

ARCH SUPPORT

Issue 133

January 2018

From The Desk Of The Chancellor...

The first few weeks of 2018 have quickly passed, and the recent weeks have reminded us how cold it can get in Kentucky. I hope you are well and been able to stay warm, avoid the flu, and keep any resolutions you made for the New Year.

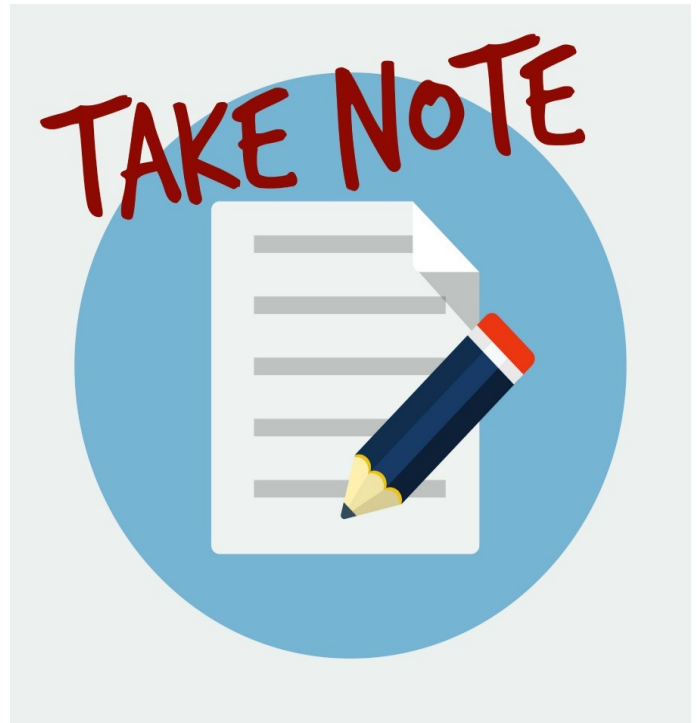
For my article this month, I thought it might be helpful to give you some notes on a wide variety of topics and events.

Retirement Plan Changes: I extend deep thanks to all of our administrators across the Archdiocese who shepherded the process of upgrading our employee 401k retirement plan. This effort required extra meetings, paperwork, and online changes in an already busy time of year.. While there were certainly some challenges, in the end the new program is now in place. Special appreciation goes to our Personnel Office (Phylliss, Jennifer, and Ashley) for leading the way with all the benefit changes this year.

Retirements and Transfers: Speaking of retirement, we will soon be entering the months where assignment changes for our pastors and associate pastors are determined. This year there will be several priests retiring and others transferring. If this is a new step for you as an administrator, please do not hesitate to reach out to the Personnel Office for assistance.

Budget Season: With the new year, parishes, schools, and agencies begin serious preparation for the 2018-2019 local budgets. This past week, with the support of the Priests' Council, Archbishop Kurtz approved our initial archdiocesan budget plan, which includes lowering parish assessments and changes to salary ranges. The annual salary memo will be mailed to parishes and schools this week, and the new assessment rates will be communicated shortly. The Finance Office is available to assist you with any budget preparation questions you might have.

Medical Insurance: We are many months from having the 2019 medical insurance rates, but since budgets are being prepared, I believe it is important to let you know that our insurance usage over the past year is significantly higher than any of the previous five years. We have had a good run of low



or non-existent rate increases, but that will not be repeated for 2019. I cannot predict the increase this far in advance, but budgets should reflect higher rates for the second half of next fiscal year.

Alcohol Training: As is our custom, we host a workshop for those responsible for selling and serving alcohol at parish events in April. Picnics, in particular, bring many challenges. Staff members from the Commonwealth Office of Alcohol and Beverage Control conduct this workshop. The date for training this year is Tuesday, April 24, 7:00 p.m., at the Pastoral Center.

Safe Environment Audit: Later this year the Archdiocese will undergo an onsite audit to measure our compliance with the *Charter for the Protection of Children and Young People*. This means all parishes and schools will undergo a review this spring in preparation for the audit. Meetings designed to prepare parishes for this process will be announced shortly. You can begin to prepare for this

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process by ensuring that your own records are in good order.

Manuals and Booklets: With all of the policy changes in 2017, it is a good reminder to make sure that each employee has a copy of the required employment manuals. These include: *Personnel Policies* (2017 update); *Retirement Plan Summary Document* (2018 update); *Employee Benefit Plan Summary Document* (2018 annual update); *Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville* (2013), which is given to all employees and volunteers at workshops.

Upcoming Events: I see there are many wonderful events coming up in the next few months. While there are too many events to list, let me name a few and encourage you to spread the word. Ash Wednesday February 14; Rite of Election and Continuing Conversion, Saturday and Sunday, February 17-18; Archdiocesan Leadership Institute, Wednesday, March 7; Catholic Women's Conference, Saturday, March 10; African American Catholic Leadership Awards, Saturday, March 10; Salute to Catholic School Alumni, Wednesday, March 14; and Easter Sunday, April 1.

Before ending this column, I wanted to acknowledge that over the final weeks of 2017 and in the early days of 2018, several of parish and school colleagues passed away. During this same period, a number of our staff members lost parents, spouses or siblings. While we remain united through the Communion of Saints, these losses are very painful for family, friends, and colleagues. Let us continue to support one another and pray that all those who have died, through the mercy of God, rest in peace.

ABC WORKSHOP – PICNIC AND FESTIVAL SEASON IS JUST AROUND THE CORNER



Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Tuesday, April 24th, 7:00 pm at the Pastoral Center, 3940 Poplar Level Road, Louisville, KY 40213. Please encourage chairpersons and volunteers to attend this training session if they will be responsible for serving alcoholic beverages during parish events. It's geared to train new volunteers and also a great refresher course for those that have attended in prior years. Call Linda McLemore at the Pastoral Center or e-mail her at lmclemore@archlou.org if you have any questions or need additional information.

THE 2018 BIGGEST LOSER CHALLENGE

The Biggest Loser Challenge is back in full swing!

This 10 week weight loss challenge began the week of January 8th and will conclude the week of March 12th. We have over 25 Archdiocesan locations participating. Those participants who lose weight at the end of the competition will be awarded 300 Go365 points for their hard work and determination.

We will also be following this competition with our Maintain Don't Gain challenge where participants can earn another 300 Go365 points. More information about that challenge will be sent out as we get closer to the date.



Happy Wellness!



SLIPS, TRIPS AND FALLS

We think it is safe to say WINTER has finally arrived! As we begin 2018 it is a good idea to review the top categories of Workers Compensation exposure for the Archdiocese. In 2017, Slips, Trips and Falls were the highest claim category under the Archdiocese Workers Compensation Insurance Program. In 2014, a mere three years ago, this category was much worse than 2017. We saw a significant improvement in both 2015 and 2016. In 2017, we did not do well topping the \$100,000.00 mark. However, thanks to the efforts of our Safety Coordinators, it was not nearly as bad as three years ago. Our claims history for these types of injuries in 2017 versus 2016 is as follows:

	2016	2017	Change
1. <u>Slips</u> On Ice	\$2,824.00	\$0.00	Down <2,824.00>
2. <u>Trips</u> On Same Level	\$10,535.00	\$19,247.00	Up \$8,712.00
3. <u>Trips</u> On Stairs	\$1,500.00	\$1,082.00	Down <\$218.00>
4. <u>Falls</u> From Diff. Level	\$0.00	\$0.00	No Chg. \$0.00
5. <u>Falls</u> On Wet Floors	\$241.00	\$100,718.00	Up \$100,477.00
Totals	\$15,100.00	\$121,247.00	Up \$106,147.00

While overall we have seen improvement over the past several years, we cannot let down our guard. Safety is something that needs to constantly be remembered and monitored. Here are a few things we can continue to do to help promote and prevent Safety for *Slips Trips and Falls*:

Slips On Ice – Clear snow and ice from parking lots, walks and steps as soon as possible. Pay particular attention to areas that do not receive direct sun light, these areas tend to accumulate snow and ice faster and more often than others. In those areas apply salt or ice melt materials. Most of all have a solid plan in place that is to be followed when weather conditions dictate.

Trips On Same Level – Pay attention to placement of low objects like book bags, back-packs, boxes, rolled up throw rugs, desks and chairs. Remove these objects from work areas and walkways immediately and store them properly. Periodically walk around and assess all areas for potential hazards.

Trips On Stairs – Pay attention to step treads and loose bull nosing on stairs. Make sure ALL handrails are securely fastened to the wall. Encourage employees to use the handrail that is provided when going up and down steps.

Falls From Ladders – Check all ladders to be sure they are in good working condition. If they are old and worn out, discard them and replace them with new OSHA approved ladders. Check scaffolding before every use. Make sure all safety rails are in place. If climbing a scaffold greater than six (6) feet off the ground, be sure to use proper “Fall Protection” for the safety of our employees. This is an OSHA required safety standard.

Falls On Wet Floors – Place “WET FLOOR” signs in a conspicuous place when mopping floors. If it is a high traffic area consider keeping the personnel responsible for the project onsite to warn people about the wet floor until it is substantially or completely dry. For particularly difficult hard surface areas consider looking into slip resistant cleaners and floor care products, or provide walk-off mats.

SLIPS, TRIPS and FALLS are not 100% preventable; but, can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in much greater detail pertaining to these types of injury categories. Despite the increase in 2017, the efforts of our Safety Coordinator program are working.

If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to give Bill Zoeller, Archdiocese of Louisville, Director of Facilities, a call. He can be reached at 502-636-0296 x1227.

A few reminders from the Personnel Office



2017 FLEXIBLE SPENDING ACCOUNT 'REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2017 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2017 and requests must be received by AIM (attention: Michele Cull) by February 28, 2018. After December 31st, remaining 2017 claims must be made by a paper claim form as the 2017 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

2018 401K ELECTIVE SALARY DEFERRALS LIMITS FOR 401(K) CONTRIBUTION

Maximum 401 Elective Salary Deferral	\$18,500
Catch-Up Contribution (age 50 or over)	\$ 6,000

2018 PAYROLL CALENDAR

Please distribute a copy or make all your employees aware of the 2018 Payroll Calendar that includes pay schedules, timesheets due, processing dates and the official payroll dates.

2018 FEDERAL TAX RATE

The new federal tax withholding tables have been loaded in Paycor and will be reflected on the 1/31/18 payroll.

RETIREMENT PLAN REMINDERS

The 401k match deduction code in Paycor now has the same setup as the 401k ER contribution and will show correctly on your 1/31/18 payroll reports. Remember the new eligibility date for the 401k – the first of the month after hire. Any questions, contact Jennifer, Ashley or Phyliss.

2018 PARISH MAILING DATES

Mark your calendar!

January 11th and January 25th
February 8th and February 22nd
March 8th and March 22nd
April 5th and April 19th
May 10th and May 24th
June 7th and June 21st



NEWS FROM THE FINANCE OFFICE

Form W-2G and Form 1099 filing information-Federal (IRS): Submit Forms W-2G and 1099 with Form 1096. A separate Form 1096 must be used for each type of form submitted (ex. a separate 1096 is used for W-2G, another 1096 would be used to submit 1099-MISC, etc.). You must use Form 1096 received from the IRS due to the scan ability of the form. You can order forms online at no cost from the IRS at www.irs.gov/orderforms.

Kentucky Department of Revenue: Submit Forms W-2G and 1099 with Form 42A806, Transmitter Report for Filing Kentucky W2/K2, 1099, and W-2G Statements. The form must be filed by Jan 31st following the calendar year end. This form can be found online at [https://revenue.ky.gov/Forms/42A806%20\(10-17\).pdf](https://revenue.ky.gov/Forms/42A806%20(10-17).pdf).

Louisville Metro Revenue Commission: Form 1099s for income earned in Louisville/Jefferson Co., KY must be submitted with Form 1099-SF. This form can be found online at <https://louisvilleky.gov/government/revenue-commission/forms-and-publications>.

Remittance of tax withheld on gambling winnings information-Federal: Remit payment with Form 945 by January 31st following the reporting year end. An online fillable form can be found at <https://www.irs.gov/pub/irs-pdf/f945.pdf>.

Kentucky: Remit by January 31st with payroll withholding account on Form 42A801 - Employer's Return of Income Tax Withheld K-1 or Form 42A803 - Employer's Return of Income Tax Withheld K-3. These forms must be obtained from the Kentucky Department of Revenue; they are required to be scanned by the tax agency. If the original form has not been received or is lost, please call (502) 564-7287, or visit one of the Department of Revenue's offices for replacement.



2018 HOLIDAY SCHEDULE

Listed below are the "Official Holidays" for Calendar Year 2018. Please mark your calendars accordingly.



- ♦ **Monday, January 1** Holiday for New Year's Day 2018
- ♦ **Monday, January 15** Martin Luther King, Jr. Day
- ♦ **Friday, March 30** Good Friday
- ♦ **Monday, May 28** Memorial Day
- ♦ **Wednesday, July 4** Holiday for Independence Day
- ♦ **Monday, September 3** Labor Day
- ♦ **Thursday, November 22** Thanksgiving Day
- ♦ **Friday, November 23** Day after Thanksgiving
- ♦ **Monday, December 24** Holiday for Christmas Eve
- ♦ **Tuesday, December 25** Christmas Day
- ♦ **Wednesday, December 26** Holiday for Day after Christmas
- ♦ **Tuesday, January 1** Holiday for New Year's Day 2019



meetings

ARCH SUPPORT MEETINGS

February 2018

Wednesday, February 21st
10:00 a.m.
Saint Joseph Parish Office – Bardstown

Thursday, February 22nd
10:00 a.m.
Pastoral Center

April 2018

Tuesday, April 17th
10:00 a.m.
Saint Joseph Parish Office– Bardstown

Wednesday, April 18th
10:00 a.m.
Pastoral Center

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGER ROUNDTABLES

March 2018

Thursday, March 22nd
11:30 am
Pastoral Center
3940 Poplar Level Road – Louisville, KY 40213

Hosted by: Finance Office and Personnel Office Staff
Members

RSVP: Attendance and Agenda items to:
pwilkins@archlou.org

May 2018

Wednesday, May 9th
11:30 am
Holy Trinity – Louisville
501 Cherrywood Road, Louisville, KY 40207

Hosted by: Bruce Hines (bhines@htparish.org)

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLES

March 2018

Thursday, March 15th
11:30 am
Assumption High School
Hosted by: Lisa Raley
RSVP: Attendance and Agenda items to:
lisa.raley@ahsrockets.org

May 2018

(date to be announced at a later date)
11:30 am
Holy Cross High School
Hosted by: Jim Welding
(jwelding@holycrosshs.com)

Arch Support

ON THE WEB!

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