

ARCH SUPPORT

Issue 108

June/July, 2013

From The Desk Of The Chancellor . . .

When Being “Nice” May Do More Harm Than Good

That reads like a strange title doesn't it? We have had several situations in the past few months that fit this description so I thought I would address the topic in this month's column.

Oftentimes human resource issues are commonsense and written policies concerning employment and benefits are clear and objective. However, in our work environment it is common to build personal relationships with our colleagues and those we supervise making it difficult to make some administrative decisions. When an employee is facing a personal, medical, or job performance problem it can require the supervisor or administrator to have to ask tough questions and consider painful choices.

Here are some examples:

ENDING MEDICAL INSURANCE COVERAGE.

Employee medical insurance is available only for active employees and their eligible dependents. When an employee has used all available paid leave, and exhausted protection under the Family Medical Leave Act (FMLA), it becomes necessary to end their employment. If a person is not working and not covered by leave time, they are no longer an active employee and are not eligible for the employee insurance plans. Keeping them on an employee billing list is improper and should they file a claim it could be denied since they were in fact ineligible to participate.

It certainly can be hard to tell an

employee their employment must end due to their being unable to return to work. However, failure to remove them from the active insurance group can easily do them harm. Remember, they may have rights under COBRA and some may be eligible for coverage under the Early Retiree Group.

BEGINNING LONG-TERM DISABILITY.

Our fulltime employees are provided with long-term disability insurance. The coverage is a type of “salary insurance.” Depending on their age, when someone can no longer work due to illness or disability they may be able receive compensation up until age 65 or until they receive Social Security.

Eligible employees can receive Long-Term Disability payments only after a waiting period of 180 days from the date they can no longer work. Herein lies the difficulty: the employer, with notification from the employee's physician, must conclude the employee can no longer work in order for the waiting period to begin. Employers can hurt the employee's eligibility for payments by allowing them to work on and off when they feel able. It may seem kind to say, “come in whenever you feel up to it” but doing so may not really be helpful to them.

ADJUSTING HOURS. It is tempting to offer an employee the opportunity to work only part-time rather than ending employment when an illness prevents them from being able to work full-time.

While this alternative may be a good option for some, particularly as they prepare for retirement, it is important to remember that in doing so they will likely lose their eligibility for long-term disability coverage. Carefully consider if this loss of coverage will be more harmful than stopping work and applying for disability.

NOT HOLDING SOMEONE ACCOUNTABLE.

Recently a pastor told me it was too hard for him to give negative feedback and he preferred to affirm the strengths of an employee even when expectations are not being met. He said he hoped positive messages would result in better performance. While such kindness might make everyone feel good, not giving honest feedback is likely to eventually cause problems.

It is a mistake to believe that affirmation will lead to improvement unless the employee is also told what changes need to be made. It is not fair to the employee, the employee's colleagues, or the employer, to simply not address issues that need attention. It does more harm than good to allow problems to persist. Should problems become more severe, and termination is being considered, the first question always asked is, “was the person notified of required improvements before things deteriorated this far?”

HIRING RELATIVES. Folks often comment about the close family

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connections prevalent throughout the Catholic community. This is particularly true in some of our counties in central Kentucky. It is therefore not uncommon to have relatives of an employee apply for an open position in the location where a family member works. While hiring relatives can bring both familiarity and build loyalty, it can also cause problems.

All employees have a right to be treated in a consistent manner. While family members can often work well together, to prevent favoritism, or the appearance of preferential treatment, no employee should be placed in a position where they will have direct supervision of or be asked to evaluate the performance of a relative. Such a policy protects both employees and those they work with from awkward and even painful dynamics when issues of compensation, work delegation, discipline, or termination occur.

ALLOWING SOMEONE ELSE TO DO THE WORK. You may recall the story of Tom Sawyer getting his friends to whitewash the fence for him. Nice story but you may be surprised how often we find that one person is hired to do a job and they in

turn ask relatives or friends to help them out, or even work in their place.

There are obvious issues here: potential violations of wage and hour laws; worker compensation and safety problems; liability risks; and more. Often this occurs initially when an employee is having trouble doing their job, and family or friends want to help out. While volunteer help is wonderful it should be approved by the employer and not at the behest of the employee. This arrangement becomes a problem when employees get paid for work they do not perform and those they recruit are somehow hurt in the process.

Perhaps one or more of these situations has come your way. Since space does not allow me to describe all of the insurance and legal issues involved in the cases, when you are dealing with one of these matters, please consult with Phyliss or Mary Beth in the Personnel Office. They will gladly assist you in finding the best alternative to do what is right and good for our employees and for the Church.



FINANCE OFFICE NOTES . . .

Cash Payments – Policy and Best Practices

Please note the following issue found in reviews and calls received concerning cash payments made to athletic referees, gate workers and concession stand workers.

No one should be paid with cash from gate or concession funds.

- ⇒ All workers and referees should be paid by check from the general checking account or from an imprest account.
- ⇒ A W-9 should be obtained prior to payment.
- ⇒ A 1099 must be issued for any payments \$600 or greater to one individual.

If your parish is not following this best practice, implement immediately.

Refer to the archdiocesan policy on Disbursement, page 23. The first line states: Normally, all expenditures should be paid by check. Only in extreme circumstances should cash be used to pay bills and documentation for such expenditures is a **must**.

Confusion over termination date and benefit end date

The termination date is the last day worked or in the case of a school employee on contract, the last day of the contract. Benefits end on the last day of the month. It is important these dates are correct and handled consistently as they may impact insurance coverage or retirement vesting and withdrawals.

Paycor Pricing Agreement

We are pleased to announce that the Paycor payroll processing pricing will remain the same with our new agreement recently signed covering July 1, 2013 through June 30, 2015.

Fifth Third Bank Contacts

401k Catholic Archdiocese Employees Retirement Plan

Please see and use as a reference card the insert that lists all contact information for Fifth Third for our Catholic Archdiocese Employees Retirement Plan.

Official Holidays

The official holidays for the balance of 2013 are:

Monday, September 2 nd	Labor Day
Thursday, November 28 th	Thanksgiving Day
Friday, November 29 th	Day after Thanksgiving
Tuesday, December 24 th	Christmas Eve
Wednesday, December 25 th	Christmas Day
Thursday, December 26 th	Holiday for Day after Christmas
Wednesday, January 1 st	Holiday for New Year's Day <u>2014</u>

Take Note . . . From Brad Harruff, Catholic Mutual Claims/Risk Manager

- ✓ Congratulations to St. Raphael School as Runner-Up in the School Safety video contest. St. Raphael competed nationally against other CUP (Catholic Umbrella Program) member schools and created a very informative production which is available for viewing along with the other winners on the Catholic Mutual Website. Id - 0122lou, password- service
- ✓ Alcohol training DVDs have been distributed to those locations that have requested a copy. All volunteers handling beer or other alcoholic beverages at picnics or other parish events must have attended training or reviewed this video.
- ✓ Drivers of parish or school vehicles insured through Catholic Mutual are required to view the training video on defensive driving available on the Catholic Mutual website. Test results are recorded.
- ✓ Certificates of Insurance ideally should be requested in advance and no less than 10 days before event date along with any written requirements, amounts, or contracts that must be submitted with the request.
- ✓ Summer is a great time to get out and level up those uneven concrete walks and patch the holes in the asphalt. Not only does it help beautify the location and help our insurance experience, it may save someone a painful and costly injury.

MARK YOUR CALENDAR . . . PARISH MAILING DATES

Thursday	July 25 th
Thursday	August 8 th
Friday	August 23 rd
Friday	September 6 th
Friday	September 20 th
Friday	October 4 th
Friday	October 18 th
Friday	November 1 st
Friday	November 15 th
Wednesday	November 27 th (Thursday, November 28 th is Thanksgiving Day)
Friday	December 19 th (There will be only one mailing in December)



401k ELIGIBLE ENTRY PERIOD—JULY 1

A reminder to make sure employees that have met eligibility requirements and are eligible to participate in the Plan effective 7/1/2013 are verified to ensure they were included in your July 15th retirement file transmission. Also eligible employees may elect to begin making employee contributions or may elect to increase or decrease their employee contribution at the beginning of a quarter. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions or missed a newly eligible contribution, contact Phyliss Wilkins in the Chancery Personnel and Planning Office.

HUMANA INFORMATION – IMPORTANT!

Humana has requested that we remind the groups of the following:

- All Enrollments/Changes/Terminations must be sent to the Enrollment Fax # 1-866-584-9140

Unless the member has a qualifying event, please remember:

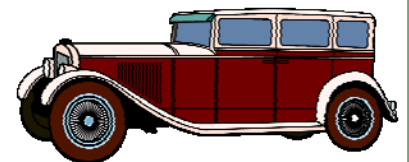
- Terminations are effective the last day of the month
- New hires are effective the first day of month following date of hire
- Transfers between divisions are effective the first day of the month
- Deceased employees must be terminated on the date of the death

CHARITABLE GAMING

The Department of Charitable Gaming is pleased to announce that online training videos are now available to assist organizations and individuals on rules of play and how to properly fill out financial reports and worksheets. Visit their website at dcg.ky.gov

MILEAGE RATE

Effective July 1, 2013, the Archdiocese of Louisville reimbursement rate for business related travel will increase from the current rate of 55 .5 cents per mile to a new rate of 56.5 cents per mile. When preparing mileage reimbursement reports, please remember to calculate any mileage through June 30, 2013 at the present rate of 55.5 cents.



FOOD SERVICE NEWS

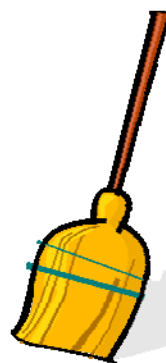
DATES TO REMEMBER

Mark Your Calendar

July 14-17	SNA Annual National Convention- Kansas City, MO
August	Child Vision and Learning Month
August 12	International Youth Day
August 15-21	National Aviation Week
August 27	Mother Teresa's Birthday
September	Childhood Cancer Awareness Month Eat Chicken Month National Food Safety Education Month National Potato Month
September 2	Labor Day
September 8	International Literacy Day
September 11	Patriot Day
September 15-21	International Clean Hands Week.
September 17-23	Constitution Week
September 22	Autumn Begins
September 28	Family Health and Fitness Day



Brenda Bierly, the manager from St. Gabriel retired this summer after 23 years of service. We want to share our thanks and appreciation for Brenda's dedication to feeding our students.



HOUSEKEEPING

D 2's and all back up documentation are due on the 5th of the month, every month.

CAFETERIA MANAGER MEETING — WELCOME BACK

July 25, 2013 2013/2014 Manager Meeting (All Managers) — Maloney Center, 2:00 pm—Louisville

All of your pertinent information for the 2013/2014 school year will be distributed at this meeting. Milk, bread and pizza vendor information as well as meeting schedules and information sheets will be distributed. All managers are expected to attend. If you cannot, contact Juanita concerning sending a representative.

More New Stuff . . .

The recently formed Advisory Council met on Wednesday July 10th, to go over the final draft of the 2013/2014 Archdiocese of Louisville cycle menu. The menu was reviewed and approved by the council. Once some final tweaks are applied, everyone will receive their copy. Susan and I want to thank the council members for their positive attitudes and invaluable help in creating this menu. It has been a very positive experience. New business discussed included participation promotional ideas. The council will meet again in August to discuss these ideas.

The council members are:

Lisa Jones	St. Edward	Jason Bentley	St. Margaret Mary
Lydia Johnson	Holy Cross High	Stacy Linton	St. Raphael
Lisa Hulsman	Holy Spirit	Phyllis Spalding	Bethlehem High

NEW NUTRITIONAL GUIDELINES FOR ALA CARTE SNACKS

The nutritional guidelines for the ala carte snacks sold in your cafeterias have changed. The new guidelines are:

- No more than 30% calories from fat
- No more than 32% added sugar by weight (max 14 grams)
- No more than 300 mg sodium per serving

Portion/pack size limits:

- Chips, crackers, popcorn, trail mix, nuts, seeds or jerky – 2 ounces
- Cookies – 1 ounce
- Cereal bars, granola bars, pastries, muffins, bagels or other non pastry type items – 2 ounces
- Non frozen yogurt – 8 ounces
- Frozen desserts – 4 ounces

Beverages:

- Non carbonated water containing zero calories, plain or flavored
- 100% Fruit or vegetable juice or any combination equaling 100%
- Any other beverage containing no more than 10 grams of sugar per serving
- Volume limited to 17 ounces in elementary schools; 20 ounces in high schools, except for water

If you have items that you have questions about, please contact the Central Office.



PROMOTE YOUR PROGRAM . . .

ENTHUSIASM IS KEY!

Use some of your time this summer to search the websites that are available to find new ways to market and promote your program in a positive way.

- ✓ Be positive when speaking to students and parents about nutritional changes in the lunch program.
- ✓ Encourage students to purchase school lunch through contests or giveaways.
- ✓ Inform parents about cafeteria news or nutritional information through weekly school newsletters,
- ✓ Friday folders or school websites.



Some Examples: There are free promotional ideas on the SNA website. Some are customizable to your school. Team Nutrition - teamn nutrition.usda.gov. Search the SNA website for ideas to promote your program and use their free resources. The National Food Service Management Institute (NFSMI) website also has free promotional ideas and resources. Take advantage of these.

REMEMBER: If your attitude is positive and upbeat, your staff and students will follow your lead. Make your dedication and enthusiasm contagious!



If you haven't heard by now, the Catholic Service Appeal hit its \$2,750,000 goal! We wanted to once again thank our pastors, donors and parish staff for all their support! We are looking forward to next year!

Thanks,
Office of Stewardship and Development



PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

Thursday, September 19, 2013—11:30 am

Hosted by: Our Lady of Lourdes

RSVP and agenda items to: Marge Borders

margeb@ourlourdes.org

November 2013

Hosted by: St. Brigid, Louisville

Date to be announced

Thanks to David Doll for hosting



ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies:

Go to the archdiocesan web site www.archlou.org



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AUGUST ARCH SUPPORT MEETINGS

Tuesday, August 20, 2013—10:00 am

St. Joseph Parish Office—Bardstown

Wednesday, August 21, 2013—10:00 am

Chancery Meeting Room #3

OCTOBER/NOVEMBER ANNUAL MEETINGS FOR 2014 BENEFIT PROGRAM

Tuesday, October 29, 2013—1:00 pm

Chancery Meeting Room #3

Wednesday, October 30, 2013—10:00 am

Chancery Meeting Room #3

Wednesday, October 30, 2013—1:00 pm

Chancery Meeting Room #3

Thursday, October 31, 2013—10:00am

St. Joseph Parish Office—Bardstown

Wednesday, November 6, 2013—10:00 am

Chancery Meeting Room #3

Please note the October/November meeting dates for the 2014 Annual Benefits Meetings. A representative from each group participating in the benefit program is required to attend one of these meetings. Mark your calendar now for these important dates!

DECEMBER ARCH SUPPORT MEETINGS

Wednesday, December 4, 2013—10:00 am

St. Joseph Parish Office—Bardstown

Thursday, December 5, 2013—10:00 am

Chancery Meeting Room #3

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Hosted by Assumption High School

Date to be announced

Thanks to Linda Harris for hosting