

## **COMPENSATION POLICY - CHANCERY**

The community that is Church has a responsibility for just stewardship of the resources entrusted to its care. It is the hope of the Diocese that this compensation system will allocate its financial resources in a fair and equitable manner and will facilitate the mission and the ministry of the Chancery of the Diocese.

### **PAY POLICY**

The Diocese makes every effort to provide just wages and benefits in accordance with church teaching, civil law and good human resources practice. To achieve this commitment, it is the policy of the Diocese, within the framework of its overall financial condition, to pay wages and salaries that are internally equitable and comparable to pay rates paid for comparable positions in comparable job markets.

Within the pay program internal equity and job market comparability are determined by comparing certain diocesan jobs with corresponding jobs of other similar employers. This process creates and maintains pay ranges that are comparable to those of similar external job markets and places positions within the system of pay ranges.

Data comparisons for exempt and non-exempt positions are made using available not-for-profit wage and salary survey data for the San Francisco Bay Area. For exempt positions additional comparisons are made with similar church-related survey data.

#### **Movement through the Range**

All employees should reach at least 50% of range at 7 years of employment at the same position level.

### **POSITION EVALUATION SYSTEM**

The position evaluation system assigns a position to its appropriate pay range through a process which determines its relative value in the organization based on its comparable job market data and its level of responsibility in relation to other jobs in its department or job family. Such analysis begins with the development of the position description.

#### **Position Descriptions**

Position descriptions are documents used to outline the duties and responsibilities of each position. Diocesan policy requires that a position description be developed for each position in the organization. Position descriptions summarize each position's basic function, principal responsibilities, qualifications, organizational reporting relationships and other information. It is impossible for position descriptions to cover every task or responsibility assigned, and hence they do not limit the supervisor's right to assign additional duties as needed.

Position descriptions are reviewed for accuracy and approved by the Director of Human Resources when positions are being filled and whenever significant changes in duties occur. Employees are encouraged to review and, as appropriate, suggest changes to their job descriptions annually, during the performance review process. Supervisors, in consultation with their Department and/or Division Director, however, determine what duties are assigned to each specific position. The diocese reserves the right to transfer duties from one position to another, as well as transfer employees to other positions to preserve the effectiveness of the organization. Position descriptions should follow the template found in Appendix D-34.

### **Annual Position Evaluation Review Process**

Employees or supervisors may request the review of the pay grade of the employee's position. Such requests require an updated position description and a brief rationale signed by the employee, the supervisor/Department Director and Division Director. Requests for pay grade review must be received by the Director of Human Resources by September 1 each year in order to be included in the annual position evaluation review process. The Director of Human Resources will forward recommendations/applications to the BAC for approval. The decision concerning each request for review will then be communicated to the Division Director, supervisor and employee by October 1, and incorporated into the diocesan budget.

Questions and concerns about the decision should be directed to the Division Director by October 15 of the same year for follow up. As a result of such follow up, the decision of the BAC may be:

- More fully understood and accepted by those affected;
- Reviewed and possibly changed due to the emergence of additional information;
- Referred to the position evaluation review process to be reviewed again in the next cycle before a final decision is rendered.

### **COMPENSATION POLICY - PARISHES**

The Compensation Policy has been approved by the Bishop, as unanimously recommended to him by the Presbyteral Council. This is minimum scale.

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The actual wage figures are updated each year in October after approval of the Presbyteral Council and Bishop. (See Appendix E)

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