

## **GUIDELINES FOR ADMINISTRATION OF SALARY AND BENEFITS FOR RELIGIOUS DIOCESE OF SPOKANE**

1. All religious employed by the Diocese of Spokane will be assigned a position which relates to a specific job description in accordance with the role/functions for which they will be responsible.
2. Letters of hire, service agreements or contracts will be signed by all full or part-time employees.
3. Annual performance evaluations will be completed for all personnel.
4. Salary negotiations will be in accordance with the salary scale in effect for lay personnel in comparable positions. (Ref. Diocesan Scales for Principals, Teachers, Educare personnel and the Parish Personnel Handbook)
  - A. Dialogue regarding salary and benefits should be responsive to the procedures established by each religious community.
  - B. When persons employed are not applying skills related to their specific degree or certification, the negotiations will reflect this fact. (e.g., Reading Specialist serving as part-time librarian)
5. Salary scales are subject to an annual review.
6. Where educational requirements are a factor for certification or licensing, the compliance with said requirements will be a consideration in continued employment.
7. A health benefits program will be made available to employees who qualify under the terms of the contract held with plan providers and the practice of the employing parish or institution. The health benefits program will include medical, dental and retirement.

A retirement benefit will be provided that is consistent with the Diocesan policy and the provisions of each religious community's program.

8. An administrative benefits program will be made available which includes sick leave and vacations.
9. The standardized Personnel Policies for school employees and/or other parish employees will be used as the point of reference for all other issues related to the administration of salary and benefits.
10. The phasing in of the salary administration guidelines is an accepted process.

(see appropriate salary schedules for principal, teacher, educare, etc.,)

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