

# Policies for St. Vincent Martyr Parish/School Employees

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If you have any questions or need assistance using these policies please contact your Supervisor or Human Resources

## **IMPORTANT PARISH INFORMATION**

**Name of Parish:** St. Vincent Martyr Church

**Address:** 26 Green Village Road  
Madison, New Jersey 07940

**Parish Office Hours:** 8:30 AM to 4:00 PM (Monday – Friday)

**Name of Pastor:** Rev. Msgr. George F. Hundt Tel: 973-377-4000

**Name of Parish Secretary:** Diane Wallace Tel: 973-377-4000 x 106

**Name of Parish Benefits Contact:** Kathy G. Simonelli Tel: 973-377-4000 x 105

**Name of Parish Payroll Contact:** Kathy G. Simonelli Tel: 973-377-4000 x 105

**Parish Employees are paid:** Bi-Weekly (Every Two Weeks)

**Name of Parish Protecting God's Children Coordinator:** Diane Wallace

**Name of School Protecting God's Children Coordinator:** Bridget Mantone

### **HR CONTACT Emails**

Barbara Doyle  
Joe Verbaro  
Barbara Eutsler

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## **LETTER FROM THE PASTOR**

January 2015

Dear Co-worker,

I welcome you to the community of dedicated men and women who serve Saint Vincent Martyr Parish and School. As a member of our team you are entrusted with the sacred task of sharing the love of Jesus Christ through the work and ministry that you have been hired to perform. You are encouraged to be a good shepherd of your job, glorifying God in all you say and do. In your interaction with people be mindful that you represent the Catholic Church - the welcome you extend, the kindness that you show and the care that you take will go a long way in fostering the mission of the Church and building up the kingdom of God.

We are co-workers. That means we work together to accomplish a singular purpose - to help our parish and school be the best it can be. Respecting the importance of each other's jobs or ministries, helping out where needed, giving each other encouragement and going the extra mile when necessary can help us be a powerful witness to those we serve of what it means to truly be a community. And that is what we are - men and women blessed with different gifts and talents, united in Christ, one in His spirit. I pray that your employment at Saint Vincent Martyr be a rewarding and fruitful experience. Thank you for your willingness to serve our people.

Asking God's Blessing on you, I am

Faithfully yours in Christ,

Fr. George

## **GETTING TO KNOW US**

### **OUR MISSION STATEMENT**

St. Vincent Martyr, a welcoming, diverse Catholic community in Madison, shares the love of Jesus Christ through prayer, ministry, education and service.

## **GETTING TO KNOW THE WORK ENVIRONMENT**

### **Dress Code and Hygiene**

It is expected that employees will maintain a clean and neat appearance and "good hygiene" is always expected.

Given the nature of Parish business, all employees are expected to dress professionally while working.

Dressing "professionally" for women generally means wearing dresses, skirts, or dressy trousers; nothing too form fitting or overly revealing. For men, it means a collared shirt and trousers; for maintenance staff, STV shirt and navy blue pants.

When employees attend community or public events, they must follow the norm of appropriate dress, which often includes business casual, (no denim, sweats, sneakers, etc.).

From time to time, e.g., during summer months or special occasions, employees may be allowed to come to work dressed more casually. Although it is impossible to provide a complete list of every type of unacceptable attire, the following are examples of inappropriate attire: sweatpants/sweatshirts/ spandex, sneakers, clothing that is overly revealing, tube tops, halter tops, exercise clothes, beachwear.

## **ABOUT YOUR TIME OFF**

### **Paid Holidays - Full Time**

Each year the Parish closes its offices so our employees may observe the following national and religious holidays:

New Year's Day  
Presidents Day  
Good Friday  
Independence Day  
Thanksgiving

Friday after Thanksgiving  
Memorial Day  
Labor Day  
Christmas

To be eligible for the above holiday pay, you must be a full-time active employee, and have completed at least 30 days of active employment before the holiday.

If you are a full-time employee, you will receive a regular day's pay for these holidays. If you are on vacation when a paid holiday occurs, that day will not be counted as a vacation day used.

## **Paid Holidays - Part Time**

All part-time employees who normally work twenty (20) or more hours each week will be paid for two holidays (Christmas and New Years), two sick days and one personal day at the regular hourly rate of pay for the normally scheduled hours that day. Part-time employees who normally work less than 20 hours per week, or who are hired as temporary employees, will not be paid for holidays, sick or personal days.

**Prior approval of the Pastor or your supervisor is required to take a vacation day immediately preceding or following a holiday.**

## **Vacation Pay - Full Time Employees**

Balancing work and personal life is important. The balancing act is the same for new employees and longer service employees, regardless of the position you hold with the Parish. Accordingly, we offer a progressive and generous vacation plan.

We believe that taking time off for personal needs and vacation is an important part of maintaining a healthy and productive workforce. We expect you to take the vacation to which you are entitled each year. You will not be allowed to carry over unused vacation from one year into another and will not be paid for any unused days. In the event of separation from your employment with the Parish, you will not be paid for unused vacation days.

Vacation and sick time may only be used in full or half day increments unless otherwise required by law.

Vacation will be earned as of January 1 for each calendar year following your date of hire as follows:

<b>If you have...</b>	<b>Vacation Entitlement</b>
Less than twelve (12) months of employment	8 Days
At least twelve (12) months of employment	12 Days
At least five (5) years of employment	17 Days
At least fifteen (15) years of employment	22 Days
Twenty five (25) years of employment or more	27 Days

## **Vacation for Newly hired Full Time Employees**

In your first calendar year of employment, you will be entitled to vacation based on the month in which you were hired as follows:

<b>If you were hired in ...</b>	<b>Days of Vacation</b>
January	8
February	7
March	6
April	5
May	4
June	3
July	2
August	1

In your first year of employment, you will not be allowed to take any vacation until you have completed at least 3 months of employment.

### **Scheduling Vacation**

**While we realize that scheduling your vacation in advance may not always be possible, you are expected to schedule most of your vacation in advance with the approval of your supervisor to be sure business and ministry needs are met in your absence. Unexcused and unscheduled absences are still considered unexcused even if a vacation day is used. Excessive unscheduled, unexcused absences will be addressed as a performance issue.**

### **Bereavement Leave**

If you receive news of the death of a member in your immediate family, you may arrange for a bereavement leave in order to make necessary arrangements, attend the funeral, or handle other affairs directly related to the funeral.

You will be paid for up to three (3) workdays actually missed from your regularly scheduled work week from the day of the death through the day of the funeral or interment. If you need additional time off, you may use available vacation/sick days, or request some time off without pay through the Pastor.

Although some discretion may be used in interpretation, "immediate family" is generally defined as spouse, children, parents, siblings, in-laws, stepparents, stepchildren, grandparents, or grandchildren.

If you request bereavement time for someone other than an immediate family member, it may be granted at the discretion of the Pastor without pay or you may be required to use available vacation/sick time.

## **Personal Leave Of Absence**

An unpaid personal leave of absence may be approved, at the sole discretion of the Pastor, for any full-time or part-time employee, with the exception of temporary employees, who need time off away from work for personal reasons when those needs cannot be met through other types of leave or vacation.

### **Eligibility for a Personal Leave Of Absence**

To be eligible for a personal leave of absence, you must have completed six (6) months of employment and:

- Have used all vacation/sick time at the beginning of the leave;
- Provide the Pastor with a written request for leave of absence which explains the length and reason for your leave; and
- Have the request approved by the Pastor.

Personal leaves are not granted automatically and are unpaid. Personal leaves are not normally added to other types of leaves of absence. Your employment will be terminated if the personal leave ends and you do not return to work.

Leave may be requested for medical reasons at any time if an employee is not eligible for leave under any other policy. If you request a personal leave for medical reasons, medical documentation must be submitted in support of your request.

### **Return to Work**

You should be available for work when the personal leave ends. Before returning to work, you must notify your supervisor at least one week in advance of the planned date of return.

Anyone returning from a personal leave lasting up to thirty (30) days will be returned to his or her original position (or equivalent). If your leave is for more than thirty (30) days, you may need to accept an alternative position, depending on Parish needs and open positions.

All leaves of absence and employment may be terminated if you:

- Are not available for work on the date the personal leave ends; or
- Are working for another employer without prior approval of the Pastor.



Please understand that the granting of a Personal Leave of Absence does not change your status as an “at will employee”.

**Benefits During an Approved Personal Leave Of Absence**

You may continue your participation in the group insurance plans during an approved personal leave by continuing to pay your share of the costs. If you do not make your payment on time, your coverage may be terminated. Before going out on leave, contact the Parish Benefits Administrator for information about continuing your benefit coverage.

However, seniority and other employment benefits will not accrue during any personal leave. You will, however, retain any benefits you had earned, including seniority, prior to the beginning of your leave. If you do not return to work at the end of a Personal Leave of Absence (unless you cannot return to work because of a serious health condition or other circumstances beyond your control) you will be required to reimburse the Parish for the cost of the premiums the Parish paid for maintaining coverage during your leave.

## **ABOUT YOUR PAY**

### **Normal Working Hours**

The Parish Office is open during the hours indicated at the front of this Handbook. Normally this means fulltime employees will be working 7 hours each day with a half hour paid meal period. Depending on the needs of the Department or Ministry in which you work, your normal working hours may be different.

Parish Office hours : 8:30 a.m. - 4:00 p.m. Monday - Friday

School Office hours : 7:45 am - 3:15 p.m. Monday - Friday

Christian Formation Hours : 9:00 - 4:00 pm - Monday - Thursday

### **Flexible Work Hours**

Depending on the needs of your work area, flexible scheduling may be possible, i.e., adjusting your start and finish times each day to accommodate your personal circumstances. If you are interested in this type of arrangement, please talk to your Supervisor.

### **Meal and Rest Periods**

If you are scheduled to work more than 5 hours on any day, you are normally expected to take a 30 minute paid meal period. Additionally, for each four (4) hours you work during the day, you may take a fifteen (15) minute paid break

### **Overtime**

Employees who are paid on an hourly basis are eligible to be paid overtime based on federal and state wage and hour laws. Exempt employees are not eligible for overtime pay.

Hourly employees will be paid straight time for all hours they work and will be paid an additional half time for hours worked in excess of forty hours during the regular workweek.

If you are an hourly employee, you should not work overtime unless someone on your management team has approved it in advance. Please note, however, you must be paid for all hours you work even if they were not authorized in advance. Working unauthorized overtime can lead to disciplinary action, including termination of your employment.

Pay for a designated holiday, vacation or other paid time off, sick time, jury duty, and bereavement days will not count as time worked in meeting the minimum of forty hours to qualify for overtime or other premium pay.

## **Timekeeping records**

### ***Hourly employees***

All hourly employees must account for their time each pay period, whether they have worked during that pay period or not. Timekeeping records are legal documents and must be maintained accurately. Entries recorded in error should be brought to your supervisor's attention for correction. Falsification of time records is a serious offense that can result in your immediate termination.

Hourly employees must record hours worked by entering their daily time of arrivals/ departures and the start and end time for unpaid meal periods on their time sheets. You must record when you begin work, leave for an unpaid meal period, return from a meal period, and leave work. PTO eligible hourly employees must account for hours they are absent from work using their paid time off (PTO) time or sick time. In the event an hourly employee takes time off that is not considered PTO, a paid holiday or a sick day, they will not be paid for that time. The Parish Payroll Contact will provide you with specific information concerning our Parish timekeeping procedures.

### ***Salaried employees***

Salaried employees must report any days that they are away from work during the normally scheduled workweek to the Parish Payroll Contact so they can track vacation or other paid time off (PTO) and sick time usage.

With few exceptions, if you are a salaried employee, you will receive your full salary each pay period without any reduction based on variations in the quality or quantity of the work you performed in the workweek.

The Parish will not make deductions from an exempt employee's salary, except as otherwise expressly permitted by applicable state and federal law.

Specifically, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability, unless otherwise permitted by law.
- Your absence on the day before or after a paid holiday or because the facility is closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

However, it is not an improper deduction to reduce an employee has accrued personal or other forms of paid time off for full or partial day absences for personal reasons, sickness, or disability.

If you have any questions or concerns about your compensation or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your supervisor. Your supervisor will work with the Parish Payroll Contact to investigate all reports of improper deductions. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

## **BASIC INFORMATION FOR THE WORKPLACE**

### **Employment of Relatives**

The employment of a relative of an active employee is not permitted. Exceptions may be granted only after consultation with the Pastor and the HR Committee. No exception will be made where the relative is a spouse. You may not have direct managerial or supervisory responsibility for a relative. In addition, you may not have decision-making authority regarding the compensation, promotion or other employment terms and conditions of a relative.

### **No Solicitation – No Distribution**

One of our goals is to create a congenial work environment that is also conducive to productivity and limits unnecessary distractions. Accordingly, you may not solicit co-workers during work time in work areas. You may distribute written information or materials to co-workers in non-work areas during meal and rest breaks, or when the employees and their co-workers are not expected to be working.

### **Parish Office Emergency Closings**

There will be occasions when, due to adverse weather or severe environmental or other emergency conditions, we will open the Parish Office later or close earlier than the regularly scheduled hours of operation; or, we will not be able to open the Parish Office at all. To get information about whether the Parish Office will be closed or have a delayed opening please calls the Parish's main telephone number.

### **Parish Office Open During Inclement Weather**

In cases where the Parish Office is open and you are unable or unwilling to come to work due to inclement weather or a natural disaster (i.e. snowstorm, hurricane, flood, earthquake, etc.), if eligible, you may use one of your paid time off vacation/sick days for this absence. If you are not eligible for any vacation/sick days, you may take the time off without pay.

### **Delayed Opening**

If the Parish Office has a delayed opening, and you are a salaried employee, you will receive your full pay for that day if you report to work. If you are an hourly

employee, you will be paid for your scheduled hours for that day. Employee should make every effort to arrive as early as safely possible.

### **Early Closing**

If we decide to close the Parish Office early, any salaried employee scheduled for that day will receive full pay for that day. Hourly employees actually working in the Parish will be paid for their total scheduled work hours for that day. If the Parish Office is not closing, and you have concerns and wish to leave, you must speak with management. If you do leave early, and you are an hourly employee, you will only be paid for hours worked.