

Highlights of the St. John XXIII Parish Human Resources for 2021-22

1. Job descriptions and new contract

All Staff job descriptions were updated and shared with each respective staff member. New part-time hire was confirmed for Facilities Cleaning.

2. COVID management and work from home

Managed without issue or reduced productive the work from home situation throughout the year and as the restrictions adapted with a final return to the office situation in early 2022.

3. Policies

Implemented key policies for the staff including Working Time & Absence and Work Environment & Code of Conduct policies in fall of 2021. In early 2022 established the Parish Remuneration Policy and revised the Working Time & Attendance policy with the intention to reduce over time and manage the vacation accrual balance.

Policy Title:	Remuneration
Date Created/Revised:	22 May 2022

1 REMUNERATION

Salary is defined in the employment contract and is expressed as either annual figures, monthly salary or hourly rate depending on the individual contract. Employees are paid on the 25th day of each month, in arrears. For the first month of employment, staff members are paid on the 25th day of the month for the days actually worked in that month.

Salaries are paid by credit transfer directly into the employee's bank account or other preferred financial institution. A salary slip will be issued monthly, specifying the gross and net amount of salary. The slip will provide details of any deductions. Such document can be requested from the Accounting Department.

Statutory deductions are made according to Swiss law, and will include social security contributions, income tax if applicable (see §4.1) and other fees and taxes as required.

St John XXIII reserves the right to make deductions in the case of overpayment of salary. The Parish Priest will discuss any deductions with staff members before they are implemented. No other deductions can be made from a staff member's salary without their written authority. Further details on salary deductions and applicable rates can be obtained from the Accounting Department.

1.1 Income Tax

St John XXIII staff members are personally liable for any tax due on their earnings. If applicable, for all employees on B/L/G permits or any other working permits or for Swiss nationals living in France, income tax is deducted automatically from the salary and St John XXII sends relevant notifications to the tax office. A certificate of salary (certificat de salaire) will be provided to each member of staff in January of each year.

1.2 Medical Insurance

Employees living in Switzerland must obtain personal medical insurance with a Swiss insurance company of their choice, covering medical, medication and hospitalization costs in case of illness. It is the responsibility of all employees to arrange their own medical insurance cover.

Employees living in France must obtain personal medical insurance appropriate for border-zone residents.

2 STAFF SALARY SCALE

The St John XXIII salary policy is based on the principles of fairness, equity, gender equity, transparency, maximal objectivity, simplicity and flexibility.

Salaries are determined according to the job description matched against and in line with an external salary review. Recognizing a balance between volunteering for the Parish and providing paid professional services to the Parish, the PAC has set for the policy to pay a salary based between the 10th and 25th percentile of any external market data.

The salary can be adjusted or amended at any time to fit organizational changes and financial availability within the Parish. However, any such change shall never result in less advantageous work conditions for the staff.

2.1 Salary Evolution

Subject to the Parish-approved annual budget, salary reviews are performed annually and decisions will be effective as of 1 January. All salary reviews are based on the employees' competency, responsibilities and position in the organization and current market trends.

3 PARISH PRIEST ALLOWANCES

The Parish pays for the following expenses pertaining to the Parish Priests:

3.1 Medical expenses

Monthly medical insurance premiums and related medical franchise expenses. The Parish Priest(s) should submit to the Parish Accountant all medical receipts required to claim back the expenses from the medical insurance company. The Parish will not reimburse very expensive medical costs that are not covered by the medical insurance company. Reasonable, as defined by the PAC, dental and eye care costs that are not covered by the medical insurance are reimbursable.

3.2 Accommodation

The Parish provides free accommodation and related utilities for the Priests' apartment. This includes reasonable furnishing costs and refurbishment costs, in accordance with the assets utilisation guidelines. Any major repairs or expensive furnishing costs must be approved by the PAC and based on the Financial Management & Administration Procedures Policy, relative specifically to Section 8 Procurement of Goods & Services.

3.3 Transportation

The Parish pays for transportation expenses to enable the Parish Priests perform their priestly ministry work outside the Parish premises. Transportation cost includes car insurance and car maintenance costs if the Parish Priest for the Priest's personal car. The Parish also pays for the Parish Priest's annual TPG pass.

3.4 French language courses

The Parish is an English-speaking Parish. However, the Parish Priest will need to attend Vicariate meetings that are conducted in French language as well to integrate into the local community. Normal French language courses costs are reimbursable.

3.5 Liability Insurance

The Parish shall in addition to building structure insurance, also take out insurance for contents in the Parish buildings including the Priest's apartment.

3.6 Communication Costs

The parish shall provide a mobile phone and related services for the Parish Priest in order for him to conduct the Parish business. Costs are limited to local Swiss and Europe voice and data usage.

3.7 Additional Costs

Should the Diocese not be able to provide a local Priest to support to lead the English-speaking community and the Parish must find a foreign national to lead the Parish, St John XXIII reserves the right to pay additional cost of living adjustments that ensure an equivalent level of living as well as retirement benefits should they be forfeited in the Priest's assignment to Switzerland.

3.8 Relocation Costs

As needed and with prior approval by the PAC, the household goods shipment for an arriving or departing Priest will be covered by the Parish. The services will be based on the procurement policy in the Financial Control Policies.