

## Parish and School Human Resources (PASHR) Newsletter

**ANNOUNCEMENT: This is the final issue of the PASHR newsletter.** Our next issue will be combined with the Office of Parish Financial Consulting in the new and improved "Administrative Insights Newsletter". The new newsletter will be distributed to all parish and school pastors, administrators, parish directors, business managers, and school presidents/ principals. Our goal is to streamline communications and ensure all stakeholders receive important information from the Archdiocesan offices that support parishes and schools.

Archived issues of the PASHR newsletter can be viewed at [archmil.org/Resource-2.0/Office-of-Parish-and-School-HR-Newsletters.htm](https://www.archmil.org/Resource-2.0/Office-of-Parish-and-School-HR-Newsletters.htm).

## Thank you for participating in the Salary Survey!

Around 75% of our parishes and schools participated in the 2024-2025 Parish and School Salary Survey! As a reminder, the Salary Survey is conducted by the Archdiocese bi-annually to provide insight to participating locations into how parishes/schools compensate employees for similar job duties. We are hard at work on data analysis and report-writing along with MRA, a local HR support organization, who is facilitating the survey on behalf of our office. If MRA contacts you with a question about the data you submitted, please respond in a timely manner. The final report will be released in October 2024.

# 3rd Annual HR Leadership Seminar

Wednesday, October 23rd, 2024

1:30 - 4:00pm

Mary, Mother of the Church Pastoral Center

PASHR is hosting the 3rd Annual HR Leadership Seminar for all parish and school pastors, administrators, parish directors, business managers, and school presidents/ principals.

**This Year's Seminar Topic:  
Conflict Resolution and Performance Management**

[Register Here!](#)

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## Compliance Corner

### Department of Labor Rule on Salary and Overtime

As you may remember, the [DOL issued a new rule](#) raising the salary basis for overtime exemptions effective July 1, 2024 to \$844 per week (\$43,888 per year) and a second increase effective January 1, 2025 to \$1,128 per week (\$58,656 per year).

A challenge to this rule was brought by the State of Texas and the US District Court for the Eastern District of Texas granted an injunction applying only to those individuals employed directly by the State of Texas. Given how narrow this injunction is, **it does NOT APPLY to our parishes or schools and does not change anything** in terms of planning for the January 1st increase. To date, no other injunctions have been issued. As more information becomes available, we will share that with you.

# DOL Overtime Rule Webinar Information

In May 2024, our office partnered with General Counsel Sharon Hanson to provide a webinar regarding the changes in the DOL overtime rule. Recording and slides from the webinar are linked below for your reference. |

## WEBINAR SLIDES

# Parish and School Policy Manual Updates

In August 2024, the Office for Schools released an updated Parish and School Policy Manual. The updated manual is linked below. Please note that some of the links and forms in the policy manual are still being updated. The Office for Schools will send a communication once the finalized forms and links have been uploaded. |

## 2024 POLICY MANUAL

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# HR Best Practices

## NEW! Principal Evaluation Toolkit

By request of many pastors and principals, PASHR and the Office for Schools are collaborating on an updated toolkit for evaluating Principal performance. It includes two parts:

1. **Updated Principal Effectiveness Framework** to be used as a Principal growth tool and self-evaluation.
2. **New Principal Performance Evaluation Form**, which will act as the Pastor or President's primary tool to evaluate Principal performance and fulfil the requirement of annual evaluation of principal performance from Parish and School Policy 4510.

The Principal Performance Evaluation Form is linked below, including instructions for use. We will be soliciting feedback from targeted groups but welcome additional feedback from any pastor/principal or president/principal pair that uses the new toolkit this year. Please email any feedback to [ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org).|

## Principal Performance Evaluation Form

# NEW! Reference Checking Resource Guide

Recruitment season isn't over yet! Check out our new guide on completing candidate reference checks, including a sample reference check form. |

## RESOURCE GUIDE

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### PASHR HELPLINE

Reminder: Please direct all new HR inquiries to the phone line or email address below!

**414 - 389 - 88HR(47)**

or

[ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org)

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### PASHR OFFICE

#### Archdiocese of Milwaukee HR Team:

**Judy Shownkeen**, HR Director

**John Barker**, Director for Parish and School HR

**Jennifer Pollock**, Associate Director of Recruitment and Engagement

**Rachel Uchytel**, Associate Director for Parish and School HR

**Angie Doney**, HR Coordinator for the Archdiocese of Milwaukee

John and Rachel will serve as the primary HR support for parishes and schools.

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If you have suggestions for HR Newsletter topics or would like to add someone to our distribution list, please email us at [ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org).

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