

**Diocese of Marquette**  
**SUPPLEMENTAL PERSONNEL POLICIES**

Adopted by \_\_\_\_\_ on \_\_\_\_\_,

**PURPOSE AND APPLICABILITY:**

These Supplemental Policies may be adopted in whole or in part by any parish or by Marygrove Retreat Center, Bishop Baraga Association, or Holy Cross Catholic Cemetery (each a “covered agency”) in the Diocese of Marquette, at the option of the parish or covered agency. Those adopted must be compiled by the parish or covered agency and an Acknowledgment of Receipt must be signed by each employee. If these Supplemental Policies are adopted, they are to be read together with the mandatory policy handbook, *Diocese of Marquette Personnel Policies*.

**Definition of “regular full time employee”:** Section F of *Diocese of Marquette Personnel Policies* is amended as: 1. Regular full time employee. A regular full time employee is an employee normally scheduled to work \_\_\_\_\_ hours per week and \_\_\_\_\_ weeks per year.

**Section AA: EMPLOYEE LEAVE TIME**

1. **Vacation.**

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid vacation.

Accrual of vacation begins after the first month of employment. Vacation time is accrued monthly and may not be taken until it is earned. Vacation time is accrued for all full time employees as follows:

Years of Employment	Annual Vacation Leave
_____	_____ hours
_____	_____ hours
_____	_____ hours
_____	_____ hours

Part time employees working twenty hours or more per week accrue an equivalent proportion of the vacation time accrued by full time employees.

Employees must take at least a portion of their annual vacation each year. A year for measuring vacation accruals begins with January 1 and ends on December 31. Up to \_\_\_\_\_ hours of vacation time may be carried over to the next calendar year. All other unused vacation time is forfeited without pay. See Section V of *Diocese of Marquette Personnel Policies* for the treatment of unused vacation time at termination of employment.

Vacations are scheduled so that the needs of the employer are continually met. Requests for vacation must be received at least two weeks prior to the desired date and must involve at least a one hour absence from work. Holidays that fall within a vacation are not counted as vacation time used. Vacation leave may not be changed to sick leave once the employee has begun vacation.

**2. Paid Personal Leave.**

Each full time employee is entitled to \_\_\_\_\_ days of paid personal leave per year. A year for measuring personal leave accruals begins with January 1 and ends on December 31. Personal leave will begin in the first full calendar year employed.

Paid personal leave must be used in full-day increments, and only upon prior approval of the employee's supervisor. Paid personal leave must be used in the year accrued, and will not be carried over to the next year. No payment for unused paid personal leave will be given upon termination of employment.

**3. Sick and Pregnancy Leave.**

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid sick and pregnancy leave.

Accrual of sick and pregnancy leave begins after the first month of employment. Sick and pregnancy leave is accrued monthly and may not be taken until it is earned. Sick and pregnancy leave is accrued for all full time employees at the rate of \_\_\_\_\_ hours per month worked.

Part time employees working twenty hours or more per week accrue a fraction of the sick and pregnancy leave accrued by full time employees. The fraction is the average number of hours the part time employee works, divided by the hours in the normal full-time work week. This fraction is then multiplied by the number of sick and pregnancy hours the employee would accrue based on years of service if full time.

Requests for pregnancy and sick leave must involve at least a one hour absence from work.

Unused sick leave may be carried over from year to year, with a maximum accumulation of \_\_\_\_\_ hours. No payment for unused sick leave will be given upon termination of employment.

An employee may use sick leave for his or her own illness or to attend to the illness of the employee's family.

"Illness" includes illness, pregnancy or related illness, injury, exposure to contagious disease endangering others, doctor or dentist appointments or for other similar absences that are approved by the supervisor.

During an illness in excess of five (5) days, the employee will notify the employer in writing as to probable length of absence.

4. **Holidays.**

All full time employees and regular part time employees will be allowed to take off, with pay, the following holidays when they fall on a normal workday. Regular part-time employees will receive pro-rated holiday pay on the basis of hours normally worked that day.

The following paid holidays and holy days are observed:

- \_\_\_\_\_

When the holiday falls on a Sunday, it is observed on the following Monday. When it falls on a Saturday, it is observed on the preceding Friday. Holy Days are to be taken off only when they fall on a workday.

5. **Funeral Leave.**

For the funeral leave policy, the employee's "immediate family" includes, spouse, children, stepchildren, foster children, parents, stepparents, foster parents, grandparents, grandchildren, sisters and their spouses, brothers and their spouses, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, or any other relative of the employee or spouse residing in the household of the employee.

Each employee regularly scheduled to work 20 or more hours per week is entitled to up to five (5) work days of funeral leave for the funeral of a parent, spouse or child. In the event of the death of another member of the employee's immediate family, the employee is entitled to leave of up to three (3) work days to attend the funeral if the funeral is within the Upper Peninsula of Michigan, and up to five (5) work days if the funeral is outside the Upper Peninsula.

Funeral leave is paid for employees who have completed at least 90 days of employment, and unpaid for employees who have not completed 90 days of employment.

If additional time off is required after the allotted funeral leave, the employee may use vacation or sick time with the prior approval of the supervisor. No funeral leave will be provided if the employee chooses not to attend the funeral.

**Section BB: BENEFITS**

Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and plans and are subject to change.

1. **Additional Benefits for Employees Working At Least 20 hours per week.**

a) **Health Insurance.**

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 20 to 29 hours per week:

PPO HD	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 30 to 39 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	\$ ____/mo. contributed by employee (must be between \$0 - \$100)
	Plus-one coverage	Employee premium contribution: _____ (percentage or dollar amount)
	Family coverage	Employee premium contribution: _____ (percentage or dollar amount)
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %

	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 40 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	\$____/mo. contributed by employee (must be between \$0 - \$100)
	Plus-one coverage	Employee premium contribution: _____ (percentage or dollar amount)
	Family coverage	Employee premium contribution: _____ (percentage or dollar amount)
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

**b) Flexible Benefit Plan – Employer Compensation Account.**

Employees who would be eligible for the employer’s health insurance coverage but who have such coverage through another source, and who provide proof of such coverage, are eligible for an Employer Compensation Account (ECA) through the MCC Flexible Benefit Plan. The employer contributes to the employee’s ECA in lieu of the employee’s enrollment in the employer’s health insurance coverage. (commonly referred to as “cash-in-lieu”). The employer must pay the same amount for all employees who participate in the ECA. The amount of the contribution is evaluated annually. For more details, see the plan summary provided by the MCC. The current annual amount contributed by this employer as “cash-in-lieu” is \$\_\_\_\_\_.

c) **Dental Insurance.**

Employees normally working 20 hours per week or more are eligible for dental insurance in accordance with the plan administered by Delta Dental Plan of Michigan. For more details, see the plan summary provided by the MCC.

Employees working _____ to _____ hours per week	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
Employees working _____ hours per week	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

d) **Disability Benefits.**

Employees normally working 20 hours per week or more are eligible for accident and sickness disability benefits, which may be short-term or long-term. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

**Short Term Disability Benefits.** Subject to the utilization of accumulated sick leave or the expiration of ten (10) consecutive business days, whichever is greater, an eligible employee may receive short term disability benefit payments for total disability at the rate of 66-2/3% of covered monthly salary. Short-term disability benefits are payable for a maximum of six months.

**Long Term Disability Benefits.** Subject to the utilization of accumulated sick leave and the expiration of 180 consecutive calendar days, an eligible employee may receive long term disability benefit payments to the attainment of age 65 at the rate of 60% of covered monthly salary.

e) **Life Insurance.**

Employees normally working 20 hours per week or more are eligible for life insurance in accordance with the master contract or certificate. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

2. **Employee-Paid Benefits Optional to the Employee.**

a) **Vision & Life Insurance.**

Optional vision and life insurance policies are available through Michigan Catholic Conference at full cost to the employee through payroll deduction. For more details, see the plan summary provided by the MCC.

b) **403(b) Plan.**

Optional 403(b) Plan is available through Prudential through employee contributions only. For more details, see the plan summary provided by the MCC.

**Section CC: USE OF EMPLOYER EQUIPMENT**

Personal use of equipment of the employer is allowed if approved by the employee's immediate supervisor. The employee must reimburse the employer for the cost of using the equipment, e.g., gasoline, photocopying, long distance telephone calls, postage. No equipment or property of the employer may leave the building at any time for personal use.

**Section DD: BUSINESS EXPENSES**

Employees who use their own vehicles and travel on behalf of the employer for business purposes will be reimbursed at a rate determined annually by the employer. Reasonable meal expenses will be reimbursed when an employee is attending employer-mandated special meetings and conferences inside or outside the Diocese of Marquette, or when the employee (with prior approval of his or her supervisor) engages in business on behalf of the employer during a meal. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement.

**Section EE: PROFESSIONAL DEVELOPMENT**

The employer supports and encourages the professional development of its employees. Expenses related to workshops and seminars will be paid by the parish or covered agency if approved by the employee's supervisor and if within the parish or covered agency's budget. Reimbursable expenses include hotel, meals, travel, and registration, provided these expenses are both documented with receipts and deemed reasonable. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement. Expenses for recreation incurred during a business trip will not be reimbursed.

**Section FF: INFANT-AT-WORK PROGRAM**

Employees who are returning to work after the birth or adoption of a new baby may be eligible to participate in the Infant-At-Work program of the Diocese of Marquette. The program allows a new parent to bring their infant to work with them until the child is eight months old or begins to crawl, whichever comes first. For details, please see human resources.