

MATTERS PERTAINING TO LAY EMPLOYEES

I. Salary and Benefits Program

- A. For the salary of full-time religious and lay administrators of parishes, it is the policy of this Diocese to enter into agreements on a case-by-case basis.
- B. It is the policy of this Diocese to have a benefits program for full-time lay employees both on the diocesan and on the parish levels. This program includes a) major medical plan, b) dental benefit, c) term life insurance, d) accidental death and dismemberment insurance, e) long-term disability income, and f) pension.
 - 1. The benefits listed under "a" and "b" must be offered to all full-time employees. The employer will pay a portion of these benefits, with the amount determined annually by the Diocese. The employee pays any amount not paid by the employer.
 - 2. The benefits listed under "c", "d", "e" and "f" are mandatory for all full-time employees. The employer MUST pay the full cost for these benefits.
- C. All full-time employees must be offered flexible spending accounts. All employees, both full-time and part-time, must be offered 403b retirement accounts. The employer will not make contributions into these accounts.
- D. A full-time employee is defined as follows:
 - 1. For employees who began employment before January 1, 2014, a full-time employee is defined as one who works at least 20 hours per week and at least 500 hours per year.
 - 2. For employees who began work on or after January 1, 2014, a full-time employee is defined as one who works at least 30 hours per week and at least 1000 hours per year.
- E. For more information on these benefits, contact Diocese of Crookston / Group Insurance Office / P.O. Box 610 / Crookston, MN 56716.