INTRODUCTION:
The following information is to assist you in the budget preparation process for fiscal year 2021–2022. Parish budgets are due to the diocesan Finance Office by May 15, 2021.

I. BUDGET FORMS AND SUBMISSION PROCESS FOR PARISHES:
Parishes should use the information below as starting assumptions for their budget. Deficit budgets (those where expenses exceed revenues) may not be accepted by the Diocese.

Parishes will continue to prepare budgets directly in ParishSoft Accounting or through a worksheet that can later be entered in ParishSoft Accounting. Please see instructions from ParishSoft outlining budget entry steps located on diocesan extranet here.

To notify diocese that the budget is ready for review, please email the completed Budget Sign Off form to the Finance Office (finance@richmonddiocese.org) by May 15, 2021.

Please copy the Pastor/Administrator on the email and retain the original at the parish. A copy of the form can be found on diocesan extranet here. Once the budget has been reviewed by the diocese, it will be locked in ParishSoft Accounting.

II. BUDGET ASSUMPTIONS:

LAY COMPENSATION:
Based on the national and regional benchmarking for corporate and nonprofit wages, the diocese would recommend a 2.0% wage increase per the following:

a. 2.0% increase for exempt and nonexempt lay employees

b. 12-month religious on stipend are increased 2.0% from $31,237 up to $31,862

c. 10-month religious on stipend are increased 2.0% from $28,260 up to $28,825
Note: However, given the current financial environment, locations may consider a wage increase from 0% to 2.0% depending on the location budget. Please contact Dot Mahanes, Human Resources Officer, dmahanes@richmonddiocese.org should you wish to review your staff’s compensation.

PRIEST COMPENSATION:
Pending approval from the Priest Council in March 2021, priest compensation will be:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base compensation</td>
<td>$27,554</td>
</tr>
<tr>
<td>Social security allowance (see below)</td>
<td>3,307</td>
</tr>
<tr>
<td>Total Compensation</td>
<td>$30,861</td>
</tr>
</tbody>
</table>

The social security allowance is part of priest compensation and is recorded in Kronos as taxable income to be reported on Form W-2. This income is remitted to the IRS on behalf of the priest through a payroll tax withholding to off-set income taxes due.

Priests working in multiple parish assignments are to allocate the salary, benefits and allowances between/among the parishes so that the total salary and compensation received will not exceed total compensation as outlined herein. Please contact the Payroll Department at payroll@richmonddiocese.org if you have further questions.

FICA TAXES (SOCIAL SECURITY TAXES):
FICA taxes should be budgeted at 7.65% of gross compensation for lay employees only.

GROUP HEALTH PLAN (MEDICAL, DENTAL)- PRIEST AND LAY:
As a reminder, our current rates continue through December 2021 and the new plan year begins January 1, 2022. Although the renewal process has not started for 2022, our benefits consultants are estimating an overall rate increase for both lay employees and priests of 4% on both health and dental premiums for the year. New insurance rates are effective January 1, 2022 and rates will be issued by the Office of Human Resources during the open enrollment period beginning in October 2021.

Diocesan priests are covered at 100% for both health and dental insurance premiums. Parishes should budget an additional $1,300 per priest to reimburse each priest for the $50 annual dental deductible and for annual out-of-pocket medical expenses in excess of $750 but under $2,000. The first $750 of out of pocket medical expenses are born by the priest. If the priest does not incur these expenses during the year, then the unused portion of the $1,300 may be allocated for other parish expenses.

Insurance premiums will continue to be recorded in Kronos and drafted from your location’s bank account with your other payroll liabilities. If you have a multi-location employee, please remember that benefits are allocated between locations in the Kronos payroll system and parishes should budget for these benefits accordingly.
**RETIREMENT CONTRIBUTIONS:**

**Lay Pension Plan:** Based on the recommendation of our actuary, the lay pension plan contribution will continue to be 7% of eligible employees’ gross wages. These expenses are recorded in Kronos and drafted from your location’s bank account with your other payroll liabilities.

**Priest Retirement Assessment - Pension, Future Health Insurance and Long-Term Care:**
The priest retirement assessment will be split into three areas: priest pension, retired priest health insurance, and retired priest long term care. The Priest Pension assessment will fund the priest pension plan. The Retired Priest Health Insurance assessment will fund the cost of health insurance for the priest upon retirement. The Retired Priest Long Term Care assessment will be used to fund priests in retirement that require assisted living or nursing care in the future. The total annual assessment will be $13,700 per priest. The breakdown of the assessment is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priest Pension Plan</td>
<td>$6,000</td>
</tr>
<tr>
<td>Retired Priest Health Insurance</td>
<td>$5,200</td>
</tr>
<tr>
<td>Retired Priest Long Term Care</td>
<td>$2,500</td>
</tr>
<tr>
<td><strong>Total Assessment</strong></td>
<td><strong>$13,700</strong></td>
</tr>
</tbody>
</table>

These expenses are recorded in Kronos and drafted from your location’s bank account with your other payroll liabilities.

Religious Order Priests serving in the Diocese – lesser of amount of Order’s assessment or $13,700.

Religious employees, 7.0% of gross compensation.

**SPECIAL NOTE ON RELIGIOUS RETIREMENT (OTHER THAN RELIGIOUS ORDER PRIESTS – NOTED ABOVE):** Religious employees have been made eligible for retirement benefits under a strict set of rules established by the Diocesan Finance Council:

a) For religious employees on salary, each employing location will forward directly to the religious community seven percent (7.0%) of the annual salary. Payments should be made semi-annually.

b) For full-time religious employees on stipend, each employing location will forward $832 semi-annually to the religious community ($1,664 annually).

c) The check will be payable only to the retirement account of the religious community.

d) Payment must be to the religious order and not to any individual employee.
Lay 403(b) Plan Employer Match: Employees working 20 or more hours a week are automatically enrolled in the 403(b) plan at a 4% deferral rate and are also eligible for the matching employer contribution, unless they opt out. Employers will match 50% of an employee’s contribution up to 4% of the eligible employee’s compensation. Each parish should budget 2% of gross wages for eligible employees for the employer match.

Employees working less than 20 hours a week are not automatically enrolled; however, they are eligible to participate in the 403(b) with their personal contributions. There is no additional amount to be budgeted for this classification of employees as they are not eligible to receive the employer match.

Priest 403(b) Plan Employer Match: Priests are not automatically enrolled into the 403(b) plan. If they have elected to participate, the parish will match 50% of the priest’s contribution up to 4% of compensation. Each parish should budget 2% of gross wages (including social security allowance) for the employer match.

EMPLOYER PAID EMPLOYEE BENEFITS ASSESSMENT (DISABILITY INCOME INSURANCE, LIFE INSURANCE, AD&D, AND EAP ASSESSMENT):
The Lay Employer Paid Employee Benefits Assessment includes the cost of employee benefits that are fully paid by the employer. This includes short-term and long-term disability insurance, basic life insurance, accidental death & dismemberment insurance, and the Employee Assistance Program. For FY22, the rate will remain at $0.53 per $100 of gross wages for lay employees working 20 or more hours per week.

Additionally, parishes will be billed for the cost of short-term and long-term disability insurance, basic life insurance, accidental death and dismemberment insurance, and the Employee Assistance Program for priests. The cost for FY22 will continue to be $21 per month per priest.

These expenses will continue to be recorded in Kronos and drafted from your location’s bank account with your other payroll liabilities.

WORKER’S COMPENSATION INSURANCE:
Worker’s compensation insurance will be charged at a rate of 0.68% of gross salaries for FY22, which is a 3% increase from FY21 rates. Worker’s compensation premiums will continue to be recorded in Kronos based on actual wages and will be drafted from your location’s bank account with your other payroll liabilities.

DIOCESAN UNEMPLOYMENT INSURANCE FUND (DUIF):
All employing locations pay 0.1% of gross salary expense to the DUIF to pay for unemployment claims incurred. The location is not billed for actual unemployment claims incurred. The DUIF expense will continue to be recorded in Kronos based on actual wages paid and will be drafted from your location’s bank account with your other payroll liabilities.
**KRONOS PAYROLL FEES:**  
For FY22 budget purposes, each employing location should budget $6.75 per employee per pay period for payroll processing costs, which represents a 3.85% increase from FY21. These expenses will continue to be recorded in Kronos and drafted from your location’s bank account with your other payroll liabilities.

**COST OF SCREENING EMPLOYEES AND VOLUNTEERS:**  
The Diocese of Richmond requires that all employees and most volunteers in the Diocese to be screened through various background agencies. The details of the mandate are in the **Diocesan Safe Environment Regulations**. The regulations and “Background Information” can be found on the diocesan website (www.richmonddiocese.org) and then by clicking on Diocese of Richmond’s Child Protection/ Safe Environment Training (VIRTUS). Additional background check information can be found by clicking Human Resource on the Employee Extranet.

1. *Screening One Employee* includes a social security number verification, state, national and federal searches.
2. *Screening One Volunteer* includes a national search. ***Due to legal requirements, an additional county search may take place if a record is found on the national search. This volunteer background check is integrated into the VIRTUS system.
3. Religious Exempt and Licensed Preschool/ Day Care/ Before After Care Employees: Per new state regulations, employees in these settings must be screened using the *Fieldprint* vendor. Please note, starting October 1, 2020 the Department of Social Services will no longer cover the cost of fingerprint based criminal history searches (Fieldprint) for those individuals in child day programs who are required to be fingerprinted. In addition, new employees must complete the Virginia Department of Social Services check. If the new employee has lived outside Virginia in the last 5 years, a check of Child Abuse registry in each state resided is required. These requirements apply only to Religious Exempt and Licensed Daycare/Pre-schools/ Before and After Care programs.

For budgeting purposes, the following should be used as a guide. Please note that there are changes for the 2021-2022 year.

**SCHOOL Employees**

*Employees (excluding Preschool/Daycare Before and After Care)*

Point of Hire

- FBI & VSP Fingerprint - $27.00
- Virginia Child Protective Services- $10.00

**Total:** $37.00

*Re-Screen (every 5 years) excluding Pre-School/Daycare/Before and After Care Employees*

*Screening One Employee* - $19.25

- Virginia Child Protective Services- $10.00

**Total:** $29.25
Pre-School/Daycare/Before and After Care Employees: (Schools and parishes)
http://www.dss.virginia.gov/family/children_background.cgi
Fieldprint- $57.00
Virginia Department of Social Services- $10.00
If lived outside Virginia in the last 5 years, check Child Abuse Registry of states resided- Cost TBD
Total: $67.00

Re-Screen (every 5 years) Licensed and Religious Exempt Pre-School/Daycare, Before and After Care Employees: (Schools and parishes)
Fieldprint- $57.00
Virginia Child Protective Services - $10.00
Total: $67.00

PARISH Employees: (Excluding schools, Licensed and Religious Exempt Pre-school/Daycare/Before and After Care)
ScreeningOne Employee - $19.25
Virginia Child Protective Services - $10.00
Total: $29.25

Re-Screen, every 5 years, same screenings/costs, Total $29.25

VOLUNTEERS:
ScreeningOne Volunteer - $3.75
**Due to legal requirements, an additional charge of $10.50 may be incurred for each county search that is completed to verify a possible record found on the National Database.

Re-Screen, every 5 years, same screenings/costs, $3.75
**Due to legal requirements, an additional charge of $10.50 may be incurred if a county search that is completed to verify a possible record found on the National Database.

Clergy: Screens are the same as School Employees and are administered by the Office of Human Resources.

Please consider those employees and volunteers who will be rescreened* during the 2020-2021 fiscal year and adjust your budget accordingly.
*re-screening is completed every five years
PRIEST CONTINUING EDUCATION: $ 1,000

PRIEST OCTOBER CONVOCATION: $ 1,100

PRIEST RETREAT COSTS: $ 750

PRIEST AUTO ASSESSMENT: $ 4,780

GYM MEMBERSHIP FOR PRIESTS: $ 600

SUBSTITUTE PRIEST CHARGES:
The existing rates to be utilized for use of additional and/or substitute clergy:

- $100 for each Sunday celebration of Eucharist
- $ 50 for each daily Eucharist
- $ 50 for Sacrament of Reconciliation
- $ 100 for communal celebrations of Sacrament of Reconciliation (retired priests only)
- Auto reimbursement as outlined by mileage rate issued by IRS (retired priests only)
- Reasonable meal reimbursement supported by submitted receipts and not to exceed amounts issued by IRS for reasonable per diem rate.

These rates should be used as a guideline for payment. If a parish is financially unable to make payment in accordance with the guidelines, an adjusted compensation agreement should be decided ahead of time with the priest and the parish.

All non-retired substitute priests should be paid through the payroll system after completion of service. Please reference Kronos training materials for additional instructions.

Retired substitute priests should complete a W-9 form prior to payment. If any individual retired priest is paid more than $600 in a calendar year by the parish, the parish must issue a 1099 at year end to the priest.

PRIEST MOVING EXPENSES:
Each priest assigned or reassigned to a parish or institution within the Diocese of Richmond is entitled to reimbursement for his out-of-pocket moving expenses for such move as follows:

- For mission parishes, the parish is responsible for the first $1,000 per move, to be paid by the receiving parish or institution to which he is assigned. If the moving expenses exceed $1,000, then the Diocese will be responsible for the remainder, not to exceed $5,000.

- For all other parishes, the parish/institution is responsible for the first $2,500, and then the Diocese will be responsible for the remainder, not to exceed $5,000. If the priest is
retiring or going on sabbatical, the Diocese will be responsible for the moving expense reimbursement of up to $5,000.

- Certain personal items owned by the priest, i.e. those with exceptional costs for moving, are to be considered separate expenses to be paid for by the priest (e.g. antiques, precious works of art, pets, etc.). Opting for insurance to cover losses/damages when utilizing a rental truck, van, or company should be considered, as the parish or Diocese is not responsible for lost or stolen items.

**PERMANENT DEACON COSTS:**

- Annual Deacon Convocation $ 600
- Annual Deacon Retreat $ 500

**SELF-INSURANCE ASSESSMENTS (PROPERTY, GENERAL LIABILITY, AND VEHICLE):**

Catholic Mutual Group, through our Director of Risk Management, assists with determining assessment amounts each year. Based on data currently available, estimate an 4% increase over the current assessment.

**MILEAGE REIMBURSEMENT:**

The IRS has published its mileage rate for reimbursement of an employee utilizing a personal vehicle for business use as $0.575 per mile. This mileage reimbursement rate is also used to reimburse retired priests who say Mass in a parish.

**PARISHSOFT GENERAL LEDGER AND FAMILY SUITE:**

For budget purposes, the following annual license fee is charged for use of web based ParishSoft accounting and census program. Rates are being increased by 3% compared to the FY21 rates and will be billed monthly.

<table>
<thead>
<tr>
<th>Registered Families</th>
<th>Over 1300</th>
<th>200 - 1300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annual Cost</td>
<td>$ 3,612</td>
<td>$ 1,608</td>
</tr>
<tr>
<td>Family Suite</td>
<td>$ 2,166</td>
<td>$ 965</td>
</tr>
<tr>
<td>Ledger</td>
<td>$ 1,446</td>
<td>$ 643</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 301</td>
<td>$ 134</td>
</tr>
</tbody>
</table>

For locations with fewer than 200 families, there is no fee.

**CATHEDRATICUM ASSESSMENT:**

To assist in calculation of budgeted Cathedraticum assessment for FY22, please use the worksheet located on the diocesan extranet here. The amount calculated in the worksheet should agree to the submitted budget. This worksheet is a resource only and does not need to be submitted with your final budget.
Certain revenue items are assessed based on the progressive rate schedule below:

<table>
<thead>
<tr>
<th>Taxable Receipts Income Level</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $50,000</td>
<td>4.00%</td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>7.50%</td>
</tr>
<tr>
<td>$100,001 to $250,000</td>
<td>9.50%</td>
</tr>
<tr>
<td>$250,001 to $500,000</td>
<td>9.75%</td>
</tr>
<tr>
<td>$500,001 and over</td>
<td>10.50%</td>
</tr>
</tbody>
</table>

For example, all parishes will pay 4% on their first $50,000 of assessable income . . . and so on. Please see the following example calculations of the assessment policy:

<table>
<thead>
<tr>
<th>Taxable Receipts</th>
<th>Parish A</th>
<th>Parish B</th>
<th>Parish C</th>
<th>Parish D</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125,000</td>
<td>$125,000</td>
<td>$450,000</td>
<td>$850,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Tax Calculation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50,000 at 4.00%</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>$50,000 at 7.50%</td>
<td>3,750</td>
<td>3,750</td>
<td>3,750</td>
<td>3,750</td>
</tr>
<tr>
<td>$150,000 at 9.50%</td>
<td>2,375</td>
<td>14,250</td>
<td>14,250</td>
<td>14,250</td>
</tr>
<tr>
<td>$250,000 at 9.75%</td>
<td>0</td>
<td>19,500</td>
<td>24,375</td>
<td>24,375</td>
</tr>
<tr>
<td>Over 500,000 at 10.50%</td>
<td>0</td>
<td>0</td>
<td>36,750</td>
<td>52,500</td>
</tr>
<tr>
<td>Total Tax</td>
<td>$8,125</td>
<td>$39,500</td>
<td>$81,125</td>
<td>$96,875</td>
</tr>
<tr>
<td>Effective rate</td>
<td>6.5%</td>
<td>8.7%</td>
<td>9.5%</td>
<td>9.7%</td>
</tr>
</tbody>
</table>

**Exempt Income Categories:**
All parish income is assessable except for the following exemptions noted below:

**Debt reduction:**
During the year payments are made towards debt principal, those payments will be deductible from taxable receipts. Separate collections may continue, but there will be no need to request an exemption when the funds are collected. Therefore, no annual letter will be needed to qualify for this deduction.

Funds already collected for debt that have been exempted previously will not receive a second deduction from taxable receipts. Debt reduction campaigns (greater than one times offertory) will require Bishop’s approval and consultation with the diocesan Development staff through the Catholic Community Foundation prior to the debt reduction campaign or collection.

**Endowments:**
Contributions to an endowment, regardless of the source of funds, i.e. bequest, donor intention or surplus funds, will be deducted from taxable receipts. Please note that any new donor-restricted permanent endowments established after September 19, 2015 must be deposited with the Catholic Community Foundation.
Gains or losses, realized or unrealized, and interest and dividends, will be exempt from tax for all endowments in the Catholic Community Foundation. For parish endowments to qualify for this treatment, the parish must have in place by-laws and an investment policy statement for their endowment.

Draws on endowment income for parish programs or other restricted purpose will be subject to tax in the year taken, but the principal that remains invested in the Catholic Community Foundation will not be taxed.

**Capital Campaign Income:**
For the proceeds from a capital campaign to be exempt from Cathedraticum tax, projects must be approved in accordance with the Diocesan Construction and Renovation Policy, including review by the Building and Renovation Commission (BARC), when required.

Each parish must receive the approval from the Bishop in advance of the campaign. The design of any capital campaign in excess of one times offertory must be in consultation with the diocesan Development staff through the Catholic Community Foundation.

Only one letter of approval is required before the onset of any capital campaign and will be effective for the planned period of the campaign (i.e. 2-5 years). A general guideline is that projects greater than 50% of parish offertory and/or $500,000 would be eligible for an exempt capital campaign, i.e., a campaign in which the proceeds are exempt from tax.

**Building and Maintenance Collections:**
Please note that funds collected for general building repair and maintenance are **not** exempt. This is consistent with existing policy; however, many exceptions had been granted. All exceptions to this policy discontinued as of June 30, 2016. Therefore, there is no need for any letters requesting exemption for building and maintenance funds or collections. For budget and annual report purposes, these collections may be included in the Sunday and Holy Day line items on the aforementioned reports.

**Other exempt categories:**
Please note that there is no need for a letter requesting exemption for of the following types of income:
- Parish Charities- separately collected from Sunday and Holy Day collections, not from separate fundraising events
- National or Diocesan collections
- Annual Diocesan Appeal parish share proceeds
- Living Our Mission Campaign parish share proceeds
- Proceeds from insurance claims
**PARISH SHARING ASSESSMENT:**
The parish sharing assessment is billed to all parishes to assist with the shared support of the Catholic schools throughout our Diocese. In March 2021, the diocese will issue parish sharing assessment letters to all parishes stating the amount to budget for fiscal year 2022.

**Note:** The amount denoted in the submitted budget **must** agree to the amount confirmed by the Diocese.

**CATHOLIC VIRGINIAN ASSESSMENT:**
This assessment is 1.35% of the parish’s receipts base for Cathedraticum assessment. This fee is included with your monthly diocesan bill and will be paid to the diocese to benefit the Catholic Virginian.

**III. PARISH STRATEGIC PLANNING CONCEPTS:**
As parishes develop their budgets for the next fiscal year, these budgets should be developed with the long-term financial needs of the parish in mind, in addition to the immediate fiscal needs of the upcoming year. All parishes should develop goals for long term capital needs, parish endowments, and perpetual care of cemeteries and columbaria (if applicable). Once these goals are set, then strategies may be put in place to attain these goals.

**Parish Capital Reserve Funds:**
In recent years, parishes have spent approximately 1.5% of operational revenue on maintenance and an additional 1.0% of operational revenue on capital repairs in relation to the “replacement cost value” of the buildings. Parishes should estimate that amount of their annual maintenance budget and then begin to set aside funds towards a Capital Reserve Fund to cover this cost. See the table below:

<table>
<thead>
<tr>
<th></th>
<th>Historical Analysis</th>
<th>Conservative Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Cost of Buildings</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Annual budget for repairs and replacement (2.5% and 5%)</td>
<td>$125,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Capital Reserve Fund needed to fund repairs and replacement</td>
<td>$3,125,000</td>
<td>$6,250,000</td>
</tr>
<tr>
<td>Income at a 4.0% Spending Rate</td>
<td>$125,000</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

**Parish Endowments:**
Parishes should have as a part of their long-term financial plan, a goal to build endowment to supplement their offertory income to enhance the parish’s ability to meet the pastoral needs of the community into the future. Endowment funds are an excellent way to stabilize funding for key ministries and programs such as social ministries, youth and young adult ministries, etc.
A goal of the Catholic Community Foundation staff is to assist parishes with building endowment funds for the future through Planned Giving and other initiatives. When parishes receive a bequest, or have an unexpected surplus, parishes should consider placing a portion of those funds into an endowment with the Catholic Community Foundation.

<table>
<thead>
<tr>
<th>Ministry Description</th>
<th>Ministry Budget</th>
<th>Social Ministry Endowment Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Bank</td>
<td>$10,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Income at a 4.0% Spending Rate</td>
<td></td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Longer term goals may be set to supplement parish offertory as an important and stable stream of income for the parish operating budget. For example, a parish may set a goal to build an endowment fund of five times its offertory over a period of 15 years, i.e., the “5 x 15 Plan.”

Under this plan, if a parish has annual income of $400,000, then the goal would be to build a $2.0 million fund. At a 4.0% spending rate, this fund would generate $80,000 in annual income for the parish, a meaningful supplement to its offertory. The theory on these endowments is that they should earn 6.0% per year or more, which means with a 4.0% spending rate, the fund would continue to grow at a rate of 2.0%, thereby covering inflation and perpetually retaining its purchasing power.

Please contact the Catholic Community Foundation for more information on parish endowment funds.

IV. SUPPORTING RESOURCES:

PAY CHARTS:
The following documents can be obtained through the Employee Extranet, under Human Resources, then Compensation Resources:

- Job Classifications, Pay Grades and Ranges for Lay Ministers and Administrators, Support Staff, and teachers/faculty
- 2021/2022 Pay Chart: Pay ranges for Support Staff and Administrators/Ministers have been increased 2% based on benchmarking, i.e., minimum, midpoint and maximum ranges.

Note: If an employee’s current pay is over the “maximum range point” of their designated job grade, no increase is required for this individual.

COMPENSATION REFERENCES FOR LAY EMPLOYEES:
The following documents can be obtained through the Employee Extranet, under Human Resources:
• Virginia passed a new law (SB7) that increases the minimum wage from its current federally mandated level of $7.25 per hour to **$9.50 per hour effective May 1, 2021.**

• Nonexempt vs. exempt employment status per the Fair Labor Standards Act (FLSA), located in Called to Work in Harmony on diocesan extranet. **Effective January 1, 2020, the FLSA regulations were revised.** An “exempt employee” is exempt from the overtime and recordkeeping provisions of the FLSA. To qualify as an exempt employee, effective January 1, 2020, an employee **must be paid at least $684.00 per week on a salary basis,** regardless of the amount of time or effort required to complete the work ($35,568 annually for employees working 12 months). In addition to the salary test, the employee **must perform job duties** that qualify for one of the duties tests exemptions from the overtime pay requirements in the FLSA.

• Musician Compensation Guidelines

• Economic Realities Factors used to determine worker status, i.e., employee vs. independent contractor

**PERSONNEL BUDGETING RESOURCES:**
A spreadsheet and several Kronos reports have been created for your use, if desired, to assist in budgeting for personnel expenses based on the recommendations and rates provided above.

The **FY22 Salary Worksheet** can be obtained [here](#). To utilize the spreadsheet, take the following steps:

• Run a report in Kronos of budget data for all employees at your location. There are two reports available to assist you in obtaining this data –
  o **FY20 Budget rpt w/ Salary, Med & Dent Rates** – provides salary and benefit deduction information for all employees over 20 hours per week.
  o **FY20 - SALARY REPORT BY ROLE** – provides salary information for all employees you have access to.

• Use the data obtained in these reports to populate the FY21 Salary Worksheet as designated in the spreadsheet. In order to add lines to the spreadsheet for additional employees you will need to copy and paste a current row of data in order to preserve the formulas included. Key columns to populate are as follows –
  o Column C – Employee status (full-time, part-time, limited part-time)
  o Column D – FY20 salary
  o Column E – desired salary increase for employee
  o Columns G and I – employee’s health and dental insurance deductions on a bi-weekly basis (for 10-month employees, use the standard deduction, not the amount modified to be deducted over 10 months)
  o Columns M and O – employer’s share of health and dental insurance deductions on a bi-weekly basis (for 10-month employees, use the standard amount, not the amount modified to be deducted over 10 months)
• A 2021 insurance premium rate sheet has been provided at the following link for your reference when entering health and dental withholding amounts per employee.
• Once this information has been entered in the spreadsheet, the total personnel cost per employee will be calculated on your behalf based on the rates provided above. You can use this information to populate your budget.