



Policy Number: 205 OLA

Series: 200 (Personnel)
Policy Title: Hourly Employee Wages
Effective Date: May 11, 2016
Replaces Policy Dated: March 15, 2013
Version: 1.2

1.0 Purpose

The purpose of this policy is to define wage employment and outlines the job conditions for non-contracted employees.

2.0 Applicability

This policy applies to all non-contracted employees and anyone who hires non-contracted employees.

3.0 Policy

3.1 Hourly Employees

3.1.1 “Hourly Employee” is a non-contracted employee and is paid on an hourly basis.

3.1.2 A regular full-time non-contracted employee is considered at least 30 hours each week in a complete calendar year (52 weeks) and is entitled to the minimum benefits established by the Diocese of Harrisburg.

3.1.3 Non-contracted employees who do not work through the complete calendar year must be scheduled for a minimum of 1560 hours during the school term to meet the requirements for benefits.

3.1.4 The employment of non-contracted employees may end at any time at the discretion of either the employer or the employee.

3.2 Wages

3.2.1 Wages will be reviewed on an annual basis to coincide with the completion of the budget for the upcoming year.

3.3 Conditions of Employment

3.3.1 The following documents are required for non-contracted employees:

- Employee Application
- Criminal History Record (Pennsylvania State Police)
- Criminal History Record (Federal Bureau of Investigation [FBI])
- Pennsylvania Child Abuse History Clearance (Department of Public Welfare)
- Diocese of Harrisburg Disclosure Statement
- Employment Eligibility Verification (Form I-9)
- Tuberculosis Skin Test (purified protein derivative [PPD] Skin Testing)
- Pastor’s Recommendation of Applicant
- ACT 168; Pennsylvania Department of Education

3.3.2 In addition to the above, the following are also required for Professional/Para-professional (e.g., Classroom Aides, Development Director):

- Professional Certification/Credentials (if applicable)
- Transcript of Credits

4.0 References

4.1 Diocesan Policy 4111.3

4.2 Diocesan Policy 4142



Executive Pastor
Holy Trinity Parish
St. Peter Parish

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
2	May 11, 2016	Three Year Periodic Review	OLA School Board	May 2019