

Introduction – Temporary Workforce Adjustments

We expect that some of our diocesan parishes and schools may need to apply temporary workforce adjustments in the summer months of July and August, 2020. The adjustments may include a combination of reduced work hours/wages of up to 20% or employees may be required to take a/some furlough week(s) or a parish/school may need to apply a temporary layoff of employees for up to 60-days. The guiding principles applied to our diocesan temporary workforce adjustments apply objective work-related criteria to these short-term staffing needs.

Guiding Principles

1. Any temporary staffing adjustments must continue to be made based on objective, work-related criteria such as “lack of work available” or “office closed therefore receptionist not needed”. No reduction in hours/wages or temporary layoff can be made for any discriminatory reason.
2. Any **reduced work hours** for a benefit-eligible employee working 20 or more hours per week can **NOT** negatively affect that employee’s benefit-eligible status by putting the employee under 20 hours per week. (Note – “reduced work hours” is different than a furlough or temporary layoff).
3. An employee with reduced hours for the months of July and August, 2020 may or may not be eligible to substitute accrued paid leave (vacation) for the amount of hours reduced/to bring the employee’s wages back up to his/her original work hours/wage. **The ability to substitute vacation is at employer discretion and must be applied equally to all benefit-eligible employees of that parish/school.**
4. Even though the Diocese of Green Bay has its own self-funded Church Unemployment Compensation Plan, the plan does not include a temporary layoff benefit.

However, federal funding provisions have been made available for employees who are furloughed for an entire work-week or on a temporary layoff due to the pandemic, **even those employees who are typically not eligible**. Please refer any temporarily laid off/furloughed employees to the Wisconsin Department of Workforce Development website at <https://dwd.wisconsin.gov/uiben/apply/> to learn more and apply.

5. **Any temporary layoffs or furloughs for “regular” employees (not temporary employees) – both benefit eligible and non-benefit eligible employee groups – must be reviewed with Human Resources prior to finalizing and communicating the decision.**

Human Resources Contact Information

Jennifer Arnold, Employee Relations Manager
920-272-8216 or jarnold@gbdioc.org

Jennifer Buechel, HR Director
920-272-8343 or jbuechel@gbdioc.org for assistance.



***See Introduction, guiding principles and other considerations on PAGE 1 of this document!!!**

Positions not listed in any order of significance.

Employment Type	Position Titles as Example of Employment Type	Minimum Temporary Workforce and Associated Wage Adjustment for the months of July and August, 2020	Maximum Temporary Workforce and Associated Wage Adjustment for the months of July and August, 2020	Impact to Health Insurance Benefits	Impact to Unemployment Compensation Benefits
Contracted DREs, Principals and Teachers	DRE, Principal and Teacher	None – Not eligible for adjustment per terms of contract	None – Not eligible for adjustment per terms of contract	None	None
Full-time Salary / Exempt Employees	Business Manager, Business Administrator, Pastoral Associate, Worship Director, Music Director, Youth Minister	Can maintain full employment of these employees; any reduction of individuals vs. group see *** below	Eligible for up to a 20% temporary reduction in work hours or temporary layoff or furlough week(s) for the months of July and August, 2020. NOTE: A furlough week for this group of employees must apply to the entire week and the employee CANNOT perform ANY work including emails or phone calls.	Temporary workforce adjustments will not affect benefit eligibility if concluded by August 31, 2020	Employee may be eligible for pandemic unemployment compensation for any full week furlough or temporary layoff through WI DWD: https://dwd.wisconsin.gov/uiben/apply/
Full-time Hourly / Non-Exempt Employees	Facilitator of Religious Education, Bookkeeper, Administrative Assistant, Secretary, Maintenance, Custodial, Child Care Teacher	Can maintain full employment of these employees; any reduction of individuals vs. entire group see *** below	Eligible for up to a 20% temporary reduction in work hours or temporary layoff or furlough week(s) for the months of July and August, 2020	Temporary workforce adjustments will not affect benefit eligibility if concluded by August 31, 2020	Employee may be eligible for pandemic unemployment compensation for any full week furlough or temporary layoff through WI DWD: https://dwd.wisconsin.gov/uiben/apply/

June 8, 2020

*****Contact Jennifer Arnold (920-272-8216 jarnold@gbdioc.org) or Jennifer Buechel (920-272-8343 jbuechel@gbdioc.org) if you need to make workforce staffing adjustments greater than what is identified here.**

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Positions not listed in any order of significance.

Employment Type	Position Titles as Example of Employment Type	Minimum Temporary Workforce and Associated Wage Adjustment for the months of July and August, 2020	Maximum Temporary Workforce and Associated Wage Adjustment for the months of July and August, 2020	Impact to Health Insurance Benefits	Impact to Unemployment Compensation Benefits
Part-Time Hourly Benefit-Eligible Employees (20+ hours per week)	Facilitator of Religious Education, Bookkeeper, Administrative Assistant, Secretary, Maintenance, Custodial, Classroom Aide, Child Care Teacher	Can maintain current hours for these employees; any reduction of individuals vs. entire group see *** below	Eligible for up to a 20% temporary reduction in work hours <u>BUT THE EMPLOYEE MUST CONTINUE TO WORK AT LEAST 20 HOURS / WEEK IF THEY REMAIN WORKING.</u> Employees in this group may also be eligible for a temporary layoff or furlough week(s).	None – <u>THE EMPLOYEE MUST BE WORKING 20 OR MORE HOURS PER WEEK</u>	Employee may be eligible for pandemic unemployment compensation for any full week furlough or temporary layoff through WI DWD: https://dwd.wisconsin.gov/uiben/apply/
Part-Time Hourly Non-Benefit Eligible Employees (under 20 hours per week)	Facilitator of Religious Education, Bookkeeper, Administrative Assistant, Secretary, Maintenance, Custodial, Classroom Aide, Child Care Teacher	Can maintain employment; any reduction of individuals vs. entire group see *** below	Eligible for reduced work hours or Furlough Weeks or Temporary Layoff for the months of July and August, 2020	None – not eligible for health insurance benefits	Employee may be eligible for pandemic unemployment compensation for any full week furlough or temporary layoff through WI DWD: https://dwd.wisconsin.gov/uiben/apply/
Temporary/Seasonal Employees	Snow Removal, Lawn Care	Can maintain temporary employment	Eligible for Reduced work hours or Temporary Layoff for the months of July and August, 2020	None – not eligible for health insurance benefits	Employee may be eligible for pandemic unemployment compensation for any full week furlough or temporary layoff through WI DWD: https://dwd.wisconsin.gov/uiben/apply/