

# ***POLICIES FOR ST. VINCENT MARTYR PARISH AND SCHOOL EMPLOYEES***

If you have any questions or need assistance using these policies, please contact your supervisor of our Human Resources Committee.

October, 2022

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## **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 x 101

**Name of Executive Secretary:** Susan Paladino Tel: 973-377-4000 x 106

**Name of Parish Business Administrator:** Tanya Sorce Tel: 973-377-4000 x 107

**Name of Parish Benefits and Payroll Contact:** Tanya Sorce Tel: 973-377-4000 x 107

**Name of Cemetery Administrator:** Kathy Simonelli Tel: 973-377-4000 x 105

**Parish Employees Are Paid Bi-Weekly (Every Two Weeks)**

**Name of Parish Protecting God's Children Coordinator:** Jody Costello, Tel: 973-377-4000, ext. 301

**Name of School Protecting God's Children Coordinator:** Bridget Mantone, Tel: 973-377-4000, ext. 202

### **HR COMMITTEE Emails**

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## LETTER FROM THE PASTOR

Dear Co-worker in the Lord:

I welcome you to the community of dedicated men and women who serve Saint Vincent Martyr Parish and School. As a member of our parish and school family, you are entrusted with the 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 steward of your job, investing yourself in the work God has given you to 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 Vision Statement**

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

THE FOLLOWING POLICIES ARE A SUPPLEMENT TO THE DIOCESAN EMPLOYEE HANDBOOK AND ARE SPECIFIC TO ST. VINCENT MARTYR PARISH AND SCHOOL. YOU MAY ACCESS THE DIOCESAN EMPLOYEE HANDBOOK AS WELL AS THE SVM POLICIES ON OUR WEBSITE. CLICK ON THE "ABOUT" TAB, THEN CLICK ON "EMPLOYEE HANDBOOKS". THE PASSWORD IS SVMSTAFF2015.

## **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 formfitting or overly revealing. For men, it means a dress shirt and trousers.

When employees attend community or public events, they must follow the norm of appropriate dress, which often includes business casual, (no jeans, 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 Employees**

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

New Year's Day	Columbus Day
MLK Day	Thanksgiving
Presidents Day	Friday after Thanksgiving
Good Friday	Labor Day
Memorial Day	Christmas
Independence Day	

To be eligible for the above holiday pay, you must be a full-time active employee.

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 Employees**

Part-time employees who normally work fifteen (15) or more hours per week will be paid for two holidays—Thanksgiving and Christmas provided that the holiday falls on a day they normally work. They will be paid at their regular hourly rate for their normally scheduled hours that day. Part-time parish employees who normally work less than 15 hours per week, or who are hired as temporary employees, will not be paid for holidays. Part-time school employees who normally work less than 15 hours per week will be paid for Thanksgiving day and Christmas day if the holiday falls on a day they normally work.

**As it is critical that adequate coverage be maintained in all departments, any PTO taken off before or after a holiday must be approved by your supervisor, the School Principal, the Director of Christian Faith Formation, the Pastoral Associate and the Pastor.**

### **Sick Days – All Employees Working 20+ Hrs./Wk. (Including Teachers)**

All employees working 20 hours or more per week are eligible for paid sick time, following the completion of six (6) months of continuous employment. You will accrue time off for personal illness up to a maximum of eight (8) days per calendar year. After six (6) months of employment, four (4) days will be credited plus one (1) additional day for each 1.5 months of service until December 31. After that, eight (8) days will be credited on January 1 of each year. Unused sick days may be accumulated to a maximum of one hundred (100) days.

You will not be paid for unused sick time. However, if you were a participant in the Diocesan Lay Pension Plan on June 30, 2011, you will receive a "lump sum" payment for one-half of unused sick days to a maximum of thirty (30) days that were accrued and not used as of June 30, 2011. The number of days payable will be reduced by the number of sick days you use after June 30, 2011. Payment will be made when you start receiving your retirement benefits and will be at your highest daily rate of pay in the five years preceding your last date of employment.

## **Sick Days – All Employees Working 20+ Hrs./Wk. (Including Teachers) continued:**

An absence for illness in excess of four (4) consecutive days may require a doctor's note for you to return to work.

If you are sick and unable to come to work, please notify your supervisor via phone or email that you will be taking a sick day. You also need to record this sick day on the Employee Self-Service section of the Paylocity system using the Time Off tab so that an accurate record of your time may be maintained.

## **Sick Days – Part-time School Employees Working 15-19/Hrs./Wk.**

All employees working between 15 and 19 hours per week are eligible for two (2) sick days for the time period September to June. You will be paid for the normally scheduled hours that day.

## **Sick Days – Part-time School Employees Working Less than 15 Hrs./Wk.**

All employees working less than 15 hours per week are entitled to paid sick leave in accordance with the New Jersey Earned Sick Leave Law which became effective 10/29/2018. The law provides one (1) hour of sick leave for every thirty (30) hours worked up to a maximum of forty (40) hours within a single calendar year. To be eligible for paid time under the law, you must have been employed for 120 days or rehired within 6 months of continued employment of 120 day or more. The Paylocity system will calculate your entitlement throughout the year.

## **Paid Time Off (PTO) – Full-Time Employees (Excluding Teachers)**

Effective January, 1, 2021, vacation days and personal days have been combined into what will now be called Paid Time Off or PTO. Your entitlement has not changed. Personal days have simply been added to vacation days.

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 paid time off 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 time off to which you are entitled each year. Paid time off may only be used in full or half-day increments unless otherwise required by law. Sick days should not be used as a supplement for PTO days.

You will not be allowed to carry over unused PTO from one year into another. Upon termination, no payment will be made for unused PTO days.



## **Paid Time Off (PTO) (continued):**

PTO will be earned as of January 1 for each calendar year following your date of hire as follows. Remember, the chart below is now a combination of your vacation entitlement plus two personal days.

### ***If you have at least...***

### ***You get this much PTO***

Less than twelve (12) months of employment	10 Days
At least twelve (12) months of employment	14 Days
At least five (5) years of employment	19 Days
At least fifteen (15) years of employment	24 Days
Twenty Five (25) years of employment or more	29 Days

## **Paid Time Off (PTO) for Newly Hired Full-Time Employees**

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

### **If you were hired in ... Days of PTO**

January	10
February	9
March	8
April	7
May	6
June	4
July	4
August	3

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

## **Scheduling Paid Time Off (PTO)**

While we realize that scheduling your paid time off in advance may not always be possible, you are expected to schedule most of your PTO 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 PTO day is used. Excessive unscheduled, unexcused absences will be addressed as a performance issue.

All employees must use the Paylocity PTO request system to obtain authorization in advance for the time you wish to take.

PTO may not be linked with holiday closings unless expressly approved by your supervisor.

## **Bereavement Leave**

If you receive news of the death of a member of 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 of time actually missed from your regularly scheduled work 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 time 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, step-parents, step-children, 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 or sick time.

## **Unpaid Personal Leave Of Absence**

You may be eligible for Family and Medical Leave under either the Federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA). Please refer to pages 12- 17 of the Diocesan Employee Handbook for a full description of your rights and obligations under these acts.

An unpaid personal leave of absence not covered by the FMLA or NJFLA 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 away from work for personal reasons when those needs cannot be met through other types of leave or vacation.

### **Eligibility for an Unpaid Personal Leave Of Absence**

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

- Have used all vacation and 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.

Unpaid personal leaves are not granted automatically and 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.

**Eligibility for an Unpaid Personal Leave of Absence (continued):**

Unpaid 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 an unpaid 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 Unpaid Personal Leave Of Absence**

You may continue your participation in the group insurance plans during an approved unpaid 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 Coordinator for information about continuing your benefit coverage.

## **ABOUT YOUR PAY**

### **Normal Working Hours**

The Parish Office is open during the hours indicated at the front of this Handbook. Normally this means full-time 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: 9:00 a.m. - 4:30 p.m. Monday - Friday

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

Christian Formation Hours: 9:00 - 4:30 pm - Monday – Thursday; Sunday-hours may vary

### **Working From Home**

It is the norm that employees work on site. Any request for an exception should be submitted in writing to the Human Resources Committee for final approval by the Pastor.

### **Meal and Rest Periods**

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

### **Overtime**

Currently, hourly-paid employees only are eligible for overtime based on Federal and State wage and hour laws. Overtime is paid at time and a half for hours worked in excess of 40 hours per week. However, in accordance with new Federal guidelines, effective 12/1/2016, salaried employees (excluding teachers) working more than 40 hours per week **and** earning less than \$47,476/yr. are eligible for overtime pay. In addition, hourly and salaried employees who earn more than \$134,004/yr. are ineligible for overtime.

All employees eligible for overtime must receive approval in advance of working overtime. Working unauthorized overtime can lead to disciplinary action, including termination of employment.

An hourly employee may be required to attend an occasional church/school meeting after normal working hours. He/she will be eligible for overtime at his/her normal hourly rate up to 40 hours per week and time and a half after 40 hours per week.

### **To View Your Paycheck Stub**

For directions on accessing your paycheck stub, please refer to the Addendum on the last page of this manual.

## **Timekeeping Records**

### **All Employees**

Effective November 28, 2016, all employees, hourly as well as salaried, are required to clock in and out each day using the Paylocity I-Pad system. I-Pads are located at the entrance to the school and in the parish office. Because employees are entitled to a paid thirty (30) minute lunch break, it is not necessary to clock in and out at this time.

Maintaining accurate records of hours worked is critical and required by law. If an error in clocking in or out has occurred, please contact the Payroll administrator. Falsification of records is a serious offense and may be grounds for immediate termination.

## **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. 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.

### **Telephone and Cellphone**

Proper use of telephones, voice mail and other components of our electronic communications system is important in controlling costs, ensuring effective communications, maintaining productivity and keeping our employees and other safe.

While our telephone system is to be used primarily for Parish/School business, we recognize that some personal calls may be necessary. Personal calls, including those you make or receive on your own cell phone, should be infrequent and as brief as possible. Whenever possible, you should make your personal calls during meal or break periods.

## **Telephone and Cellphone (continued):**

You may be required to pay for personal long distance calls. Management can ask you to account for the business purpose of long distance calls made from your telephone as reflected on telephone system reports and billing statements.

Texting or sending email from your cell phone or smart phone is considered the same as cell phone use and subject to the same guidelines as cell phone calls.

## **Parish Office and School Emergency Closings (Full and Part-Time Employees)**

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

If the offices and/or school are closed on a day you are scheduled to work, you will be paid for that day.

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

In cases where the Parish Office and/or School are open and you are unable 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. All employees are expected to make every effort to get to the parish.

## **Delayed Opening**

If the Parish Office and/or School have 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, either full-time or part-time, you will be paid for your scheduled hours for that day. Employees should make every effort to arrive as early as safely possible.

## **Early Closing**

If we decide to close the Parish Office and/or School early, any salaried employee scheduled for that day will receive full pay for that day. Hourly employees, either full-time or part-time, who are on site that day will be paid for their total scheduled work hours for that day. If the Parish Office or School 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 be paid for hours worked only.

## Web Pay Login



- 1 Access Web Pay at <https://login.paylocity.com>.
- 2 Enter the Paylocity assigned **Company Id**.
- 3 Enter the **Username** (not case-sensitive).
- 4 Enter the **Password** (case-sensitive and 7 to 20 characters).
- 5 Click **Login** to enter Web Pay.

**Smart Tip**

If you are logging in from a computer that is not recognized by the system, you will be asked to verify your identity through one of your established **Challenge Questions**.

We do not recognize the network that you are using.

- Please answer a security question to keep your account safe.
- You will receive a notification message upon successful log in.

To remember this location please use the checkbox below to trust this network. [Learn more](#)

Please Confirm Your Identity

What is your favorite food?  
(Your response is case-sensitive)

☐ This is a trusted network.

**Check the "This is a trusted network." box to bypass this additional step in the future.**

**Smart Tip**

Click **Forgot Password** to reset the password. (Note that users must have an email address entered in the system in order to reset their own passwords.)

Company Id

clnt03

Username

User1234

Password

\*\*\*\*\*

☐ Remember My Credentials

**Login**

[Forgot Password](#) [Register User](#)

**Smart Tip**

Click the question mark (?) in the **Company Id** field or use the sidebar menu to select **Help**.

**Smart Tip**

Check **Remember My Credentials** to have the system automatically populate the **Company Id** and **Username** during subsequent visits.

### REMINDERS:

- ❑ Click **Register User** to register for the first time.
- ❑ In order to maintain confidentiality, employees must contact their Company Administrator with questions. Paylocity is not authorized to speak directly with employees.