



DIOCESE *of* LA CROSSE

**PARISH PERSONNEL
NORMS and POLICIES**

REVISIONS LOG

Revision date	Link to revision	Person making the revision	Brief description of revision
February 10, 2025	Basic life	Nick Lichter	Updated Basic Life form links
	403(b)		Update 403(b) 5% matching
	Work related injury reporting		Updated work-related injury reporting w TeleCompCare information
February 12, 2025	Hold harmless	Nick Lichter	Added Hospital line to Volunteer Hold Harmless agreement
February 19, 2025	Employee compensation	NJL	Changed 'quarterly' to 'as scheduled'
November 7, 2025	Paid Leave Time (PLT)		Work hour requirements
November 7, 2025	Maternity/Paternity/Adoption Leave Policy		New Policy

Table of Contents

DEFINITIONS.....	4
VOLUNTEERS.....	5
SAFE ENVIRONMENT.....	5
HOLD HARMLESS.....	5
EMPLOYMENT AT-WILL.....	5
JOB DESCRIPTIONS.....	6
HIRING PROCEDURES.....	6
POST-HIRE/PRE-START DATE PROCEDURES.....	8
REQUIRED FORMS.....	8
CONDITIONAL FORMS.....	8
OPTIONAL FORMS.....	9
PERSONNEL RECORDS.....	9
EMPLOYEE EVALUATION.....	11
FEDERAL, STATE AND CHURCH EMPLOYMENT POSTERS.....	11
EMPLOYEE COMPENSATION.....	11
SALARY AND WAGES.....	12
WORK HOURS/TIME REPORTING.....	12
PAID HOLIDAY SCHEDULE.....	12
PAID LEAVE TIME (PLT).....	13
MATERNITY/PATERNITY/ADOPTION LEAVE POLICY.....	14
LEAVE OF ABSENCE WITHOUT PAY (UNPAID LEAVE).....	14
JURY DUTY AND TESTIFYING IN CIVIL COURT.....	15
FUNERAL LEAVE.....	15
EMPLOYEE BENEFITS.....	16
EMPLOYEE LAYOFF, RESIGNATION, DISMISSAL AND DISCIPLINE.....	17
EMPLOYEE LAYOFF.....	18
EMPLOYEE RESIGNATION.....	19
EMPLOYEE DISMISSAL AND DISCIPLINE.....	19
REPORTS OF WORK-RELATED INJURIES AND ILLNESSES.....	19
SEVERE WORK-RELATED INJURIES.....	20
OTHER WORK-RELATED INJURIES OR ILLNESS.....	20
VEHICLE SAFETY.....	20

Diocese of La Crosse, Parish Personnel Norms and Policies

SAFE ENVIRONMENT – CHILDREN 21

SEXUAL HARASSMENT POLICY 22

NEPOTISM 22

ADMINISTRATIVE RECOURSE 22

Exhibit A - Sample Parish Job Description..... 24

Exhibit B – Sample Parish Application for Employment 25

Exhibit C - Sample Applicant Interview Questions for At-Will Employment Positions 26

Exhibit D - Parish Employee Performance Evaluation 28

Exhibit E – Requirements for Posting Federal, State and Church Employee Information..... 29

Exhibit F – Sample PARISH PURCHASED SERVICES AGREEMENT 30

Exhibit G - VOLUNTEER WORKERS HOLD HARMLESS AGREEMENT 33

DEFINITIONS

- **Volunteers** are vital to parish life. A volunteer is any person, or parish staff, who performs services for the parish, but who does not receive any compensation for those services.
- **Ministerial¹ at-will exempt employees** perform substantial religious functions in the parish. Parish staff positions such as Catechist, Youth and Young Adult Minister or RCIA/OCIA coordinator, if they are paid and not volunteer, are considered Ministerial at-will exempt roles. Such employees are exempt from overtime regulations and do not receive additional compensation for hours worked in excess of 40 hours per week.
 - Priests having positions as Pastor, Assistant Pastor, Parochial Administrator, or Deacon who are compensated for work in ministerial roles are ministerial exempt employees. See [Decree Promulgating Norms for the Compensation of the Clergy in the Diocese of La Crosse](#) for details related to compensation of priests and deacons.
 - For ministerial roles the parish may require an employee to be a Roman Catholic in good standing.
- **Exempt² at-will employees** are executive, administrative, or professional staff who perform services for the parish and who receive salary compensation for their services. These employees are exempt from overtime regulations and do not receive additional compensation for hours worked in excess of 40 hours per week.
 - Religious discrimination is illegal for non-ministerial roles, a violation of both Federal and State law. The parish must not discriminate in hiring at-will employees.
- **Non-exempt at-will employees** are hourly staff who earn at least the federal minimum wage and qualify for overtime pay, calculated as one-and-a-half times their hourly rate for every hour they work beyond 40 hours per week.
 - Religious discrimination is illegal for non-ministerial roles, a violation of both Federal and State law. The parish must not discriminate in hiring at-will employees.
- **Contract³ employees** are staff who perform specific work, such as teaching or project work, over a specified time frame and at a specified fee. The employment contract denotes all the terms and conditions of employment.
 - All school employment contracts and compensation statements must be obtained from and filed with the diocesan School Superintendent.
 - Contracted employment is not [Employment At-Will](#)
 - Parishes should not contract any other staff roles except school employment contracts.
 - A copy of all other parish contracts must be submitted to the Office of Temporalities.
 - A Certificate of Insurance naming the parish as 'additional insured' must accompany each contract.
 - Contracts >\$20,000 must receive prior approval by the Bishop
- **Seasonal⁴ employees** are staff who work 14 weeks or less at certain times of the year.
- **Independent contractors** are a business entity, such as a self-employed individual, a sole proprietor, a limited liability company (LLC) or a firm who perform services for the parish, who is contracted to perform those services, and who otherwise satisfies all of the other

¹ Ministerial exception [Brotherhood Mutual website](#).

² The Difference Between Exempt vs. Non-Exempt Employees [Indeed website](#).

³ Determining whether the individuals providing services are (contract) employees or independent contractors [IRS website](#)

⁴ Seasonal Employment [Wisconsin Department of Workforce Development website](#)

conditions of independent contractor status as contained in Section 102.07, Wisconsin Statutes. (<https://docs.legis.wisconsin.gov/statutes/statutes/102/07>)

- Independent contractors are not parish employees.

VOLUNTEERS

All parish and school volunteers must participate in the Safe Environment Program and must complete and sign a [Hold Harmless Agreement](#).

SAFE ENVIRONMENT⁵

Reference <https://diolc.org/safe-environment/> for the most current requirements. The Pastor or Parish Administrator is responsible for screening all parish and school volunteers in accordance with Safe Environment guidelines.

- ☑ Parish and parish school volunteers must complete the Diocese of La Crosse Confidential Protect and Heal Questionnaire [Confidential Questionnaire \(#3\)](#)
- ☑ and Verification of Protect and Heal Training [Parent Verification of Training \(#5\)](#) before they can be allowed to do any work for the parish or school.
 - For each volunteer, the Diocese of La Crosse Confidential Protect and Heal Questionnaire and Verification of Protect and Heal Training must be updated annually.
- ☑ Before any work is allowed, volunteers must have had completed a basic criminal background check. [Basic Criminal Background Check \(#1\)](#)
 - Every five years, each volunteer is subject to a basic criminal background check.
- All parish volunteers who teach religious education, or are youth ministers, or who have regular contact with children must receive annual education and training in issues of child sexual abuse prevention.

HOLD HARMLESS⁶

Parishes incur significant emotional and spiritual risk when volunteers are exposed to work-related injury or illness. All parish volunteers must agree to release the parish from liability for damage or personal liability.

- Parishes must have all volunteers complete and sign the **Volunteer Workers Hold Harmless Agreement** form [Exhibit G](#).
 - Parishes must inform volunteers that there are no direct benefits available to them in the event of work-related injury.

EMPLOYMENT AT-WILL⁷

These Norms and Policies cover all parish at-will employees, exempt and non-exempt. Included are parish administrative and operational staff, parish secretaries, parish maintenance personnel, parish cooks and hot-lunch workers, parish financial administrators, parish daycare workers, paid religious education instructors and many other non-contract parish employees.

⁵ Safe Environment [DIOLC Protect and Heal website](#)

⁶ Hold Harmless [Diocese of Madison CARES](#) (Catholic Mutual form)

⁷ Employment At-Will [USA.gov](#)

Excluded from these Norms and Policies at-will policy considerations are parish clergy, volunteers, and contracted school staff such as teachers, or school administrators.

- At-will employees may be terminated at any time. The parish must not assure at-will parish employees of any certain employment term.
- At-will employees may be terminated without notice and without the parish having to state or prove cause.
- The parish must not offer at-will employees an employment contract intended for use in school roles⁸, such as offering a modified teacher's contract to a parish secretary.

JOB DESCRIPTIONS

Job descriptions define an employee's work for the parish. There must be a job description for each and all parish employees. All job descriptions must contain the following information:

- Job title
- Definition of employees' reporting relationships
 - employee's immediate supervisor
 - employee's direct subordinates, if any
- Clear declaration of exempt or non-exempt status
 - Questions regarding exempt status should be referred to the Office for Temporalities.
- A list of employee duties, responsibilities and activities
- A work schedule⁹, days and hours
- A clear declaration of the job as ministerial or non-ministerial
 - For ministerial roles the parish may require an employee to be a Roman Catholic in good standing.
 - For non-ministerial roles religious discrimination is illegal, a violation of both Federal and State law. The parish must not discriminate in hiring at-will employees.
- A list of required job qualifications
 - Authorization and acknowledgement of criminal background check and authorization for release of FBI information form must be completed by all employees.
- A sample format for a parish Job Description is attached as [Exhibit A](#).
- Job descriptions must be reviewed annually to insure that they accurately define the employee's role and related parish expectations.

HIRING PROCEDURES

- Certain parish positions, such as a Catholic Education teacher, evangelist or catechist, allow a bona fide occupational qualification (BFOQ)¹⁰. BFOQ positions are exempt from federal laws preventing religious discrimination and can require that an applicant must be a Roman Catholic in good standing.

⁸ Directive from Father Dhein on advice of Jessica Kirchner, Atty.

⁹ Diocese of La Crosse Diocesan Curia Work Hours and Time Reporting, Provision 6. "All employees shall have a predetermined workday and workweek schedule."

¹⁰ CM-625 Bona Fide Occupational Qualifications [U.S. Equal Employment Opportunity Commission website](#)

- All other parish positions, those which do not allow a BFOQ, must be open to all applicants of any religion.
- All applicants for parish at-will employment must complete the Office for Temporalities approved application form, [Exhibit B](#).
- Applications are valid only when a parish employment position is open and a vacancy exists. Applications expire 30 days from the date of application¹¹. No applications are received when there are no employment positions available.
- All employment applications must be retained in a secure location¹² at the parish for one year from the date of application.
 - Applications of those who are hired become part of the employee's personnel file.
- Applicant interviews are an important component of the hiring process. All applicants must be given equal opportunity and treated equitably. The following guidelines must govern any employment interviews that occur:
 - A set of interview questions for each open employment position must be determined prior to conducting the first interview.
 - All applicants selected for interview must be asked the same set of interview questions.
 - Interview questions must guard the applicant's personal privacy. Questions regarding the applicant's age, potential handicap or disability, race, national origin, marital status, pregnancy or childbearing, family leave needs, or questions that infringe on the applicant's personal privacy are unnecessary, potentially illegal and may expose the parish to lawsuits and penalties. [Exhibit C](#) offers some example interview questions.
 - Interview notes, if any are taken by those conducting an applicant interview, must be retained for one year from the date of application.
 - Each interviewed applicant must be told the position's job title, job description, and general information concerning diocesan and parish employee benefits.
- The parish pastor, or hiring authority must check at least two applicant references prior to making an offer to hire.
- All parish and school employees must participate in the Safe Environment program. Reference <https://diolc.org/safe-environment/> for the most current requirements. The Pastor or Parish Administrator is responsible for screening all parish and school prospective employees in accordance with Safe Environment guidelines.
 - Prospective parish and parish school employees must complete the Diocese of La Crosse Confidential Protect and Heal Questionnaire [Confidential Questionnaire \(#3\)](#)
 - Prospective parish and parish school employees must complete the Verification of Protect and Heal Training [Parent Verification of Training \(#5\)](#) before they can be allowed to do any work for the parish or school.
 - For each employee, the Diocese of La Crosse Confidential Protect and Heal Questionnaire and Verification of Protect and Heal Training must be updated annually.
 - Before any work is allowed, each prospective teacher, youth minister and director or coordinator of religious education must have had completed comprehensive (fingerprint) criminal background check. All other parish or school prospective employee must have had completed a basic criminal background check. [Basic Criminal Background Check \(#1\)](#)
 - Every five years, each employee is subject to a basic criminal background check.

¹¹ How long do job postings stay active? [Indeed Career Guide website](#)

¹² Record Keeping Requirements for Wisconsin Employers [WI Department of Workforce Development website](#)

- All parish and school employees who teach religious education, or are youth ministers, or who have regular contact with children must receive annual education and training in issues of child sexual abuse prevention.

POST-HIRE/PRE-START DATE PROCEDURES

Certain forms, some of which are required as noted below, must be completed for all employees. These forms sustain a Safe Environment, comply with state and federal law and, for employees who are eligible, specify optional insurance and retirement benefit plan participation.

REQUIRED FORMS

- ☑ **Safe Environment Diocese of La Crosse Confidential Protect and Heal Questionnaire [Confidential Questionnaire \(#3\)](#)** This form is required of all parish employees, and must be completed and verified prior to employment.
- ☑ **Safe Environment basic criminal background check. [Basic Criminal Background Check \(#1\)](#)** This form is required of all parish employees, and must be completed and verified prior to employment.
- ☑ **Employee's Withholding Certificate Form W-4, <https://www.irs.gov/forms-pubs/about-form-w-4>** This form is required of all parish employees.
- ☑ **Employment Eligibility Verification Form I-9, <https://www.uscis.gov/i-9>.** This form is required of all parish employees.
 - Each new employee must provide a copy of their Social Security card and driver's license to verify that the employee's name and social security number are accurately assigned on their employment forms.
- ☑ The Pastor or Parish Administrator must complete the online **Wisconsin Department of Workforce Development 'new and re-hired employees form'**. <https://wi-newhire.com/> This form is required of all parish employees.
- ☑ **Employee's Wisconsin Withholding Exemption Certificate Form WT-4 <https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf>** This form is required of all parish employees.

CONDITIONAL FORMS

- ☑ Non-seasonal employees normally scheduled for at least 20 hours of work per week, (1,000 hours per year), are eligible for the Diocese of La Crosse 403(b) Thrift Plan, a retirement savings program. The Plan is provided by Mutual of America Financial Group and administered through [online enrollment](#).
 - School staff who are normally scheduled to work 20 hours or more per week for the full academic year are eligible for the Plan.
 - Employees scheduled to work less than 20 hours per week, (1,000 hours per year), are not eligible for the Plan and do not need to fill out the online enrollment form.
- ☑ Non-seasonal employees normally scheduled for 30 hours of work, or more, per week are eligible for the Group Term Life and Accidental Death & Dismemberment Insurance (Basic Life/AD&D) benefits. Basic Life Insurance is provided by The Hartford and administered by SAFS through an enrollment form found online, the [Standard Elections](#) form. The **Diocese of La Crosse Lay Benefits Employer & Participant Information New Enrollment** is required of all non-seasonal parish employees.
 - The parish must pay at least 50% of the premium cost for Basic Life/AD&D Insurance.

- If the parish elects to pay 100% of the insurance premium all eligible parish employees must enroll.

OPTIONAL FORMS

Non-seasonal employees normally scheduled for 30 hours of work, or more, per week are eligible for additional optional insurance coverages as listed below.

- ☑ Employees are eligible to enroll in the Diocese of La Crosse Employee Medical Plan – Lay Group (Medical Insurance). The plan provides medical insurance for employees, spouse and children through Anthem Blue Cross Wisconsin, <http://www.anthem.com/contact-us/wisconsin/> and is administered by SAFS. Plan details and benefits can be found on SAFS website.
 - Costs for Medical Insurance are the employee’s responsibility, or as otherwise designated by a parish’s employee benefits policy.
 - Employees must use [Diocese of La Crosse Lay Benefits Employer & Participant Information New Enrollment](#) form to enroll. This is an optional form.
 - There are three available Medical Insurance plans. Participating employees must choose one.
 - Traditional Deductible Health Plan.
 - High Deductible Health Plan/HSA. Employees choosing this plan may complete the online **Health Savings Account (HSA) Contribution Election Form, [HSA Payroll Deduction](#)** form.
 - “The MAX” HDHP/HSA. Employees choosing this plan must complete the online **Health Savings Account (HSA) Contribution Election Form, [HSA Payroll Deduction](#)** form.
- ☑ Lay Group Pharmacy/Prescription Drug Benefit (Pharmacy Benefit) is provided by CVS Caremark and administered by SAFS through an enrollment form found online. Costs for Pharmacy Benefit are the employee’s responsibility, or as otherwise designated by a parish’s employee benefits policy. The [Mail Service Order Form](#) is an optional form.
- ☑ Lay Group Vision Benefit (Vision Benefit) is provided by VSP vision care and administered through SAFS through an enrollment form found online. Costs for Vision are included in the health insurance premium, or as a separate benefit and are the employee’s responsibility, or as otherwise designated by a parish’s employee benefits policy. The Vision Benefit [Online Account Access](#) is optional.
- ☑ Lay Group Dental Benefit (Dental Benefit) is provided by Delta Dental of Wisconsin and administered through SAFS through an enrollment form found online. Costs for Dental Benefit are the employee’s responsibility, or as otherwise designated by a parish’s employee benefits policy. The Dental Benefit is online at the [Delta Dental website](#) and is optional.
 - ☑ Employees who waive initial Basic Life/AD&D Insurance coverage remain eligible to request Basic Life/AD&D coverage at a later time subject to The Hartford evidence of insurability requirements. Any additional costs for reinsurance are the employee’s responsibility. Contact St. Ambrose Financial Services, <https://www.stambrosefinancial.com/> for more information.

PERSONNEL RECORDS

A confidential personnel file must be maintained for each employee of the parish. Personnel records include any documents or data relevant to the employee’s work history with the parish,

extending from pre-employment through retirement, quit or termination. The employee personnel file is maintained for the mutual protection of both the employer and employee.

- The parish pastor, or his designated administrator, is custodian of personnel records.
- The employee personnel file is property of the parish¹³.
- Wisconsin Statute 103.13 Records open to employee require that personnel documents must be made available to the employee on request. Any employee request must be made in writing, and a copy of the request must be retained in the employee's file.
<https://docs.legis.wisconsin.gov/statutes/statutes.103/13>
- Retention, review and disclosure of any employee personnel records shall conform to Canon law, all laws of privilege and confidentiality, and WI Statute 103.13.
- The personnel file must be secured in a locked, metal filing cabinet.
- The secured personnel file must retain the following documents:
 - Employment application.
 - Employment references.
 - Any employee interview notes or summary.
 - Record of dates of employment, job titles and salaries
 - Evaluations and related employee correspondence.
 - Records of leaves of absence.
 - Records of all disciplinary action or discharge.
 - Notice of resignation.
- Any employee medical record documentation must be maintained separately, secured in a locked, metal filing cabinet. Health Insurance Portability and Accountability Act (HIPAA), federal law requires employers to protect medical records as confidential information kept separate and apart from other business records.
<https://www.hhs.gov/hipaa/index.html> The following documents are considered employee medical records.
 - any document that contains private medical information about the employee or the employee's family
 - doctor notes
 - claims for medical services
 - disability documents
 - forms for short term, long term, or temporary leaves
 - return to work documents
 - Family Medical Leave Act (FMLA) documents
 - Americans with Disabilities Act (ADA) documentation of reasonable accommodations
 - documents related to work restrictions
 - communications during the process of determining reasonable accommodations
 - correspondence related to medical leaves and absences
 - transitional work agreements
 - worker's compensation records or correspondence
 - injury or illness reports
 - Occupational Safety and Health Administration (OSHA) injury and illness reports

¹³ Code of Conduct for Church Personnel, Records and Information [Archdiocese of Saint Paul and Minneapolis website](#)

EMPLOYEE EVALUATION

It is recommended that the parish conduct an annual written employee job performance evaluation for each non-seasonal, ministerial and at-will employee. Additional evaluations are at the discretion of the employee's supervisor.

The evaluation process intends a positive experience for both the employee and supervisor, a framework that encourages productive communication and recognizes performance.

- The employee's job description should be the basis for job performance evaluation.
- At least once per year the employee's supervisor should interview each employee, review work performance and document the resulting evaluation in writing.
- Each employee should receive a copy the job performance evaluation by June 30.
 - All evaluations should be completed on the **Parish Employee Performance Evaluation form** approved by the Office for Temporalities. ([Exhibit D](#))
- The evaluation should be reviewed by the employee and his or her supervisor, signed by both parties, and a signed copy should be provided to the employee.
- Only signed evaluations are to be included in the employee's personnel file.
- Employees are entitled to attach a written statement as a component of their evaluation.
- Any written statement from the employee should be included with the evaluation copy in the employee's personnel file.

FEDERAL, STATE AND CHURCH EMPLOYMENT POSTERS

Parishes must post all required Federal, State and Church employment posters in a conspicuous location where they can be read and reviewed by employees. See attached **REQUIREMENTS ON POSTING FEDERAL, STATE AND CHURCH EMPLOYEE INFORMATION**, [Exhibit E](#), for a listing of required posters and download links to obtain the required posters.

EMPLOYEE COMPENSATION

Each parish must withhold FICA/Social Security and Medicare taxes for all employees and must pay the employer's portion of Social Security or Medicare tax.

- The parish must remit employee federal tax withholdings, as well as the employer's portion of Social Security and Medicare expense as scheduled via the **Electronic Federal Tax Payment System® (EFTPS)** tax payment service which is provided free by the U.S. Department of the Treasury. <https://www.eftps.gov/eftps/>
- The parish must also file **Form 941, Employer's Quarterly Federal Tax Return** to report employee federal tax withholdings, and to report payment of the employer's portion of Social Security or Medicare tax.
- The parish must issue a **Form W-2, Wage and Tax Statement** annually to each employee. <https://www.irs.gov/forms-pubs/about-form-w-2>
- The parish must file a **Form W-3, Transmittal of Wage and Tax Statements** annually. <https://www.irs.gov/forms-pubs/about-form-w-3-ss>
- Each parish must withhold Wisconsin state income tax for Wisconsin employees.
 - The parish must remit employee state tax withholdings as scheduled by the Wisconsin Department of Revenue. <https://www.revenue.wi.gov/Pages/Withholding/home.aspx>

- A person may perform services for multiple parishes, however they must be an employee of only one parish, and compensated from a single parish payroll. Parishes must negotiate a **Purchased Services Agreement** ([Exhibit F](#)) to share the services of a single employee who, for payroll purposes, must be employed by only one, single parish.

SALARY AND WAGES

All parishes must pay a just wage or salary. Just payment is timely, is proportional to the work performed, meets or exceeds subsistence and furnishes the employee's family means to cultivate material, social, cultural and spiritual life.

- Each parish must adopt a salary or wage schedule.
- Factors determining the payment schedule must include the employee's role, experience, education and employment market conditions.
- The salary and wage schedule must specify objective criteria only, without subjective pay variance susceptible to hiring manager likes and dislikes.
- The parish must not determine salary or wages based on gender, family need, nor on any unjust or illegal basis.
- Prior to implementation the schedule must be reviewed and approved for legal compliance by the Office for Temporalities.

WORK HOURS/TIME REPORTING

- Parish priests do not submit timesheets as parish employees.
- All other parish employees, ministerial, exempt and non-exempt, must submit timesheets for each payroll period.
- Parishes must establish a work week schedule for each employee except priests.
- Parishes must keep work week schedules, timesheets and other payroll records for all employees, except priests, for a period of two years. Timesheet federal law¹⁴ requires accurate records of employee work schedule and hours including clock-in and clock-out times and total hours worked per day.
- Unless the specific employee position is exempt from the State and Federal Wage Hour Laws, parishes must not employ employees more than 40 hours per week without paying overtime compensation of 1½ times the employee's regular rate for time worked after 40 hours.
- Compensatory time off, or "comp time", violates diocesan policy and in some cases is illegal. Compensatory time off is any arrangement where an employee is paid their regular rate for time off in lieu of being paid overtime compensation for time worked in excess of 40 hours. Compensatory time off arrangements must not be used for parish employees.

PAID HOLIDAY SCHEDULE

- Parishes, as part of the parish employee benefit package, must provide at least the following paid holidays:
 - New Year's Day

¹⁴ Recordkeeping Requirements under the Fair Labor Standards Act (FLSA) [Wage and Hour Division of the US Department of Labor website](#)

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Parishes are encouraged to include other holy day as paid holidays when appropriate.
- Whenever a holiday falls on Saturday it will be observed on Friday. Whenever a holiday falls on Sunday it will be observed on Monday.
- Holiday pay must be consistent with, and calculated from, an employee's normal work schedule and wages. Employees must be paid for holiday hours equal to normally scheduled work hours as holidays are observed, and must be paid a holiday wage equal to the employee's scheduled wage.
- Non-exempt employees who work on an observed holiday must receive holiday pay plus their normal wages for all hours worked on the holiday.
- Paid holiday hours will not be considered time worked for purposes of computing overtime.
- An employee on unpaid status immediately before and/or after the observed holiday is not eligible for holiday pay.

PAID LEAVE TIME (PLT)

- Parishes must provide leave time to all regularly scheduled, non-seasonal employees who are scheduled to work twenty hours or more per week.
- Parishes must calculate employee leave time on the basis of a full-time work schedule, 2,080 hours of work per year (40 hours/week X 52 weeks = 1 year of service), as follows:
 - Up to 1 year of service: 88 hours paid leave time per year
 - From 1 year to 5 years of service: 128 hours paid leave time per year
 - From 5 years to 15 years of service: 168 hours paid leave time per year
 - After 15 years of service: 208 hours paid leave time per year
- PLT accrues from the employee's date of hire proportionally to their scheduled work hours. (For example, a first year employee scheduled 1,040 hours per year accrues 44 hours PLT as they work those scheduled hours.)
- PLT must be used by the employee as actual paid time off of work. Parishes must not pay employees for unused PLT.
- PLT accruals, a carryover of leave time from one year to the next, is at the discretion of the parish. If PLT accruals are allowed it is recommended they should not exceed three months for any employee.
- Employee years of service are administered separately per parish, they do not carryover from one parish to another.
- In the event an employee is laid off, or resigns with proper notice, accrued PLT will be compensated at a rate of 50% leave time equivalent wages or salary.
- Work-related injuries or illness time off must be applied to worker's compensation insurance. PLT compensation must not be paid by the parish during an employee's recovery from work-related injuries or illness.
- PLT abuse by an employee, such as improper notice of leave, leave disruption of a parish work schedule, or leave use that impairs the effectiveness of the PLT program, is grounds for discharge.

MATERNITY/PATERNITY/ADOPTION LEAVE POLICY

Parishes seek to provide a family friendly work environment by allowing for Maternity/Paternity/Adoption Leave for the care of new family members.

- Employees will be provided with up to four weeks leave with pay for maternity/paternity/adoption of a child. This commences with the birth of the child or, in the case of adoption, with the day the child is brought to the home.
- The employee must have a minimum of 1 year of service as a regular, benefit eligible employee with the parish and must have worked a minimum of 1,250 hours for the parish during the 12 months leading up to the event, in order to be eligible for paid leave.
- Eligibility for additional leave (unpaid) may also be available in accordance with the Family Medical Leave Act. All applicable leave shall run concurrently and shall not exceed a total of twelve weeks during a calendar year.

LEAVE OF ABSENCE WITHOUT PAY (UNPAID LEAVE)

An employee may request and be granted a leave of absence without pay (unpaid leave) at the pastor's discretion and in consultation with the employee's supervisor. Employees may not request unpaid leave as a substitute for PLT not yet earned. Unpaid leave is subject to the following provisions.

- Employees who have been employed by the parish a minimum of 52 weeks and who have worked more than 1,250 hours during that period are eligible for not more than 12 weeks of unpaid leave.
- Employees who have been employed less than 52 weeks or have worked less than 1,250 hours during that period are eligible for prorated unpaid leave based upon length of employment, using the following prorated standard:

Length of Employment

- At least 4 weeks but less than 8 weeks:
- At least 8 weeks but less than 16 weeks:
- At least 16 weeks but less than 24 weeks
- At least 24 weeks but less than 32 weeks
- At least 32 weeks but less than 40 weeks:
- At least 40 weeks but less than 48 weeks:

Prorated Unpaid Leave

- One week
- Two weeks
- Three weeks
- Four weeks
- Five weeks
- Six weeks

- Employee leaves, paid, unpaid or due to disability, or any and all of these causes for absence in combination must not exceed 12 weeks during any 52 week period.
- Unpaid leave must be approved in advance by the pastor.
- An employee may request unpaid leave¹⁵ for:
 - The birth of a child or placement of a child with the employee for adoption or foster care
 - The care for a child, spouse, or parent who has a serious health condition
 - A serious health condition that makes the employee unable to work
 - Reasons related to a family member's service in the military, including
 - Qualifying exigency leave – leave for certain reasons related to a family member's foreign deployment, and

¹⁵ The Family and Medical Leave Act [Wage and Hour Division of the US Department of Labor website](#)

- Military caregiver leave – leave when a family member is a current service member or recent veteran with a serious injury or illness.
- The employee must request unpaid leave from the pastor in writing, in advance and with a copy of the request to the employee's supervisor.
 - The employee's unpaid leave request must fully document reasons for the requested leave.
- The employee must exhaust all accrued PLT prior to taking unpaid leave.
- Unpaid leave must be consecutive, intermittent unpaid leave is **not** permitted.
- The parish is **not** required to return an employee to his or her former position following unpaid leave. It is understood that the parish will make reasonable efforts to return the employee to the prior role, but all employment risk is borne by the employee.
- During approved unpaid leave the employee retains employment status
 - The employee retains access to diocesan group life, health and dental insurance plans so long as the employee's share of any premiums is paid on time.
 - Employees do not accrue years of service during unpaid leave.

JURY DUTY AND TESTIFYING IN CIVIL COURT

Wisconsin [Statute 756.255](#) states that an employer shall grant an employee a leave of absence for jury service. Parishes must recognize employees' civic obligation and must grant paid leave time for jury duty when an employee is called to serve, subject to the following provisions.

- The employee must present the official court notification of juror selection to his or her supervisor as evidence of their jury service.
- The employee must present a court statement of daily compensation as evidence of the court payments for jury service.
- The employee must surrender all court payments, except mileage compensation, to the parish.
- The employee must report to work whenever they have been excused from jury duty prior to 12:00 noon.
- Employees who are subpoenaed to testify as a court witness, or who volunteer as a court witness in any case must use their accrued PLT or, if PLT is exhausted, must take the time off as unpaid leave.

FUNERAL LEAVE

The parish must pay employees during absences due to attendance at funerals, in accordance with the following provisions:

- An employee may be paid up to three (3) working days to attend the funeral of a spouse, child, father, mother, brother, sister, stepchild, stepfather, stepmother, stepbrother, stepsister, employee's guardian, father-in-law, or mother-in law.
- An employee may be paid up to one (1) working day to attend the funeral of grandparents, spouse's grandparents, brother-in-law, son-in-law, or daughter-in-law.
- Unless otherwise directed by the pastor, attendance at all other funerals shall be unpaid.

EMPLOYEE BENEFITS

Employee eligibility for employee benefits varies depending on date of hire, work schedule, diocesan policy, parish policy and employee preferences.

- **Diocese of La Crosse Lay Employees' Retirement Plan** This is a defined benefit retirement Plan that has been frozen, no additional employees beyond those already enrolled as of December 31, 2006 can become Plan participants. Questions regarding the Plan should be directed to the Plan Administrator, St. Ambrose Financial Services, Inc.
 - St. Ambrose Financial Services, Inc. 3710 East Avenue South, P.O.Box 4004 La Crosse, Wisconsin 54602-4004 (608) 788-7700
<https://www.stambrosefinancial.com/>
- Parishes must offer all eligible employees equal opportunity to participate in all other employee benefits.
 - Non-seasonal parish employees scheduled to work at least 20 hours per week, (1,000 hours per year) are eligible to participate in the diocesan **403(b) Thrift Plan**.
 - Employees may make voluntary salary reduction contributions to their 403(b) Thrift Plan, including Designated Roth Contributions.
 - Parishes must make employer matching contributions equal to the employee's salary reduction contribution, but not to exceed 5% of the employee's compensation during the plan year.
 - See the 403(b) Thrift Plan [Summary Plan Description](#) for details. The 403(b) Thrift Plan is administered by Mutual of America Financial Group.
 - Lisa A. Lipusch
Director, Senior Client Relationship Manager
Mutual of America Financial Group
Two Park Plaza
10850 W Park Place Suite 600
Milwaukee, WI 53224
(414) 540-7025
<https://www.mutualofamerica.com/>
 - Diocesan policy requires that eligible parish employees must be offered **Basic Group Term Life and Accidental Death & Dismemberment Insurance** (Basic Life) benefits. Questions regarding the Basic Life should be directed to St. Ambrose Financial Services, Inc.
- Diocesan policy requires that parishes must offer eligible employees enrollment access to diocesan **Health, Dental, Pharmacy, Disability, Voluntary Life and other Insurance** benefits at the employee's own expense. Optionally, with the pastor's approval, a parish may provide an employee benefit of any portion of any insurance premium.
 - Parishes are not required to provide an insurance premium employee benefit.
 - Parishes must not sponsor or participate in any alternate insurance premium employee benefit besides the insurance subscribed by the Diocese of La Crosse.
 - Parishes must not offer compensation of any kind to an employee who has declined an employee benefit, or who has declined any of the voluntary insurance coverages.

- Parishes must not contribute to an employee's health savings account (HSA) plan.
- Questions regarding diocesan insurance should be directed to St. Ambrose Financial Services, Inc.
- The **Church Unemployment Pay Program (CUPP)** provides church-funded unemployment coverage for lay parish employees. Employees employed by the parish a minimum of 20 weeks and who have worked 20 hours or more per week during that period are eligible for CUPP¹⁶.
 - Priests, members of religious communities/orders and seasonal workers are not eligible for CUPP.
 - Because parishes are exempt from the Wisconsin state unemployment program, parish employees are ineligible to receive Wisconsin state unemployment benefits.
 - The CUPP weekly benefit rate is determined by past wages, weeks worked, and several other factors.
 - No benefit will be paid for more than 26 weeks.
 - CUPP is administered by Church Unemployment Pay Program.
 - Church Unemployment Pay Program
106 E Doty St
Ste 300
Madison, WI 53703
<https://www.cuppwi.org/>
- Parishes have coverage for **Worker's Compensation** insurance. Coverage benefits all parish employees for work related injury regardless of fault and limits payments to wage loss, medical treatment and certain disability and rehabilitation payments.
 - Worker's Compensation benefits administrator is **Catholic Mutual Group**.
<https://www.catholicmutual.org/en-us/home.aspx>
 - Catholic Mutual Group
Ben Burrow
Assistant Claims/Risk Manager
3710 East Ave S
La Crosse, WI 54601
Work: (608) 519-9890
Mobile: (608) 386-6406
24-Hour General Assistance: (800) 228-6108
bburrow@catholicmutual.org

EMPLOYEE LAYOFF, RESIGNATION, DISMISSAL AND DISCIPLINE

Parishes experience loss of employees through layoff, resignation or dismissal. Any of these changes to employment status is considered a termination.

- Parish must compensate the terminated employee for any amounts due¹⁷.

¹⁶ How do I know if I'm eligible? [Church Unemployment Pay Program FAQ website](#)

¹⁷ Wage Payment and Collection Law [Wisconsin Department of Workforce Development website](#)

- Wages or salary due at the time of termination.
- Reimbursed expenses for authorized purchases, travel, or other expenditures.
- Two week's severance wages or salary, at the pastor's discretion.
- Accrued and unused PLT.
 - Accrued and unused PLT will be compensated at a rate of 50% leave time equivalent wages or salary.
- Parish must communicate change of employment benefits status for the terminated employee¹⁸.
 - The terminated employee must be informed of benefits administrator resources.
 - Parish must inform the terminated employee that insurance benefit resources are administered through St. Ambrose Financial Services.
<https://www.stambrosefinancial.com>
 - Parish must inform the terminated employee that 403(b) Thrift Plan resources are administered through Mutual of America <https://www.mutualofamerica.com/>
 - Parish must inform the terminated employee that unemployment benefits are administered by CUPP <https://www.cuppwi.org/>
 - Benefits administrators must be informed of the employee's termination.
 - Insurance coverage administrator St. Ambrose Financial Services must be informed that the former employee has been terminated.
 - Send a webform or email with notice of termination, full name and last day of employment. <https://www.stambrosefinancial.com/contact-us>
 - Complete an updated **Diocese of La Crosse Lay Group Benefits Enrollment & Change Form** for the terminated employee.
<https://stambrosefinancial.com/lay>
 - 403(b) Thrift Plan administrator Mutual of America must be informed that the former employee has been terminated.
 - Logon to SponsorConnect to advise Mutual of America that the employee has been terminated. <https://sponsor.mutualofamerica.com/>
 - It is not necessary to notify CUPP of employee termination. Rather, CUPP may contact the parish as needed to verify particulars regarding employee termination.

EMPLOYEE LAYOFF

A parish may layoff an employee for parish related factors such as lack of work, lack of funding, reduction of staff, reorganization, termination of programs, as needs of the parish may require.

- Advance notice of layoffs to employees is recommended. At least two (2) weeks advance notice is suggested.
- Laid off employees may be covered by the Church Unemployment Pay Program if they otherwise are eligible.

¹⁸ An Employee's Guide to Health Benefits Under COBRA [Employee Benefits Security Administration U.S. Department of Labor website](#)

EMPLOYEE RESIGNATION

An employee's resignation affects the parish's ability to provide uninterrupted service as well as the employee's employment benefits. For these reasons parish employees must give no less than two weeks advance written notice of resignation.

- Employee written notice to the parish must include the following critical dates and information¹⁹:
 - Date of resignation written notice
 - Employee address, including the employee's full, formal name.
 - Employee's statement of resignation.
 - Date when resignation becomes effective, final date of employment
 - Employee's signature

EMPLOYEE DISMISSAL AND DISCIPLINE

Unless employed under the terms of a specific written employment contract for a definite term, all parish employees are employees at-will. Nothing contained in these norms and policies, express or implied, intends to alter an employee's at-will employment status. At-will employees may be dismissed without notice, for any reason (that is, without having to establish "just cause" for termination) as long as the reason is not illegal (such as firing because of the employee's gender, sexual orientation, religion, race, or disability status).

- Parish dismissal of an employee, or serious discipline of an employee, must be reviewed in advance by the Office for Temporalities.
- Parish staff must accompany removal of any dismissed employee from the parish premises and ensure that parish security is protected.
 - Parish must require dismissed employee to return keys for parish buildings, doors, or other lockable access points²⁰.
 - Parish must change lock combinations and keyed assets as needed to secure parish doors, safes, desks, file cabinets and other properties.

REPORTS OF WORK-RELATED INJURIES AND ILLNESSES²¹

Parishes must promptly report work-related injuries and illnesses to ensure the safety and well-being of all employees, volunteers and contractors, to comply with legal obligations, and to facilitate timely medical attention and documentation.

- All parish staff, including employees and volunteers, must report work-related injuries promptly, regardless of severity. In case of injury parish staff must:
 - Ensure their own safety and the safety of others.
 - Seek immediate medical attention if necessary.
 - Inform their supervisor as soon as possible.

¹⁹ What To Include in Your Resignation Letter (Plus Tips and Example) [Indeed website](#)

²⁰ REVIEW OF PARISH/SCHOOL ACCOUNTS AND FINANCIAL CONTROL GUIDELINES Fin.II.A.page 2, Physical Control, para 1 and 2

²¹ Worker's Compensation Guidelines, Ben Burrow Assistant Claims/Risk Manager, Catholic Mutual undated memo to Nick Lichter August, 2024 and [Catholic Mutual website](#)

- Parish volunteers and contractors are not covered by the parish's Workers Compensation insurance policy.

SEVERE WORK-RELATED INJURIES

The **Occupational Safety and Health Administration** (OSHA) requires employers, including parishes, to report all employee fatalities and severe work-related injuries, including amputation, in-patient hospitalization, or loss of an eye.

- Parishes must report fatalities and severe work-related injuries to Catholic Mutual Group.
- Catholic Mutual Group will report work-related fatalities and work-related severe injuries to OSHA on behalf of the parish.
 - Work-related fatalities must be reported to OSHA within 8 hours.
 - Work-related severe injuries must be reported to OSHA with 24 hours.
 - Catholic Mutual Group will complete an **Employer's First Report of Injury form WKC-12**, a Wisconsin Department of Workforce Development required form.
<https://dwd.wisconsin.gov/dwd/forms/wkc/wkc-12-e.htm>

OTHER WORK-RELATED INJURIES OR ILLNESS

Employees must report all other work-related injury or illness that occur during employment, or while performing duties for the parish, regardless of degree or symptoms.

- A work-related injury report must be submitted within 24 hours of the incident for all work-related injuries and illnesses regardless of degree or symptoms.
- Employees should be aware that some work-related injuries may not manifest immediate symptoms. Employees must report any unusual symptoms or changes in health status (such as headaches, dizziness, or increased pain) to their supervisor.
- Parish staff, the pastor or employee supervisor, must contact TeleCompCare, or Catholic Mutual Group, or the Office for Temporalities to make verbal and written reports within 24 hours of the incident.
- **TeleCompCare (866) 323-4227, Policyholder Name: Diocese of La Crosse, TCC Number 100389** provides telephone access to unbiased, expert nurses who assist supervisors and employees with triage of non-emergency work-related injuries.
 - TeleCompCare is available 24 hours per day, every day.
 - TeleCompCare will complete the required Employer's First Report of Injury form WKC-12.
 - TeleCompCare will send a copy of the Employer's First Report of Injury form WKC-12 to the employee, supervisor, pastor and Office of Temporalities within twenty-four (24) hours of the incident.
 - TeleCompCare is an affiliated agency of Catholic Mutual Group.

VEHICLE SAFETY

Vehicle safety facilitates essential parish tasks and ministries while protecting personnel and avoiding risk.

- Parishes must assign a Vehicle Safety Coordinator to oversee vehicle insurance coverages, safety compliance and driver qualifications.
- Parishes must require proof of vehicle insurance for all privately-owned vehicles prior to use on behalf of the parish or school.
 - Require minimum limit of \$100,000 coverage for injury or death of a single person

- Require minimum limit of \$300,000 coverage for injury of death of two or more persons
- Parishes must insure all parish-owned vehicles to coverage minimums as listed above.
- Parishes must require current, valid vehicle registration, license plates and inspect that all vehicles used for parish business are in safe operating condition.
- Parish must require that all drivers conducting parish business are qualified
 - Aged twenty-one or older
 - Current, valid driver's license for the vehicle operated
 - Driver has completed Catholic Mutual Group [Be Smart-Drive Safe](#) online defensive driving course.
- Employees involved in a motor vehicle accident while conducting parish business must report the accident to an appropriate law enforcement agency, to the vehicle insurer and to Catholic Mutual Group.

SAFE ENVIRONMENT – CHILDREN

Jesus said: "Let the children come to me" (Mt 19:14). Parishes must work with parents, civil authorities, educators and community organizations to make and maintain the safest environment for minors.

- All parishes of the Diocese of La Crosse must comply with the United States Conference of Catholic Bishops' (USCCB) [Charter for the Protection of Children and Young People](#), the [Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse](#) (green book), [The Revised Sexual Misconduct Policy and Procedures For the Diocese of La Crosse](#) (red book), and the Diocese of La Crosse Safe Environment Program. Please consult the Diocese of La Crosse Safe Environment website for details. (<http://diolc.org/safe-environment/>)
- Parish staff, employees and volunteers, must report sexual misconduct, including sexual harassment (see below), immediately. Use the [Diocese of La Crosse – Report Form Sexual Misconduct](#), follows instructions on the Diocese of La Crosse Safe Environment [Reporting an Incident](#) website or contact
 - Mrs. Teresa Brown
Complaint Intake Agent
The Diocese of La Crosse
P.O. Box 4004
La Crosse, WI 54602-4004
(609) 791-0719
intakeagent@diolc.org
- Parishes must protect employees who report sexual harassment, or sexual misconduct, from retaliation or other adverse employment action.
- Parishes must protect the confidentiality of all involved parties throughout the reporting, investigation and resolution of reported sexual misconduct²².

²² Investigating a Sexual Harassment Complaint [Wisconsin Department of Workforce Development website](#).

SEXUAL HARASSMENT POLICY

All employees of the parish are entitled to work in an atmosphere free from sexual harassment. Sexual harassment can include unwelcome sexual advances, job status conditioned on sexual favors, or unwelcome verbal, physical or visual conduct of a sexual nature. Unwelcome contact may include, but is not limited to, unsolicited gestures or comments and the deliberate display of offensive, sexually graphic materials unnecessary for work purposes.

- Parishes must protect all parish staff, employees and volunteers, from sexual harassment.
- Employees who engage in sexual harassment are subject to discipline up to and including dismissal.

NEPOTISM

Parishes must promote fair and equitable treatment of employees and volunteers while avoiding conflicts of interest that may arise from nepotism. Nepotism is the practice of favoring a relative or friend when appointing, hiring or promoting persons into parish roles. To avoid nepotism

- No employee of the parish shall hire, promote, supervise or evaluate a relative (including spouse, children, sibling, parent or in-law) except in temporary and unusual circumstances and only with prior approval of the pastor.
- Employees must disclose to their pastor or his representative any relative's relationship presenting a conflict of interest for hiring or for any other supervisory decision.
- Parishes must base hiring decisions on an applicant's merit, qualifications, and on the best interests of the parish.
- The pastor, or his designee, must authorize by signature all compensation paid to employee relatives.

ADMINISTRATIVE RECOURSE

Administrative recourse resolves work-related difficulties, ensuring that concerns are resolved in a fair, timely and confidential manner. It fosters a positive work environment, mutual respect and upholds the values of our Catholic faith.

- Employee discipline and employee performance evaluations are excluded from appeal through administrative recourse.
- Employees and volunteers are encouraged to first address any concerns directly with the individual involved. All parties must commit to confidentiality in discussions and communications. Open and respectful dialogue is fundamental to resolving misunderstandings and conflicts.
- Unresolved difficulties must be brought to the attention of the petitioner's immediate supervisor for discussion within twenty (20) working days of first occurrence.
- Difficulties that continue beyond and despite the supervisor's involvement must request in writing, and within 10 working days following the supervisor's discussion, a formal pastoral review. The pastoral review request may be made by either the petitioner or their supervisor.
 - The written request must present a clear, concise description of the difficulty, including all salient facts, dates and reasons why the difficulty persists.

- The pastor must assist the petitioner and supervisor in resolving the difficulty and respond to the written request within ten (10) working days.
- Difficulties persisting despite and beyond the pastor's involvement must request in writing, and within ten (10) working days following the petitioner's receipt of the pastor's written response, a request to the dean for review. The dean review request may be made by any of the involved parties, the petitioner, their supervisor or the pastor.
- The dean must assist the involved parties in resolving the difficulty and respond to the written request within ten (10) working days.
- Difficulties persisting despite and beyond the dean's involvement must request in writing, and within ten (10) working days following the petitioner's receipt of the dean's written response, a request to the diocesan Bishop for review. The Bishop review request may be made by any of the involved parties.
- A Bishop response to the written request can be expected within ten (10) days. The difficulty relief offered therein must be accepted by all parties as complete and final administrative recourse.
- Parishes must not tolerate any form of retaliation towards petitioners or other persons involved in filings, reviews or resolution of difficulties advanced throughout administrative recourse.

Exhibit A - Sample Parish Job Description

ST. MARY PARISH, YOUR TOWN, WI

JOB DESCRIPTION

Position: Parish Secretary

Relationship to Parish Administrative Organization

Reports to the pastor or parochial administrator.
Supervises parish administrative volunteers

Principal Responsibilities

Performs routine clerical functions under supervision.

Principal Activities

1. Types correspondence from dictation, notes or voice recording.
2. May prepare ecclesiastical documents.
3. Maintains filing systems, including libraries and ecclesiastical records.
4. Answers telephone and routes calls to appropriate personnel. Greets visitors and directs them to appropriate personnel or offices.
5. May maintain inventory of program supplies.
6. May perform bookkeeping functions, including:
 - a. Transmitting cash receipts to the approved financial institution;
 - b. Transmitting payment authorizations to approved vendors.
7. Performs other tasks as assigned.

Work Schedule

The Parish Secretary role is a non-exempt, non-ministerial role working normal business hours and days, 8-5 Monday through Friday except during holidays and holy days of obligation when the parish office is closed.

Qualifications

1. Ability to operate office equipment.
2. Experience with Microsoft Office, including Word and Excel.
3. Telephone, reception and clerical skills and experience.

Exhibit B – Sample Parish Application for Employment

(Double-click [this link](#) to open the complete employment application.)

APPLICATION FOR EMPLOYMENT				
P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone { }
	City, State, Zip			Business or Cell Telephone { }
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year: _____ Location: _____			Social Security #
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
	Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," with what employers?
Other special training or skills (languages, machine operation, etc.)				

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business /Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Exhibit C - Sample Applicant Interview Questions for At-Will Employment Positions

<u>CATEGORIES</u>	<u>EMPLOYERS MAY ASK</u>	<u>EMPLOYERS MAY NOT ASK</u>
Age	(Of those under 18) Are you a minor? May we have proof you are 18 or older?	When were you born?
Ancestry or National Origin	No question is appropriate	What is your ancestry or national origin?
Birthplace	No question is appropriate	Where were you born? Where was your husband/ wife born? Where were your parents (or other close relatives) born?
Citizenship	Are you a citizen? Do you intend to become a citizen?	Are your parents/husband/wife naturalized or native-born citizens? When did you/they become citizens?
Character	Are you honest? Are you trustworthy?	Do you belong to a church? Do you go to church regularly?
Criminal Records	Have you ever been convicted of a felony? Within the last 5 years have you been convicted of, or released from incarceration for a misdemeanor which was <i>not</i> a first offense or drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?	Have you ever been arrested? Have you ever been convicted of a misdemeanor?
Dependents	No question is appropriate	Do you have any children? Do you intend to have children? What childcare arrangements have you made?
Disability or handicap	Will you need reasonable accommodation during the application process or on the job? You can ask an applicant	Do you have a handicap? What kind of handicap do you have? How severe is your handicap?

Diocese of La Crosse, Parish Personnel Norms and Policies

	with a disability which is obvious or which the applicant disclosed if they will need a change to the work environment or to the way a job is usually done.	
Gender	No question is appropriate	
Marital Status	No question is appropriate	What is your maiden name? Are you married, or do you plan to marry?
Military Experience	Are you a U.S. Veteran? What is your U.S. military service history?	Are you receiving a service-related disability pension?
Organizations	Are you a member of any organization which advocates overthrowing the U.S. government by violent means?	Do you belong to the NAACP, B'nai B'rith or any inquiry that the name, nature or character of which indicates a particular religion, race, creed or national origin of its members.
Race	No question is appropriate	What is your race?
Religion	Questions about an applicant's religious affiliation or beliefs (unless religion is a bona fide occupational qualification (BFOQ)), are generally viewed as non job-related and problematic under federal law.	For positions that are not clergy and not catechetical in nature avoid questions about an applicant's religious affiliation, such as place of worship, days of worship, and religious holidays and do not ask for references from religious leaders, e.g., minister, rabbi, priest, imam, or pastor.

Exhibit D - Parish Employee Performance Evaluation

Employee name:

Parish:

Review period:

Date of review:

- Key responsibilities and duties from the employee's job description.
- Ability to accomplish responsibilities:
- Goal achievements:
- Suggested areas of improvement:
- Demonstration of core values:
- Additional comments:

Employee signature:

Date:

Reviewer signature:

Date:

Exhibit E – Requirements for Posting Federal, State and Church Employee Information

Federal, State and Church Regulations and policy require Diocese of La Crosse parishes to post the following notices in conspicuous places:

Mandatory Federal Posters (Posters available for download at <https://www.dol.gov/general/topics/posters>)

“Employee Rights Under the Fair Labor Standards Act” Poster (FLSA / Minimum Wage)
“Job Safety and Health: It's the Law” Poster (Occupational Safety and Health Act/OSHA)
“Employee Rights and Responsibilities Under The Family and Medical Leave Act” (FMLA)
“Know Your Rights” Poster
Pay Transparency Nondiscrimination Provision (41 CFR Part 60-1.35)
Employee Polygraph Protection Act Notice (EPPA)
“Your Rights Under USERRA” Notice/Poster

Mandatory State Posters (Posters available for download at <https://dwd.wisconsin.gov/dwd/posters.htm>)

Employee Rights under Wisconsin’s Business Closing/Mass Layoff Notification Law
Hours and Times of Day Minors May Work in Wisconsin
Employee Protections Against Use of Honesty Testing Devices (Wis. Stat. § 111.37)
Wisconsin Fair Employment Law
Wisconsin Family and Medical Leave Act
WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT
Wisconsin Minimum Wage Rates
NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGE
Advance Notice Required When Employers Decide to Cease Providing a Health Care Benefit Plan

Mandatory Catholic Church Posters

NOTICE REGARDING THE CHURCH UNEMPLOYMENT PAY PROGRAM, INC. (Posters available for download at <https://www.cuppwi.org>)
Diocese of La Crosse Protect and Heal Poster (Posters available for download at <https://diolc.org/safe-environment/library/>)

Exhibit F – Sample PARISH PURCHASED SERVICES AGREEMENT

WHEREAS Employer Parish Name Here (hereinafter “Employer”) (City Name Here, Wisconsin) is a Wisconsin Statutes Section 187.19 Roman Catholic Parish Corporation;

WHEREAS Purchase Service Parish Name Here (hereinafter “Service Purchaser”) (La Crosse, Wisconsin) is a Wisconsin Statutes Section 187.19 Roman Catholic Parish Corporation;

WHEREAS, Employee Name Here (hereinafter “Employee”) seeks employment with the Employer, and the Employer wish to employ the Employee;

WHEREAS, in the interest of promoting justice in employment within the Roman Catholic Church, the Employer and Service Purchaser propose to enter into this Purchased Services Agreement relating to Employee;

NOW THEREFORE, in consideration for the mutual promises contained herein, Employer and Service Purchaser, as follows:

Article I. Purpose and Scope

1. Employer. Employer is hereby designated as the employer of Employee. This Agreement shall not negatively impact Employee’s terms of employment.
2. Employment:
 - a. Employee shall be employed in the capacity of Administrative Assistant. As Administrative Assistant, Employee is an employee pursuant to the Fair Labor Standards Act.
 - b. Employee’s duties shall include, but shall not be limited to, work under the supervisor of the priest, performing administrative duties such as, but not limited to: planning and coordinating the parish bulletin; maintaining parish records of registration, bookkeeping and accounting; complete general office duties, such as filing, answering phone, correspondences, dealing with parishioner questions and concerns; attend Diocesan education seminars as required; maintain Mass Intentions schedule and accounting, maintain professional standards of confidentiality, other tasks as assigned, etc.
 - c. Employee shall be compensated consistent with the St. Mary Parish and St. Joseph Ridge Parish Salary Schedule.
3. Purchase of Services by the Service Purchaser:
 - a. Purchase of Services. The Service Purchaser shall purchase Employee’s services from the Employer.
 - b. Services shall be in the capacity of administrative assistant.
 - c. In that capacity, the duties shall include, work under the supervisor of the priest, performing administrative duties such as, but not limited to: planning and coordinating the parish bulletin; maintaining parish records of registration, bookkeeping and accounting; complete general office duties, such as filing,

answering phone, correspondences, dealing with parishioner questions and concerns; attend Diocesan education seminars as required; maintain Mass Intentions schedule and accounting, maintain professional standards of confidentiality, other tasks as assigned, etc.

4. Nothing in this Agreement shall prevent a Party/the Parties from modifying the Employee's job title or duties at any time during the term of this Agreement.

Article II. Compensation

1. Employee shall be paid by the Parish with payroll payments being made pursuant to the Employer's regular payroll schedule.

2. Payments under this agreement shall commence after the Agreement becomes effective.

3. Wages and employment benefits due to Employee shall be provided to Employee by the Employer. Wages, along with any applicable unemployment taxes, Social Security tax, Medicare tax, etc., and cost of the benefits provided to Employee by the Employer shall be paid billed to the Service Purchaser by the Employer on the following basis: the number of hours worked at the rate of compensation as established by the Service Purchaser provided to Employee shall be billed to the Service Purchaser by the Employer.

4. Any other costs of Employee's employment or benefits to which Employee is eligible shall be shared between the Employer and the Service Purchaser on the following basis: agreed wage per hour (paid by Employer)/agreed wage per hour (paid by Service Purchaser). Any such costs shall be paid by Employer and billed based on hours of employment to the Service Purchaser.

5. Employee shall be compensated in pursuant with Diocesan Policy in regards to benefits due Lay Employees, to include, but not limited to: paid leave, holiday pay, and fringe benefits (to include but not limited to: Benefit Retirement Plan, 403(b) Thrift Plan, Health, Dental and Life Insurance, Disability Insurance, Unemployment Compensation).

Article III. General Provisions

1. **Effective Date.** This Agreement shall take effect on following the execution of the Agreement by the authorized officials.

2. **Term.** This Agreement shall run from Date of Agreement Here until termination of employment of employee.

3. **Termination.** Either Party may terminate this Agreement upon reasonable notice.

4. **Post-Termination Agreements.** If either Party's termination of this Agreement, pursuant to Article III(3), above, creates any obligation to Employee for which either or both Parties will remain liable, e.g., the continuation of benefits during an employee's stability period under applicable Affordable Care Act provisions, etc., the Parties' shall continue to share in any such continued costs according to the last allocation in place under Section II(3), above., until the Part(y's)(ies') obligation(s) are fulfilled.

5. Joint Venture. This Agreement is not intended to cause or function as a merger of the Parish and School, nor does it constitute a joint employer, partnership or joint venture between the Parties.

6. Amendments. This Agreement may not be amended or modified, except by instrument in writing and signed by each party.

7. At Will Employment. This Agreement shall not constitute an employment contract for the Employee. Employee remains an employee at will, except to the extent Employee's employment is governed by any contract separately entered into between Employer and Employee or Service Purchaser and Employee, and notwithstanding any such contract, either party may terminate Employee's employment and cancel its consent to this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement effective as set forth above.

Dated this Date of Agreement Here.

Dated this Date of Agreement Here.

Employer:

Service Purchaser:

By: Employer Parish Name Here

By: Purchase Service Parish Name Here

Exhibit G - VOLUNTEER WORKERS HOLD HARMLESS AGREEMENT

VOLUNTEER WORKER

Name _____ Phone Number _____

Address _____

MEDICAL INFORMATION

Medical Insurance Carrier _____

Doctor _____ Doctor's Phone Number _____

Preferred Hospital _____

In consideration of and as a condition to volunteer activities, the undersigned hereby waives, releases, and discharges any claims, actions, or causes of action for any damages or personal injury which the undersigned may have, or which may subsequently accrue to the undersigned, as a result of participation in volunteer activities.

The undersigned acknowledges and understands that accidents resulting in injury occasionally occur during such activities as the undersigned will be engaging in as a volunteer. Notwithstanding the foregoing, the undersigned hereby agrees to fully assume any and all risk of harm or injury which may occur to the undersigned during the volunteer activities, and to release and hold harmless _____ (Parish and/or School) and the Diocese of La Crosse, and their officers, agents, and employees from any claims, actions, or cause of action as set forth above.

It is further understood that the undersigned is volunteering their time and labor. The undersigned acknowledges and understands that as a volunteer, they are not eligible for any wages or other benefits of employment, such as workers' compensation insurance, and the undersigned fully waives any claim for same for any work or activity they contribute during the volunteer activities.

The undersigned understands that he/she is responsible for all medical bills if injured while performing volunteer work. If injured, the undersigned will be taken to the doctor or hospital specified above. In an emergency, the undersigned will be taken to the nearest adequate medical facility.

Finally, it is understood and agreed that this waiver, release and assumption of risk is binding on the heirs, successors, and assigns of the undersigned.

The undersigned has read the foregoing release and understands all of its terms and conditions. It has been executed voluntarily and with full knowledge of its significance.

Volunteer Signature

Date

Witness Signature of Pastor
or Supervisor

Date