

# HUMAN RESOURCES *Update*



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**Volume I, Issue I, Fall 2023**

## **Inaugural Parish and School Human Resources Newsletter**

Welcome to the inaugural issue of the Parish and School Human Resources newsletter! Our plan is to publish this newsletter three to four times per year. If you have suggestions for topics or would like to add someone to our distribution list, please email us at [ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org). This newsletter is distributed to all parish and school pastors, administrators, parish directors, business managers, and school presidents/principals. We look forward to serving you!

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## **Parish and School HR Helpline**

**414 - 389 - 88HR(47)**

**or**

**[ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org)**

**Have an HR question? Contact us at our NEW  
Parish and School HR Helpline!**

In order to better serve your needs, we have created a new shared phone line and email for our office. Our individual contact information still works, but please direct all new inquiries to the phone line or email address above.

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## **Parish/School Employee Handbook Template and Analysis**

Planning to update your employee handbook? The template is new and improved with changes highlighted on the cover sheet. |

**HANDBOOK  
TEMPLATE**

## **Parish and School Policy Manual Updates**

Minor changes have been made to the Archdiocese Parish and School Policy Manual, including the Personnel Files section. |

**POLICY MANUAL**

## **Federal and State Employment Postings Guidelines**

Stay compliant with federal and state law by following the employment posting guidelines. |

**POSTING  
GUIDELINES**

# SAVE THE DATE: Compensation Structure Workshop

Save the date for Wednesday, Oct 25th from 2-4pm at the Mary Mother of the Church Pastoral Center. Learn how to leverage the annual Parish and School Salary Survey Report and other salary data to develop a compensation structure for your parish or school. |

**EVENT  
REGISTRATION**

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## Meet Our Team



Tom Fredrickson is the Director of the Office of Parish and School HR. Tom joined the Archdiocese in April 2023 after retiring from a 36-year career in the Air National Guard, where he specialized in Employee Relations and Leadership Development. Tom holds degrees in Business Administration and Management and Human Resources Management. In his spare time, Tom appreciates spending time with his Men of Christ group and boating on Lake Michigan. Tom and his wife Dana have two grown children, Nathan and Megan, and are parishioners at St. Mary Hales Corners. Tom is honored to continue serving the Lord through his work at the archdiocese.

Rachel Uchtyl is the HR Coordinator for the Office of Parish and School HR. She has been with the Archdiocese for two years. Rachel has a bachelor's in Mathematics and Psychology and a Masters in Human Factors and Industrial/Organization Psychology. After spending time in both research and ministry/counseling fields, Rachel discovered her true love in HR. Outside of work, Rachel loves swimming, camping, and spending time with family and friends. Rachel and her husband Michael are parishioners at St. John the Evangelist parish in Greenfield. Rachel loves the Church and considers serving the parish and schools in the archdiocese a true privilege.

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