
Volume I, Issue II, Spring 2024

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

Happy New Year! 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.

Heard it on the HR Helpline

2023 Year in Review:

Wondering how often your peers contact HR? In 2023, the Office of Parish and School HR (PASHR) logged 1367 parish and school contacts. That's an average of almost 30 contacts per work week!

2023 Most Popular Topics on the Helpline:

1. Employee Relations
2. Performance Management
3. Recruitment
4. Leaves of Absence/ Benefits/ Compensation
5. Policy/ Handbook Review

Legal Compliance

IMPORTANT: Department of Labor Proposed Rule on Salary and Overtime

The [DOL has proposed a new rule](#) regarding salary and overtime pay requirements that is likely to affect your organization. The date for the final rule is unknown but expected within the next few months. Once the final rule is announced, **organizations will have only 60 days to come into compliance.** Click the link below for a basic guide on how to prepare for the final rule. Our office recommends starting with a **review of all job descriptions and FLSA employee classifications (Exempt/ Non-Exempt).** We will continue to release updates regarding this ruling as they become available. |

**PROPOSED RULE
PREP**

New Form I-9 Compliance

US Citizenship and Immigration Services (USCIS) has released a new Form I-9 that **must** be used for all new employees as of November 1, 2023. |

NEW FORM I-9 INFO

Department of Labor Final Rule on Independent Contractor Classification

On January 10, 2024, [DOL issued a Final Rule](#) regarding the definition of "independent contractor" under the FLSA. If your parish or school pays any independent contractors (e.g., musicians, etc.), this rule may affect your organization. The final rule is expected to take effect on March 11, 2024. |

FINAL RULE INFO

HR Best Practices



Paying Employees "Additional Compensation" Resource Guide

Do you have teachers who fill-in for After Care?

Employees who take on extra assignments?

It is very important that these employees are compensated properly for their work! |

COMP RESOURCE GUIDE

Performance Evaluation Resource Guide

Looking to implement a performance evaluation process for your at-will employees? Check out our newly updated Resource Guide, including templates and tips for implementing evaluations for parish and school at-will employees. |

EVAL RESOURCE GUIDE

Personnel/HR Committee Resource Guide

This recently revised resource guide provides insights into the formation and work of a new or existing parish Personnel/HR Committee and provides sample committee description and ideas for committee projects. |

HR COMMITTEE RESOURCE GUIDE

Schools

REMINDER: Non-Renewal Deadlines

Principal Non-Renewal Deadline: April 1

Teacher Non-Renewal Deadline: April 15

If there is a possibility of non-renewal, teachers should be issued a 60-day PIP by **February 14th.** |



PIP TEMPLATE

PASHR HELPLINE

Reminder: Please direct all new HR inquiries to the phone line or email address below!

414 - 389 - 88HR(47)

or

ParishandSchoolHR@archmil.org

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.