

EMPLOYEE BENEFITS

All regular full-time lay employees working a minimum of thirty hours each week in a complete calendar year (52 weeks) are entitled to the minimum benefits established by the Diocese of Harrisburg.

School Employees who do not work throughout the complete calendar year must be scheduled for a minimum of 1560 hours during the school term to meet the requirements for benefits.

Professional employees with a full-time teaching contract for the school year are entitled to the benefits established by the diocese. A professional employee must teach classes at least four full days per week for the school term, along with participation in all faculty in-service and professional development requirements, to meet the definition of full-time employment.

The benefits are contained in the policies and regulations book, not as policies, but as a separate section entitled "Employee Benefits." As the benefits change or are updated, the changes will be incorporated into this section. To further explain the benefits, most of the benefit programs have a booklet, furnished by the Diocese of Harrisburg.

The current Employee Benefits Program may be found in the section entitled "Employee Benefits."

Policy

Revised: December 1, 2008

KCR/Bishop of Harrisburg