



Catholic Church of Eastern Montana
DIOCESE OF GREAT FALLS-BILLINGS

Founded 1904

Live the Gospel. Bring Light to the World

Personnel Policy Amendment – Effective July 1, 2019

Effective Date: July 1, 2019
Amendment Section: 60,61,62,63,64,67 of Personnel Policies & Procedures manual dated July 2003.
Replaces Amendment: Effective date 7/1/2017 - Benefits Eligibility
New Amendment: Benefits Eligibility Requirements.

Regular Annual Employees of Parishes and Schools must work the minimum 30 hours per week to qualify for the following benefits:

HEALTH Insurance
DENTAL Insurance
VISION Insurance
LIFE Insurance
RETIREMENT:

The benefit eligibility requirement also applies to the Retirement Plan through Christian Brothers for new employees starting on or after July 1, 2019.

Grandfather Clause for retirement benefits: *If you are an employee who worked the previous 20 hours per week requirement prior to July 1, 2019, and were receiving retirement benefits, you will continue to receive this benefit.*

DISABILITY:

Disability Insurance applies to all employees, *Regular Annual Employees* and *Seasonal* who work a minimum of 30 hours per week, per month.

AFLAC Insurance:

AFLAC insurance is available to all *Regular Annual Employees* regardless of hours per week and is a voluntary insurance.

Regular Annual Employees are employees who, regardless of hours worked per week, receive pay through payroll consistent with their locations monthly or bi-weekly payroll for 12 months per year and have no break in service.

Amendment Date: May 22, 2019