

TIMEKEEPING PAYROLL POLICIES

Section 500

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501 TIMEKEEPING POLICY

Full-time employees of the Diocese of Gary are paid for a 35-hour work week. The Pastoral Center will be open from 8:30 a.m. to 4:30 p.m., Monday through Friday.

All regular full-time employees are given a one-hour lunch period. Non-exempt employees are entitled to one 15-minute rest period or “break.” Regular part-time employees who work five or more hours in any given day are entitled to a one-hour lunch period and a 15-minute break.

The time of the lunch and rest periods shall be arranged to cause minimum disruption in work routine. It is the responsibility of each Office Coordinator to authorize the lunch and break times for those they supervise. The lunch break should be free from interruption and interference as this time is unpaid.

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the Diocese of Gary to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they work each day. Any employee who works over 35 hours must have the approval of his or her Office Coordinator or supervisor. All overtime work must always be approved *before* it is performed. If overtime is worked but not approved, the time will be paid, however, the employee may be subject to disciplinary action.

Generally, employees should report to work no more than 60 minutes prior to their scheduled starting time and should stay no more than 60 minutes after their scheduled stop time without the expressed, prior authorization from their supervisor.

It is the employee’s responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. All time cards will be retained in accordance to State and Federal law.

Commuting time (getting to work and returning home from work) is not considered hours worked.

Altering, falsifying, tampering with time records or recording time on either one’s own or on another employee’s time record may result in disciplinary action, up to and including termination of employment.

502 TRAVEL PAY POLICY

Occasionally, employees need to travel for diocesan business. All reasonable expenses such as mileage, food, lodging and airlines will be covered. Expenses should be approved prior to incurring the cost whenever possible. All travel-related expenses will require specific receipts as detailed by the Office of Finance.

Should you have any questions, please direct them to your Office Coordinator or supervisor.

503 PAY POLICY

The Diocese of Gary issues paychecks for employees on a bi-weekly basis every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will receive paychecks on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation, if a written request is submitted at least one week prior to departing for vacation.

Employees of the Diocese of Gary are provided the optional benefit of having their earned wages deposited directly into their bank's checking and/or savings account at no additional cost.

504 PAY ADVANCES POLICY

The Diocese of Gary does not provide pay advances on unearned wages to employees.

505 PAY DEDUCTION POLICY

The law requires that the Diocese of Gary make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Diocese also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Diocese matches the amount of Social Security taxes paid by each employee.

The Diocese of Gary offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, your Office Coordinator can assist in having your questions answered.

506 EMPLOYMENT TERMINATION POLICY

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation – voluntary employment termination initiated by an employee**
- **Discharge – involuntary employment termination initiated by the organization**
- **Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons**
- **Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.**

The Director of Human Resources will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, final compensation, repayment of outstanding debts to the Diocese, or return of diocesan-owned property. Suggestions, complaints and questions can also be voiced.

Since employment with the Diocese of Gary is based on mutual consent, both the employee and the Diocese have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee and the Diocese both agree. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.