

ARCH SUPPORT

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FROM THE DESK OF THE CHANCELLOR . . .

Insurance Benefits We Don't Often Talk About

Two of the insurance benefits provided for most employees of the Archdiocese are Term Life Insurance and Long Term Disability Coverage. Obviously these benefits are used in only the most extreme and difficult situations. It is perhaps for this reason that few employees seem to realize the value of these benefits and how they work. I hope to provide you with a summary of these benefits. You might want to share this article with your local employees.



Term Life Insurance is provided for all eligible employees working over 20 hours per week. The coverage is with the UNUM/Provident Insurance Company. The premiums are fully paid by the Archdiocese for all parish and school employees and funded by the Catholic Services Appeal. The amount of coverage per employee is equal to one and one half times an employee's annual salary to a maximum of \$50,000. A sad but true fact is that each year a number of our employees do pass away. Providing this insurance coverage is one of the ways the Church says to its employees and to their families that we are grateful for their commitment of service. This benefit is really to support survivors of the deceased and is meant to assist them in their time of grief and loss. Life insurance is one way a person can both support those who depend on them and/or leave a legacy to support works that

they valued in this life. A unique aspect of our coverage is that, should an employee and their doctors believe that they are likely in the last year of their life, they can apply for a partial accelerated payment of the insurance proceeds. This benefit can help with expenses during this stressful time.

Long Term Disability coverage is a type of salary insurance. This coverage is provided for eligible employees working a minimum of 30 hours per week; and again, this premium is paid for by the Archdiocese. After a 180 day waiting period, this benefit provides a monthly income of approximately one half of the employee's salary until age 65, dependent on the extent of the disability. If a person qualifies for Social Security Disability Income, the insurance benefit amount is reduced to a minimum payment.

This is a very valuable benefit for employees. A person is far more likely to become disabled before the age of 50 than they are to die. While social security is available, it is often harder to qualify for social security disability than it is for long term disability. While the disabled person is no longer an employee of the Archdiocese, in most cases their life insurance remains intact so long as they are receiving disability payments.

This brief summary does not cover all the details of these benefits. Therefore, it very important to be in touch with the personnel office at the Chancery should an employee be facing circumstances where these benefits might be needed. We have had cases where a parish did not want to tell an ill employee with long service that their employment was going to end and that they needed to file for disability. In doing so, the parish ended up hurting the employee's ability to receive disability income and risked them losing their life insurance. Administration of benefits can get complicated, and if not filed properly, errors can occur with serious implications. Our benefits staff is here to help, so please keep in touch with them.



PAYCOR GENERAL TAB

Did you know that the default for the employment Status, Status Type and Employee Type in the fields under the General Tab – Employment in Paycor are Active, Full Time and Regular respectively? When entering a new employee or updating current employees in Paycor, the following available selections are standard coding choices. It is important that you verify each employee in Paycor to assure that you have selected the appropriate codes as follow, do not depend on the default as it may not be correct. This information is important when determining eligibility for Archdiocese benefits and often times is left as the default entries which are not always appropriate responses.

<u>Status</u>	<u>Status Type</u>	<u>Employee Type</u>
Active	Full Time	Regular
Deceased	Part Time	Casual (an employee that works as needed and not on a regular basis)
Disability Long Term		Seasonal (an employee such as someone who cuts grass)
Disability Short Term		Temporary (an employee filling in a leave for another employee or working on a temporary special project)
FMLA		
Laid Off		
Leave w/pay		
Leave w/o pay		
3rd Party Payable		
Resigned		
Terminated		
Workers Compensation		

PAYCOR REMINDER

While you can work in the Paycor system at any time entering information or getting payroll ready, **payroll can only be transmitted between 8:00 am – 3:00 pm, Monday - Friday. No exceptions.** This applies to any day, Monday – Friday, that you might transmit. If you violate this condition, it creates problems for all our divisions. Set up your schedule to ensure that you are not trying to gather information and making payroll changes on the same day you need to process. Best practices call for you to make changes and review these changes prior to the day you are set to process. Remember, you can get payroll ready to go, but only press that process button between 8:00 am – 3:00 pm. If you need assistance with processing your payroll on time, contact Lisa Leister or Phyliss Wilkins in the Chancery Personnel Office.

PDS Summer Workshops

PDS Training Workshops are scheduled to be held the week of June 14th – June 17th (Monday – Thursday) at St. Gabriel's computer lab. Paul Goldsworthy from PDS will be conducting the workshops with a focus on General Ledger, Facility Scheduler, Church Office, and a full day dedicated

to Reports and Advanced Report Writing. This is a wonderful learning opportunity to expand your knowledge and skills within the parish accounting system. Paul Goldsworthy is an exceptional trainer with many years of experience with PDS so it is sure to be four days of valuable learning.

Mark these dates and watch for complete details and registration information that will be sent to all business managers and bookkeepers in the coming weeks!

SPECIAL COLLECTIONS

Proceeds from Special Collections are due at the Chancery within 30 days after the collection. The following schedule shows the February, March, and April collections. See the Financial Policies and Procedures Manual, pages 63 and 64 for further instructions. You can view the manual on our website at www.archlou.org.

Collection	Date Collected	Due at Chancery	Required Amount
Black and Indian Missions	February 21, 2010	March 23, 2010	Second collection
Catholic Relief Services	March 14, 2010	April 13, 2010	=1/2 avg collection
Rice Bowl (Holy Thursday)	April 1, 2010	May 1, 2010	Second collection
Holy Land (Good Friday)	April 2, 2010	May 2, 2010	Second collection
Catholic Education (Easter)	April 4, 2010	May 4, 2010	=avg collection

A Note . . . from Brad Harruff Catholic Mutual Claims Risk Manager

Congratulations and thanks to all our maintenance staff, safety and business managers in keeping parking lots and sidewalks clean and preventing slip and fall claims. Now that spring is here the focus needs to turn to the asphalt and concrete. Notice pot holes and uneven areas in asphalt. The same is true for concrete areas that especially this time of year, become displaced by the freezing and thawing. Use a high visibility paint to mark the uneven areas until proper repairs can be made. Yellow is advisable and white acceptable. Don't use other colors as they could be confused with the markers that the gas, electric and cable companies use. Thanks again and keep up the good work to protect our Self –Insurance Plan.

Summer Hours

Once again, Archdiocesan agency office hours will be adjusted for a ten-week period this summer. Effective Monday, June 7 and continuing through Friday, August 13, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 pm.



HUMANA HEALTH PLANS

Many of The Little Clinics and Take Care Health Kentucky walk-in clinics accept our plan with a \$25 co-pay as opposed to a specialist co-pay of \$40. Check on the co-pay when signing in. If you have any questions, please contact the Chancery Personnel Office.

ABC WORKSHOP

Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Tuesday, April 13th, 7:00 pm at Holy Family Parish, Saffin Center, 3926 Poplar Level Road. Please encourage volunteers to attend this training session if they will be responsible for serving alcohol during parish events. Call the Chancery Office at 502-585-3291 or e-mail Norma at nmerrick@archlou.org and let us know how many from your parish will attend so that we may plan seating and materials accordingly.

401k Eligibility Entry Period – April 1

A reminder that employees eligible for the 401k plan may elect to increase their employee contribution or elect to begin making employee contributions to be effective April 1, 2010. It is also time to review employee hire dates and hours to determine new entries. Make this date known to your employees and offer them the benefit of taking advantage of this opportunity to plan for their future.

Family and Medical Leave Act (FMLA)

Please consult with Lisa Leister at the Chancery Personnel Office before granting permission for an employee to take FMLA. FMLA is unpaid leave. Since FMLA is a federal law, specific records and documents must be on file at the local office. Lisa can provide sample letters and assist you with the complete process.



National Secretaries' Week Celebration

We invite you to join with Archbishop Kurtz, Tori Murden McClure, and colleagues from across the Archdiocese in celebration of National Secretaries' Week.

"Overcoming Obstacles: Heroism and Human Endurance"

Thursday, April 22, 2010

9:00 am to 2:00 pm

Louisville Science Center – Riverview Room

Program Outline

9:00 – 9:15	Registration and Hospitality
9:15 – 9:30	Welcome, Introductions and Prayer
9:30 – 10:30	Guest Speaker, Tori Murden McClure
10:30 – 11:00	Break
11:00 – 11:45	Information on Science Center Galleries and time for participant seating for film
11:45 – 12:30	Showing of IMAX Film: "Shackleton's Antarctic Adventure"
12:30	Archbishop Kurtz and luncheon prayer
12:45 – 1:45	Luncheon
1:45 – 2:00	Event feedback and door prizes
2:00	Opportunity to explore the museum galleries and browse the gift shop.

Cost \$45 per person

includes admission to the Science Center, IMAX film, speaker, continental breakfast and buffet lunch

FOOD SERVICE NEWS

Mark Your Calendar

March	Music in Our Schools Month
March 17	St. Patrick's Day
March 20	First Day of Spring
April	National Card and Letter Writing Month
April 1	April Fool's Day
April 2	Good Friday
April 4	Easter
April 22	Earth Day
April 23	Budgets Due
June 28-30	KSNA State Conference, Northern KY
July 12-14	SNA Annual National Conference, Dallas

2009/2010 Cafeteria Managers Meeting Schedule

Tuesday, April 20, 2010	Rural, St. James E-town, 2:30 pm
Wednesday, April 21, 2010	Chancery, 2:30 pm
Tuesday, July 27, 2010	Rural, St. Joseph Bardstown 10:30 am
Tuesday, August 10, 2010	Chancery, 2:30 pm.

(MANAGER MEETING DATES SUBJECT TO CHANGE)

INFORMATION

State conference registration forms have been sent to you. Please complete them and return to the central office by April 9. SNA National Conference requests, as well as registration forms have been sent to you. Please submit your request to attend to the Central Office by April 12, 2010.

EXCESS FOOD

Carol at St. Patrick has 9 cases of peanut butter, 502-719-0368

FOOD WANTED

Lydia at Holy Cross High School would like to have excess ground beef, deli turkey or ham. If you have any to share please call her at 502-447-4363

National School Lunch Program Honor Roll . . .

St. Augustine	96%
St. Dominic	89%
Holy Family	88%
St. Catherine	87%
Notre Dame	86%
St. Edward	83%
St. Joseph	82%
.St. Nicholas	82%
St. Paul	82%
St. Athanasius	80%
St. Andrew	83%
St. Michael	79%
St. Gabriel	77%
St. Gregory	77%
St. Stephen Martyr	77%
Holy Spirit	76%
St. Andrew	76%
St. James E-town	76%
St. Aloysius Shep	75%
St. Albert	74%

NO-BAKE BLUEBERRY SQUARES

Yield 112 servings

Ingredients

- 10-1/2 cups graham cracker crumbs
- 1-1/4 cup and 1 tablespoon sugar
- 3-1/2 cups butter or margarine
- 7 (8 oz) packages of cream cheese, softened
- 7 cups white sugar
- 1-3/4 teaspoons salt
- 1/4 cup and 2 teaspoons vanilla extract
- 1 tablespoon and 1/2 teaspoon lemon juice
- 7 (8 oz) tubs frozen whipped topping, thawed

- 21 cups frozen blueberries

Directions

1. In a medium bowl, stir together the graham cracker crumbs and 1 and 1/4 cups sugar. Mix in the melted butter. Sprinkle evenly into the bottom of baking dish, and pack down into a solid crust.
2. In a large bowl, beat cream cheese with 7 cups sugar until smooth. Stir in salt and lemon juice. Fold in the whipped topping until well blended, and then fold in the frozen blueberries. Spoon over the crust in the baking dish, and spread evenly. Cover with plastic wrap and refrigerate for at least one hour before slicing and serving.



April 2010 Arch Support Meetings

Tuesday, April 13, 2010

10:00 am

Chancery—Room #3

Thursday, April 15, 2010

10:00 am




St. Joseph Parish Office—Bardstown

Parish Business Managers and Bookkeepers are encouraged to attend.

ARCH SUPPORT ON THE WEB!

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Go to the archdiocesan web site
[www. archlou.org](http://www.archlou.org)

-  Click on the “The Archdiocese”
-  Click on “Publications”
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