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**Volume I, Issue III, Summer 2024**

## **Parish and School Human Resources (PASHR) Newsletter**

Happy Summer! This newsletter is distributed three times per year to all parish and school pastors, administrators, parish directors, business managers, and school presidents/principals.

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

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## **It's Salary Survey Time!**

The 2024-2025 Parish and School Salary Survey is almost here! 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. This year, a local HR support organization, *MRA*, will be facilitating the survey on behalf of our office.

This year's survey is two parts:

## **1. Salary Survey Contact Info Form**

Each parish and school must designate ONE staff member to complete the survey on behalf of the parish/school. This should be a staff member who already has access to compensation information (think: Business Manager/ HR/ Leadership).

**Parishes/schools MUST COMPLETE THE FORM BELOW BY JUNE 26 at 12:00noon in order to participate in the Salary Survey.**

**COMPLETE NOW: Salary Survey Contact Info Form**

## **2. Compensation Input Form and Salary Survey Questionnaire**

Each Salary Survey designee will receive the salary survey questionnaire- including the compensation input form- to complete. The designee will also receive the final survey report following completion of the survey. Remember: Only participating organizations will receive the final report!

**COMPLETE NOW: Salary Survey Contact Info Form**

## **Salary Survey Timeline**

**Now through June 26, 2024 @12noon:** Survey designees from each parish and/or school complete the Salary Survey Contact Info Form.

**July 1, 2024:** MRA sends Salary Survey Questionnaire to all parish/school Salary Survey Designees with instructions on how to complete.

**July 31, 2024:** Completed Salary Survey Questionnaires due to MRA.

**October 2024:** MRA sends 2024-2025 Parish and School Salary Survey Report to all Salary Survey Designees.

**COMPLETE NOW: Salary Survey Contact Info Form**

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**SAVE THE DATE:**

**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**

Registration link coming soon!

# Compliance Corner

## Department of Labor Final Rule on Salary and Overtime

The [DOL has issued a final rule](#) regarding salary and overtime pay requirements under the Federal Labor Standards Act (FLSA) that is likely to affect your organization. Recording, slides, and recommended job description ministerial exception verbiage are linked here from the recent webinar that our office provided, in partnership with Archdiocese of Milwaukee General Counsel, Sharon Hanson.

## Recommended Language for Ministerial Exception in Job Descriptions

As discussed during our recent webinar regarding the DOL overtime rule, in order to invoke the ministerial exception from the FLSA, job descriptions must include specific language. General Counsel Sharon Hanson recommends the following:

### WEBINAR SLIDES

### WEBINAR RECORDING\*

\*Please contact [ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org) for the webinar recording password.

*"The duties and requirements of this position are ministerial in nature and include participating in Mass, prayer, and leading others in prayer, as appropriate. These duties are central to our mission as a Catholic parish.*

*The employee is expected to know and act consistently in accordance with the mission, policies, and tenets of the Catholic Church and the Code of Ethical Standards for Church Leaders. The employee is further expected to perform all duties and responsibilities with an overriding commitment to develop our Catholic Faith Community in accordance with the doctrines, laws, and norms of the Catholic Church."*

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## HR Best Practices

### Updated Parish/ School Handbook Template and Analysis

Planning to update your employee handbook? This year's updates include edits to the Standards of Conduct, ADA Accommodations Process, Harassment Reporting Process, Conflicts of Interest policies, and more. Specific changes are highlighted on the cover sheet. |

**HANDBOOK  
TEMPLATE**

### Performance Evaluation Resource Guide

Looking to implement a performance evaluation process for your at-will employees? Now is the time to plan for the upcoming fiscal year. See the resource guide linked below for sample timeline and evaluation documents. |

**EVAL 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 - 8847**

**or**

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

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## **PASHR OFFICE UPDATES**

**As you may have heard, we recently welcomed two additional HR professionals to our team.**

**Please welcome**

**Judy Shownkeen, Human Resources Director for  
the Archdiocese of Milwaukee**

**and**

**John Barker, HR Director for the Office of Parish  
and School Human Resources.**

Judy and John join Rachel Uchtyl, who serves as the Associate Director for the Office of Human Resources.

Tom Fredrickson has moved to a new role as Director of Leadership for the Office of Missionary Planning and Leadership.

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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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