



# Compensation Program

[ *Owner: Office of Human Resources* ]

In its commitment to provide an effective employee compensation program, the Diocese has established a system for managing, in an equitable manner, the wages and salaries it pays employees. Equitable compensation practices are important in attracting and retaining qualified persons of the caliber required for the services the Diocese is called to provide. In addition, salaries are a significant part of the cost of Diocesan operations and as such require fair, consistent and prudent management. The compensation program is designed to include both of these important considerations and keep them in proper balance.

The compensation program has two major components:

A job evaluation system which establishes internal equity by determining the relative value of each position and ultimately determines the pay grade to be used for that position.

Economic and salary survey data which measure the rates paid comparable positions in the market place and allow for the financial condition and limitation of Diocesan resources.

In keeping with Catholic Social Teaching, the Diocese sets its pay ranges so that employees in the lowest paid positions earn at least a living wage.

The administration of salaries is the responsibility of a committee consisting of Vicar General of Administration, Chief Operating & Financial Officer, and the Director of Human Resources further described as "committee". This committee reviews job descriptions and job market data; establishes pay grades and pay ranges for each job grade; and approves pay adjustments and the assignment of positions to pay grades.

Annual pay rate changes, when they occur, are administered by the committee. The committee will develop its recommendations as part of the annual Diocesan budget process. This may include setting aside portions of an increase pool to be distributed based on equity or performance criteria, as approved during the budgeting process.

The committee will review the overall job market comparability of the Diocesan pay plan periodically to assist the Diocese in maintaining pay ranges that are comparable to those in similar external job markets. The findings will be considered during the annual review process.