

MATTERS PERTAINING TO LAY EMPLOYEES

I. Salary and Benefits Program

- A. For the salary of full-time religious and lay administrators of parishes, it is the policy of this Diocese to enter into agreements on a case-by-case basis.
- B. It is the policy of this Diocese to have a benefits program for full-time lay employees both on the diocesan and on the parish levels. This program includes a) life insurance, b) accidental death and dismemberment insurance, c) long-term disability income, d) major medical plan, e) dental benefit, and f) pension.
 - 1. The benefits listed under "a", "b", "c" and "f" are mandatory for all full-time employees. The employer MUST pay the cost for these benefits.
 - 2. The benefits listed under "d" and "e" must be offered to all full-time employees. The employer may pay for these benefits either in whole or in part, or may pay nothing. The employee pays any amount not paid by the employer.
- C. All full-time employees must be offered supplemental life insurance and flexible reimbursement account benefits. The premium for the supplemental life will be charged to the employee.
- D. A full-time employee is defined as an employee that works at least 20 hours per week and at least 500 hours in the year.
- E. A booklet detailing these benefits may be obtained by writing to: Diocese of Crookston / Accounting and Finance Office / P. O. Box 610 / Crookston, MN. 56716.

September 15, 2001