

ARCH SUPPORT

Issue 82

January, 2009

From the Chancellor's Desk . . .

We are pleased to let you know that in the coming weeks the Archdiocese of Louisville will be publishing our revised **Personnel Policies and Procedures Manual**. The new manual has been updated with recent changes in labor and employment laws, and reflects best practices in human resource administration. The format is modeled after the previous edition and is designed for easy reference. We will work with all local administrators to determine how best to distribute the manuals.

The employees who serve in our parishes, schools and agencies are our greatest resource. While no manual can prevent, or even address, every personnel situation, good policies are the best way to ensure just treatment for all those who work for the Church. As always, staff from the personnel office will be available to help with the application of the policies to particular circumstances.

Speaking of staff . . . we are thrilled to announce that effective February 1st, Lisa Leister will be joining the Office of Personnel and Planning to fill the position vacant since Judy Thomas was appointed Assistant Superintendent of Catholic Schools. Many of you know Lisa since she has worked as the parish Business Manager at St. Gabriel for many years. Lisa brings a tremendous amount of experience in parish administration to her new job as Personnel Services Coordinator. Lisa, along with Phyliss Wilkins, will focus on providing resources and guidance to parishes and schools. Join us in welcoming Lisa to her new role.

401k Retirement Plan



HOW CAN I UPDATE MY BENEFICIARY?

Employees probably completed a beneficiary form when they originally enrolled in the plan. Beneficiary designations are now recorded and tracked via the plan web site, Retire.53.com. Please duplicate the enclosed beneficiary form and distribute to all eligible employees. They can complete the form and either mail or fax to Fifth Third and the information will be entered and available when they check their account on-line and also show on their quarterly statement. Please encourage employees to take advantage of this opportunity to update their retirement plan beneficiary information.

Slips, Trips and Falls



Happy New Year from the Office of Facilities Management! As we begin 2009 it is a good idea to review one of the top categories of Workers Compensation exposure from the past year. While *Slips, Trips and Falls* were not the highest claims category under the Archdiocese Workers Compensation Insurance for 2008, it was the second highest. Our claims history for this injury category in 2008 versus 2007 is as follows:

	2007	2008	Change
1. Slips On Ice	\$0	\$49,482	Up \$49,482
2. Trips Over Objects	\$31,777	\$66,684	Up \$34,907
3. Falls On Wet Floors	<u>\$26,270</u>	<u>\$27,488</u>	<u>Up \$1,218</u>
Totals	\$58,047	\$143,654	Up \$85,607

Note: The 2008 numbers are as of November 3, 2008 only.

As the old saying goes “an ounce of prevention is worth a pound of cure,” or in this case several pounds, or dollars worth, of cure. Slips On Ice – Clear snow and ice from parking lots, walks and steps as soon as possible. Pay particular attention to areas that do not receive direct sunlight, these areas tend to accumulate snow and ice faster and more often than others. In those areas, apply salt or ice melt materials. Most of all have a solid plan in place that is to be followed when weather conditions dictate.

Trips Over Objects – Pay attention to placement of low objects like boxes, rolled up throw rugs, desks and chairs. Remove these objects from work areas and walkways immediately and store them properly. Periodically walk around and access all areas for potential hazards.

Falls On Wet Floors – Place “WET FLOOR” signs in a conspicuous place when mopping floors. If it is a high traffic area, consider keeping the personnel responsible for the project on site to warn people about the wet floor until it is substantially or completely dry. For particularly difficult hard surface areas, consider looking into slip resistant cleaners and floor care products.

These types of injuries, while not totally preventable, can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in much greater detail pertaining to these three injury categories. If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to give Bill Zoeller, Archdiocese of Louisville Director of Facilities, a call. He can be reached at 502-636-0296 x1227.

Take Note. . .from Brad Harruff, Catholic Mutual Claims/Risk Manager

ELECTRICAL SYSTEMS

Maintaining your electrical system is much easier and more important than you might think.

All electrical systems have a service life and they do wear out. The system can also become worn by power surges, lead changes, moisture or dirt. The wires, breakers, switches and transformers at some point will need maintenance or replacement. Surprisingly, two thirds of all electrical

problems can be prevented by regular check ups monitored every three years. This should be done by a trained electrician and is relatively quick and effective.

A service check every few years is much better than a fire that could cripple your effectiveness or worse. We also want to caution anyone using a space heater to be sure it is a modern appliance and has a safety cut off in case it is tipped or overheats, and NEVER attach an extension cord to one.

WORKSHOPS, TRAINING, PROFESSIONAL DEVELOPMENT

Help us to help you. Enclosed please find a questionnaire to get input that will assist us in scheduling workshops and training sessions in 2009. By working together, sessions can be scheduled for parish personnel at a reasonable cost and meet the training needs and professional development of parish employees. However, in order to be cost effective as

well as meet the needs of our parishes, your input is most important. Please take a few minutes to complete the enclosed form and return to Mary Ann Hood at the Chancery Finance Office (P O Box 1073, Louisville, KY 40201-1073) or e-mail Mary Ann at mhood@archlou.org no later than February 27, 2009.

PERSONNEL WORKSHOP

The next two-day workshop in Parish Administration, Human Resource Management, offered through the Archdiocese of Louisville Ministry Institute will be held on Thursday, March 5, 2009 and Friday, March 6,

2009, 9:00 am – 3:00 pm. This class will present theories and skills necessary for contemporary church leaders to become competent human resource managers. It will focus on policies and practices that promote just

treatment for employees as well as procedures leaders may use to address staffing problems and conflicts. To register, contact Linda McLemore in the Office of Lifelong Formation & Education at 502-448-8581 ext. 1324.

COBRA

2009 brought changes in our COBRA notification process. Please keep the COBRA information sheet that is enclosed for quick reference to ensure you follow the new procedures when

processing paperwork for a new hire or when an employee is terminating.

2008 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that to be reimbursed from the 2008 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2008 and requests must be received by AIM (attention: Michele Cull) by February 28, 2009. Remaining 2008 claims must be made by a paper claim form as the 2008 balance of funds is no longer on the Benefit Cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

Cardholders can view their Flexible Spending Account balances and statements online at anytime. It's quick, easy and convenient! If you have not already signed up, here's how:

- Using Internet Explorer, go to www.mbicard.com and select "Employee and Cardholder Login."
- Click on "Create Account"
- Click on "If you have a /FlexConvenience@/ card"
- Enter your card number and Employee ID. (Your Employee ID is the first two letters of your last name lower case and the last four numbers of your Social Security i.e. cu1234) --Create your own user ID. Use "password1" for the PW (after you sign in the first time, it will ask you for a new password) and complete the rest of that section.
- Hit the save button. You are ready to login!

As always, if you have questions please contact AIM --502-426-1235. Our Benefits Administrator contact is Michele Cull.

An AIM reminder to Business Managers and Bookkeepers . . .

always include a report listing participants with the checks mailed to AIM. Checks should be mailed promptly on the pay date to ensure funds are available to meet employees' claim requests.

FOOD SERVICE NEWS

Mark Your Calendar for 2009

<u>Date</u>	<u>Event</u>
February 18	Cafeteria Managers Meeting, 2:30 Chancery
February 19	Rural Managers Meeting, 2:30 St Gregory
March 2-6	National School Breakfast Week
April 22	Cafeteria Managers Meeting, 2:30 Chancery
April 23	Rural Managers Meeting, 2:30 St. James E-town
June 15-17	Kentucky School Nutrition Association Conference
June 29-July 2	School Nutrition Association Annual National Conference
July 30	Rural Managers Meeting, 2:30 St. Joseph
August 6	Cafeteria Managers Meeting, 2:30 Chancery

KSNA CONFERENCE

KSNA Conference will be held **June 15-17** in Louisville. **All managers are encouraged to attend.** This is a great opportunity to participate in the conference experience. The Archdiocese of Louisville Food Service Office will pay registration for all interested in attending. More information will be forthcoming.



SAVE THE DATE!

ANC Las Vegas, June 29 – July 2, 2009:
The school nutrition event of the year!

LEARN, NETWORK and **GAIN IDEAS** at
ANC Las Vegas;

LEARN from over 80 educational sessions

SAMPLE and taste new products from over
800 exhibits

GAIN concrete ideas you can use every day
and a lifetime of friendships. Additional
information is available at schoolnutrition.org

JEFFERSON COUNTY HEALTH DEPARTMENT SANITATION COURSE

If you need to be certified by the Jefferson County Health Department you must register in person at 400 E. Gray Street and pay the fee of \$25.00 to receive materials to test. After fee is paid, call 458-0841 within 90 days to schedule exam day and time. All managers and all employees who work in food preparation must be certified.



HAVE YOU JOINED SNA?

The School Nutrition Association (SNA) is the only professional association dedicated solely to the support and well being of school nutrition professionals in advancing good nutrition for all children. Since 1946, SNA has been advancing the availability and quality of school nutrition programs as an integral part of a student’s education. With its 52 affiliates, SNA is dedicated to your success and the success of your school’s nutrition program and to the health and wellness of America’s school children.

Other benefits:

School Nutrition Association (SNA) members enjoy a variety of benefits with their membership. Enhance your career through SNA Certification

- Increase your wealth of knowledge with professional development materials and up-to-date industry news
- Express your concerns and show your support of child nutrition programs to local, state and national government officials
- Network with industry peers, share information and discover best practices to apply in your programs at SNA Conferences and through the Online Communities
- Receive a subscription to SNA’s award-winning publication School Nutrition magazine
- Take advantage of scholarship and grant opportunities
- Enjoy a variety of members only discounts on products and programs, including Emporium purchases, conference registrations, latest research findings, SNA Certification and insurance plans
- Access members only information on the SNA website including additional news and talking points, Online Communities, archives of *School Foodservice & Nutrition*, *Tuesday Morning* and several "Tools You Can Use" such as the Promotional Calendar

Call Juanita Bisig at 502-585-3291 if you need additional information.

JOIN TODAY!!! GET STARTED ON BECOMING CERTIFIED!!

NATIONAL SCHOOL LUNCH PROGRAM A.D.P. HONOR ROLL			
St. Catherine	95%	St. Athanasius	80%
St. Augustine	93%	St. Gabriel	80%
St. Dominic	93%	St. Stephen Martyr	80%
Notre Dame	88%	St. Mary Academy/Oldham	78%
St. Nicholas	86%	St. Andrew	78%
Holy Family	85%	St. Gregory	78%
St. Aloysius/Shepherdsville	84%	St. James/Elizabethtown	78%
St. Edward	81%	St. Leonard	77%
St. Joseph/Bardstown	81%	St. Albert	76%
Holy Spirit	80%		

RETIREMENT: If any managers are retiring at the end of the current school year, please notify Juanita Bisig at 502-585-3291, ext. 1123 or jbisig@archlou.org



ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies, go to the archdiocesan web site www.archlou.org click on the "The Archdiocese," click on "Publications," click on **ARCH SUPPORT**.

PARISH BUSINESS MANAGERS ROUNDTABLE

Wednesday, January 28, 2009

11:30 am

Hosted by:

Mary Beth Johnson

Holy Trinity

501 Cherrywood Road – Louisville, KY 40207

RSVP: mjohnson@htparish.org

Lunch will be provided.

Those planning to attend should e-mail Mary Beth at the e-mail address listed above.

2009 ARCH SUPPORT MEETINGS

February 2009 Arch Support Meetings

Tuesday, February 10, 2009

10:00 am

St. Joseph Parish Office – Bardstown

Thursday, February 12, 2009

10:00 am

Chancery Office

April 2009 Arch Support Meetings

Tuesday, April 14, 2009

10:00 am

Chancery Office

Thursday, April 16, 2009

10:00 am

St. Joseph Parish Office – Bardstown

All Business Managers and Bookkeepers are encouraged to attend.

ARCH SUPPORT

Archdiocese of Louisville
Finance Department
P.O. Box 1073
Louisville, KY 40201-1073