreement, shall be expressly ineligible for severance benefits.

§1154.8.2 Severance Benefits

1154.8.2. Policy Eligible employees shall receive the greater of 2 weeks compensation or 1 week for every full year of service, up to a maximum of 12 weeks compensation, to be paid out in a lump sum.

§1154.9. References

1154.9.1. Policy When a supervisor is contacted for a recommendation, from a non-Diocesan entity, he/she shall only confirm dates of employment, job title and verify job responsibilities. Salary information may be given only with written permission of the former employee.

§1155 SHARED EMPLOYEE

1155.1. Policy No employee shall be permitted to hold more than one full-time position with any entity or group of entities with the Diocese.

Procedures

- a) Where an individual is employed on a part-time basis at more than one location within the Diocese, one location is to assume responsibility for administration and reporting of payroll and any applicable benefits for that individual (usually the location at which the individual works the most hours on a regular basis.) The other locations will be responsible for reporting

attendance and salary data to the primary location, on a pro rata basis, for salary, benefits, FICA and other related expense.

- b) Both parishes must be notified and approve of the arrangement.

§1156 OUTSIDE EMPLOYMENT

1156.1. Policy Diocesan employees may have other employment outside the Diocese only to the extent that such outside employment does not create a conflict of interest.

Procedures

- a) Outside employment includes consulting work and other self-employment situations.
- b) A conflict of interest occurs when additional employment unduly influences decisions made as an employee or conflicts with performance of his/her duties.

§1157 CONFLICT MANAGEMENT

1157.1. Policy The following procedures shall be used to resolve misunderstandings and differences of opinion between Diocesan personnel.

Procedures

Step I) The conflicting parties meet to seek resolution through one or more meetings, as is necessary or desired. If resolved, the process ends here.

Step II) If a resolution is not achieved in Step I, the conflicting parties should meet with their mutual supervisor, or in a case where there is no mutual supervisor, with their respective supervisors. The supervisor(s) should assist the disputing parties in their efforts to resolve the conflict.

Step III) The disputing parties may request assistance from other Diocesan departments and agencies, such as the Office of Human Resources, the Office of Catholic Schools or the Office for Catechesis.

1158 PERSONNEL RECORDS**§1158.1. Contents**

1158.1. Policy Parishes, parish schools, and Diocesan high schools shall keep personnel files on site in a confidential manner. Agencies and other Departments of the Diocese shall keep personnel files in the Office of Human Resources.

Procedures

Personnel records shall contain the following:

- a) Application and Resume
- b) Employment Verification
- c) Verification of Academic Credentials (where appropriate)
- d) Job Description
- e) Contract (where appropriate)
- f) Performance Appraisals
- g) Disciplinary Memos
- h) I-9 Forms (Employment Eligibility Verification Form)
- i) State and Federal W-4 Forms
- j) Cafeteria Plan Election Form (all F/T & benefit-eligible P/T)
- k) Letters of Commendation
- l) Notice of changes of name, address, telephone, etc.
- m) Documentation of continuing education and development
- n) Documentation of use of professional growth allowance
- o) Letters of resignation
- p) Notification of Discharge
- q) Exit Interview (Obtain name of new employer)
- r) Compensation Documentation
- s) Any document/correspondence which affects an individual's employment status
- t) Emergency information

1158.2. Employee's Right of Review

1158.2. Policy Employees shall have the right to inspect their personnel files.

Procedure

This policy shall not apply to information exempted by law, such as medical records and confidential employment references.

§1158.3. Retention

1158.3. Policy The Diocese of Springfield in Illinois shall comply with federal and state record retention requirements.

Procedures

Retention schedules are available from the Office for Archives and Records Management. “Retention schedules” are periods of time in which certain records must be kept.