

§300 COMPENSATION

Introduction

The Archdiocese of Chicago strives to pay each employee a salary that is appropriate for one's level of responsibility. Also, in determining one's salary, consideration is given to individual performance.

§301 COMPENSATION GUIDELINES AND SALARY RANGES

301.1. Policy Compensation for Archdiocesan employees shall be determined by reference to the current *Compensation Guidelines for Lay Employees, Men and Women Religious, and Diocesan Priests Working in Parishes, Pastoral Center and Agencies*.

Procedures

If the position is not found in the *Guidelines*, the Pastor, Principal, or Administrator may consult with Employee Services before determining the compensation of the employee.

§302 PAY FREQUENCY AND CALCULATION

302.1. Policy Pay frequency shall be determined locally, but shall not be less frequent than monthly.

302.2. Policy All applicable federal and state deductions shall be made for all employees.

§303 OVERTIME

§303.1 Eligibility

303.1. Policy Only non-exempt personnel, as defined in §102.1, shall be paid overtime compensation.

§303.2 Overtime Compensation

303.2.1. Policy Hours worked in excess of the regular part-time or full-time schedule but less than 40 in a calendar week shall be compensated at straight time wages.

303.2.2. Policy Hours actually worked in excess of 40 in a calendar week, whether or not approved in advance, shall be compensated at 1 1/2 times straight time wages. This overtime rate applies only to hours actually worked in excess of 40 in a calendar week. Benefits such as holidays, vacations, sick days, etc. are not considered hours actually worked.

Procedures

All hours worked in excess of the regular full-time schedule in a calendar week shall be approved in advance by the Pastor, Principal, Administrator or appropriate agency director. Unapproved overtime must still be compensated in accordance with policy 303.2.2, but can be addressed through disciplinary action, as provided in §703.

§304 COMPENSABLE TIME ("COMP TIME")

304.1. Policy Non-exempt employees, as defined in §102.1, shall not be eligible to receive comp time.

304.2. Policy Comp time may be granted to exempt employees at the discretion of the Pastor, Principal, Administrator or appropriate agency director as long as the practice is applied consistently, in a non-discriminatory manner, to all applicable employees at that location.

Procedures

- a) Comp time for exempt employees refers to granted time off in the future for time currently worked.
- b) It is advised that pastors and supervisors require that comp time be taken within a realitively short period of time (e.g. 60 business days) and that the specific time taken be pre-approved.