



The Roman Catholic Archdiocese *of* Washington

New Principal Orientation

Office of Human Resources

Nanette Lowe, Executive Director of Human Resources

Angela Ossinger, Director of Benefits & HRIS



The Roman Catholic
Archdiocese of
Washington

New Principal Orientation

TOPICS FOR DISCUSSION

Catholic Identity

CHRIS

Recruitment

Benefits

Compliance

Employee Relations



The Roman Catholic
Archdiocese of
Washington

Catholic Identity

Being Catholic Today

Living Catholic

Annual Opening School Mass and Commissioning

Additional requirements from Catholic Schools

Office

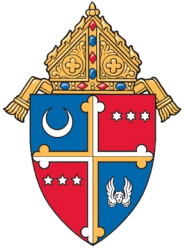


The Roman Catholic
Archdiocese of
Washington

CHRIS Overview

CHRIS (Common Human Resources System) is the HR and Payroll system for ADW

- Employees can find HR information such as:
 - Employment Policies
 - Pay Schedule
 - Benefit information
 - Open Enrollment Information
- CHRIS is also used for HR and Payroll processes such as:
 - Requesting time off
 - Viewing and printing paystubs
 - Viewing and printing W-2's
 - Viewing and Printing 1095-C's
 - Updating employee address
 - Updating Federal and State tax withholdings
 - Updating direct deposit information
 - Completing Open Enrollment



The Roman Catholic
Archdiocese of
Washington

CHRIS

Managers

- View Employee Information
- Review and Approve Time Off

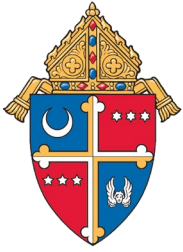


The Roman Catholic
Archdiocese of
Washington

CHRIS

CHRIS supports the full life cycle of an employee, allowing for the management of:

- Recruiting
- New Hires
- Benefits Administration
- Payroll
- Compliance
- Performance Appraisals (currently CPA only)
- Terminations



The Roman Catholic
Archdiocese of
Washington

HR Resources – My Company

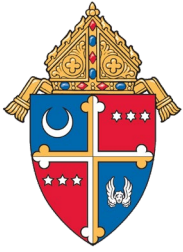
Chris>Myself>My Company>Company Information

The screenshot shows the CHRIS HR system navigation menu. At the top left is the CHRIS logo and the Archdiocese of Washington logo. Below the logo is a heart icon and a user profile icon. The menu is divided into three main sections: Personal, My Company, and Company Info. The 'Company Info' section is highlighted with a red box.

- Personal
 - Employee Summary
 - Name, Address, and Telephone
 - Status/Key Dates
 - Status History
 - Contacts
 - Property
 - Private Info
 - Other Personal Info
- My Company
 - Company Info

The screenshot shows a grid of HR resource cards. The cards are organized into three columns. The first column contains '2022 Benefit Guide' and 'Pay Schedule'. The second column contains 'Employee Handbook'. The third column contains 'CHRIS Parish/School Employee User Guides'.

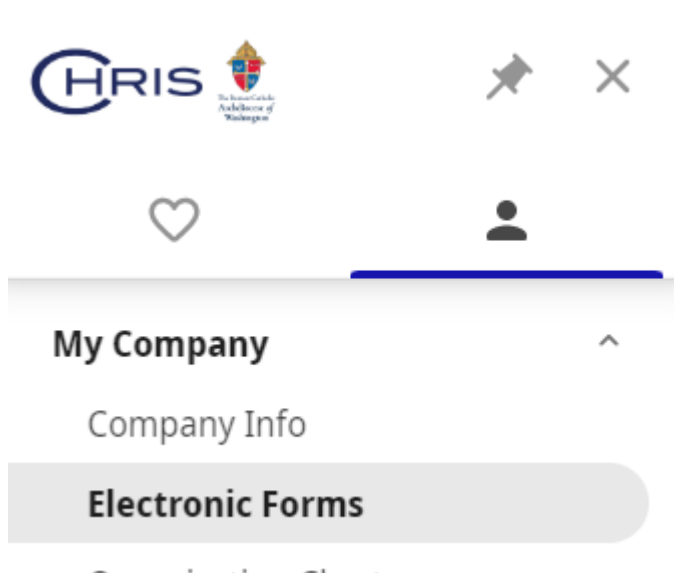
- 2022 Benefit Guide**
 - 2022 Benefit Guide
- Pay Schedule**
 - 2022 Payroll Schedule
 - 2023 Payroll Schedule
- Employee Handbook**
 - Employment Policies November 2021
 - Employment Policies November 2021 (Spanish)
- CHRIS Parish/School Employee User Guides**
 - How to Log into CHRIS for the First Time
 - Employee CHRIS Self Service Guide
 - Employee PTO Request Guide



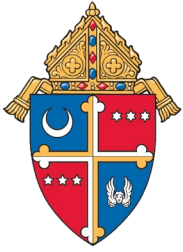
The Roman Catholic
Archdiocese of
Washington

HR Benefit Resources

Chris>Myself>My Company>Electronic Forms



- Benefit summaries
- Enrollment forms
- Claims forms
- Vendor webpage links
- Instructions on using vendor mobile apps



The Roman Catholic
Archdiocese of
Washington

RECRUITMENT

Job Posting

Job Descriptions

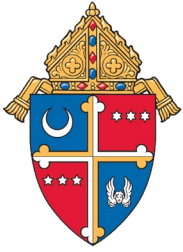
Standard ADW Recruitment Questions

Salary Ranges

References/ADW Employees

ADA Accommodation

New Appointment & Continuation Letters



The Roman Catholic
Archdiocese of
Washington

RECRUITMENT

Job Posting Standard Language

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the **Location Name** is seeking a **Position Title**.

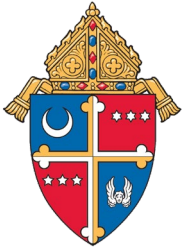


The Roman Catholic
Archdiocese of
Washington

RECRUITMENT

Catholic Identity Interview Questions

- As the job posting reflects, you have applied for a position within the Archdiocese of Washington, the local church that services DC and parts of Maryland. Why are you interested in serving the church?
- If the position requires a practicing Catholic then
- Are you a practicing Catholic; if so, what parish?
- How do you serve in your parish? If not, are you a member of a church and how do you participate?



The Roman Catholic
Archdiocese of
Washington

RECRUITMENT

Catholic Identity Interview Questions (cont'd)

- Because we are mission oriented, every aspect of working here is animated by the Catholic faith. Would you be comfortable working in a faith-infused environment? Do you have any questions or reservations about what that would mean?
- If you are offered the position, would you be able to respect and abide by the tenets of the Catholic faith, regardless of your personal beliefs?



The Roman Catholic
Archdiocese of
Washington

EMPLOYEE RELATIONS

Performance Management

Organizational Restructurings

Complaints/Investigations

- Required documentation: Incident report.
- An employee cannot be placed on administrative leave without an incident report submitted to CSO, Child Protection Office (if applicable) and HR.
- An interview is schedule with the employee
- A recommendation is sent to the school based on the interview



The Roman Catholic
Archdiocese of
Washington

EMPLOYEE RELATIONS

Employee Classification

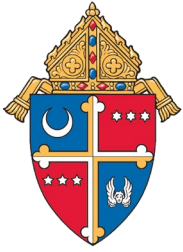
Policy Clarification

- Conflict of Interest

Employment Terminations

- Progressive Discipline: Underperforming employees must generally sign at least 2 written warnings, before employment termination for a third infraction

HR Approval **required for all terminations**



The Roman Catholic
**Archdiocese of
Washington**

Benefits

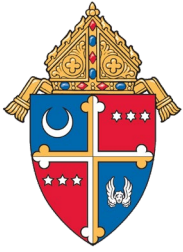
(Detailed benefit information can be found in the Benefit Guide in CHRIS: Myself>My Company>Electronic Forms)

- **Archdiocese of Washington Group Health Care Plan:**
 - 1st day of the month following date of hire
 - Insurance: Archdiocese of Washington
 - 3rd Party Administrator: CareFirst Administrators
 - Health Network: CareFirst
 - Medical card issued 2-3 weeks following enrollment

- **Express Scripts – Prescription Coverage**
 - 1st day of the month following date of hire
 - Mail order pharmacy for maintenance drugs
 - Mail order prescriptions – employee pays for 2 months but receives a 3 month fill

- **Telehealth - MD Live**
 - 1st day of the month following date of hire in conjunction with enrollment in ADW Health Care Plan
 - Consult with a board-certified doctor by phone, secure video, or MDLIVE App
 - Treat non-emergency conditions and behavioral health 24/7

- **Managed Care – Conifer**
 - 1st day of the month following date of hire
 - Works with you and your physician to develop and support a customized care treatment if you have a complex medical condition or a chronic illness.
 - A personal health nurse may contact you directly to provide assistance.



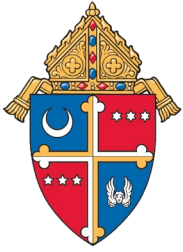
The Roman Catholic
**Archdiocese of
Washington**

Benefits

- **Archdiocese of Washington Dental Plan**
 - 1st day of the month following date of hire
 - Insurance: Archdiocese of Washington
 - Network: Delta Dental
 - Dental card issued 2-3 weeks following enrollment

- **Archdiocese of Washington Vision Plan:**
 - 1st day of the month following date of hire
 - Insurance: Archdiocese of Washington
 - Network: VSP
 - No vision card issued. Provide SSN to vision care center

- **Voluntary Supplemental Medical Plans**
 - 1st day of the month following date of hire
 - Insurance: Voya
 - Accident Insurance
 - Critical Illness
 - Hospital Indemnity



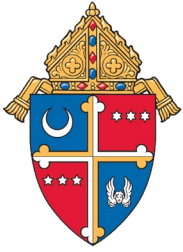
The Roman Catholic
Archdiocese of
Washington

Benefits

- **Medical Flexible Spending Account:**
 - 1st day of the month following date of hire
 - Vendor: Flores and Associates
 - Set aside pre-tax money into an account for reimbursement of eligible expenses.
 - IRS yearly maximum contribution of \$3050 per employee
 - Employees can carryover up to \$610 into the new year

- **Dependent Flexible Spending Account:**
 - 1st day of the month following date of hire
 - Vendor: Flores and Associates
 - Set aside pre-tax money into an account for reimbursement of eligible day care expenses.
 - Yearly maximum contribution of \$5000 per family

- **Transportation Flexible Spending:**
 - 1st of the month following date of hire
 - Vendor: Flores and Associates
 - Pre-tax benefit of up to \$300 per month for parking, \$300 for transit



The Roman Catholic
**Archdiocese of
Washington**

Benefits

- **Life Insurance/Accidental Death & Dismemberment Insurance:**
 - 1st of the month following date of hire
 - Vendor: Reliance Matrix
 - Benefit: Employee's annual salary up to \$50,000
- **Voluntary Supplemental Group Life Insurance:**
 - 1st of the month following date of hire
 - Additional life insurance coverage equal to (7) times employee's annual salary (up to \$150,000 guaranteed).
 - \$500,000 with evidence of insurability on a voluntary basis.
 - Vendor: Reliance Matrix
 - Cost: Voluntary employee contribution based on amount of coverage and age.
- **Long Term Disability Insurance:**
 - 1st of the month following date of hire
 - 3 month elimination period
 - Vendor: Reliance Matrix
 - Cost: Mandatory employee contribution based on annual salary.



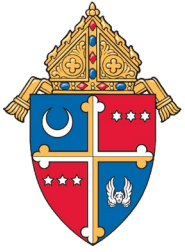
The Roman Catholic
**Archdiocese of
Washington**

Benefits

Retirement Savings Plan 403(b):

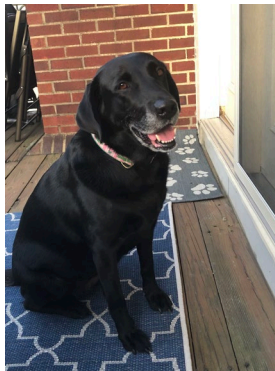
- **Employee Contribution:** Automatic Enrollment- All eligible Lay Employees will be enrolled under the Automatic Enrollment provision of the Plan. 4% of an employee's gross pay will automatically be deducted from pay beginning with the first full pay period. Opt out option available.
- **Archdiocese of Washington Retirement Savings Plan Contribution:**
 - **Fixed Annual Contribution:** (referred to as Employer Non Elective) The Plan will contribute a fixed annual contribution once per year based upon annual gross wages. The contribution will be based upon years of service. All benefit eligible years of service will be counted including those earned under the previous pension plan.
 - **Match:** The Plan will match Employee Contributions up to 50% of the first 4% of pay. If an employee does not contribute to the plan they are not eligible to receive the match.

Vesting Schedule Matching and Non-elective Contributions	
Years of Service	Percentage
Less than 1	0%
1	20%
2	40%
3	60%
4	80%
5	100%



The Roman Catholic
Archdiocese of
Washington

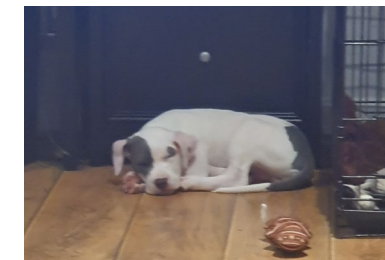
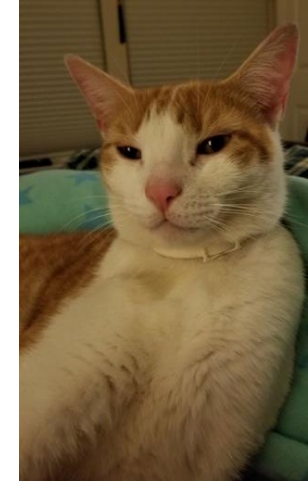
Pet Insurance



- Employees can enroll their pets (including exotic pets) in Nationwide Pet Insurance at discounted rates.
- Enrollment is at any time, but the coverage is based on enrollment date. Enrollments completed the 1-15th of the month will begin the first of the following month. Enrollments completed the 16-end of the month will begin 2 months out.
- Enroll directly with Nationwide. Information is in CHRIS>Myself>Electronic Forms.



www.adw.org





The Roman Catholic
Archdiocese of
Washington

COMPLIANCE

PPACA (Affordable Care Act)

Minimum Wage increases

DC Wage Theft Prevention Act

New Hire Reporting

Maryland Bill HB - 486



The Roman Catholic
Archdiocese of
Washington

Bookkeeper/Principal Collaboration

- Partner with bookkeepers when hiring employees so they can ensure all documentation is collected within the appropriate timeframe
 - I-9's need to be completed within 3 days of hire
 - Benefit forms need to be returned within 30 days
 - New Hire paperwork is provided before payroll begins
- Collaborate with bookkeepers to remain compliant with ADW policies
 - Policy 1000 is electronically signed by employee within 30 days
 - Conflict of Interest Form is completed
 - Employee leave – FMLA, Workers Compensation, etc.



The Roman Catholic
Archdiocese of
Washington

Contact Information

ArchdioceseHR@adw.org

Main number: 301- 853-4513

Nanette Lowe mobile: 301-343-8109