
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.16 Compensation

Salary increases are at the sole discretion of the Diocese of Phoenix and are intended to reward job performance and respond to market conditions. Salary increases are not given on the basis of length of service alone.

Procedures:

A. Salary/Wage Administration

The Chief Human Resources Officer in conjunction with the Diocese of Phoenix Compensation and Benefits Committee shall recommend salary grades/ranges for all positions. In establishing salary grades/ranges consideration will be given to such factors as:

Competitive rates of pay based on local (and for some positions - national) market values for comparable work in similar employment, including conditions of work.

Regional/area cost-of-living indices.

The equity of pay between positions having the same or substantially similar duties, responsibilities, requirements, and conditions of work.

The economic condition of the Diocese of Phoenix.

The available supply of persons meeting the Diocese of Phoenix's particular needs and requirements.

Recommendations for the modification of the salary grades/ranges shall be made annually, and submitted to the Bishop for approval.

Salary grades/ranges will have a minimum, midpoint, and maximum rate of pay. Pay range midpoints establish the rate a fully qualified employee receives after sustained demonstration of satisfactory performance.

B. Payroll

Bishop Thomas J. Olmsted approved Interlogic Outsourcing, INC. (IOI) as the payroll provider for all Diocese of Phoenix parishes, Diocesan Pastoral Center, Catholic schools, Catholic Cemeteries, Mount Claret Center, and Newman Centers. Diocese of Phoenix locations (except Catholic Cemeteries) must have their payrolls occur on a semi-monthly basis, payday will occur on the 15th and the last day of the month.

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Only one payroll per pay period will be processed by IOI. Any adjustments between pay periods requiring additional checks should be made using manual checks with the adjustment being made in the next payroll.

Procedures at the Diocesan Pastoral Center:

A. Hiring Rate

Employees will typically be hired at a pay rate between the minimum to midpoint of the grade, and shall remain at their established pay rate for at least the introductory period. In situations where a new hire will be paid more than the current (incumbent) staff, the Chief Human Resources Officer shall be consulted to ensure fairness and equity.

Where warranted by unusual conditions, new employees may be hired at a pay rate greater than the midpoint in consideration of such factors as advanced or specialized education or training, level of experience, possession of highly developed technical skills, demonstrated achievements, or labor market competitiveness. New hire rates above the midpoint must receive advanced approval of the Chief Human Resources Officer.

B. Pay Limits

Employees will receive compensation that is established for the position and grade. If, due to grade/range adjustments, an employee's base compensation falls below the grade, his/her pay may be increased to the minimum of the grade (or higher) at the time of his/her next salary review, or sooner if approved by the Division Head and the Chief Human Resources Officer. Employees' base compensation may not exceed the grade maximum without the approval of the Division Head and the Chief Human Resources Officer.

C. Compensation for Work in a Higher-Level Position

Employees formally assigned to perform work in a higher-level position will be compensated for such assignment based on considerations such as:

The employee's ability and qualifications to perform the higher-level job responsibilities.

Whether the employee would be required to perform a significant range of the higher job responsibilities.

The amount of time the employee will be expected to perform at the higher job level.

Compensation for work in a higher-level position will take the form of a temporary special allowance paid in each pay cycle or a lump sum bonus paid at the end of the assignment.

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Authorization for an assignment to work in a higher position must be given in writing by supervisory personnel and approved in advance by the Division Head and the Chief Human Resources Officer.

Approved by Bishop Thomas J. Olmsted on October 27, 2006