

## **DIOCESAN LAY EMPLOYEES REMUNERATION AND BENEFITS**

### **PART 1: Application of Regulations under Canon Seven**

1. Subject to the exceptions set out hereinafter in this Regulation the provisions of Regulations 7-1 to 7-9, namely
  - a) Regulation 7-1, entitled “Purpose, Definitions and Contact Information”;
  - b) Regulation 7-2, entitled “Remuneration, Travel and Housing”;
  - c) Regulation 7-3, entitled “Rectory Standards and Moving (Relocation)”;
  - d) Regulation 7-4, entitled “Vacation and Leave of Absence”;
  - e) Regulation 7-5, entitled “Pensions”;
  - f) Regulation 7-6, entitled “Group RRSPs, Savings and Loans”;
  - g) Regulation 7-7, entitled “Sick Leave and LTD”;
  - h) Regulation 7-8, entitled “Continuing Education”; and
  - i) Regulation 7-9, entitled “Medical, Wellness and Life Insurance”

are hereby adopted and incorporated by reference into the provisions of this Regulation, utatis mutandis, and are made a part hereof.

2. The exceptions referred to in section 1 of this Regulation are as follows:

- a) Regulation 7-1, Part 1, section 1 is replaced by the following:

#### **Purpose**

- a) The purpose of this document is to provide detailed information concerning a Diocesan Lay Employee’s employment entitlements and benefits. The document enhances the harmonious relationship between the Diocesan Synod and its lay employees.
- b) Regulation 7-1, Part 3, section 1, is amended by replacing the definitions of “Borrower”, “Employee” and “Participant” with the following definitions:

“Borrower” means a Diocesan Lay Employee;  
“Diocesan Lay Employee” means a lay employee of the Synod;  
“Employee” means a Diocesan Lay Employee;  
“Participant” means a Diocesan Lay Employee.
- c) Regulation 7-2 is renamed as “Remuneration, Travel, Housing, Job Positions, and Performance Review” and replaced by the following:

#### **General**

1. An employee’s remuneration comprises:
  - a) An annual salary; and
  - b) The Employer’s contribution to the Group Registered Retirement Savings Plan under Regulation 7-6, Schedule A.

## Remuneration

2. The Diocesan Council, on the recommendation of the Diocesan Human Resources Committee and in consultation with the Bishop, shall determine the minimum remuneration (salary) of each employee.

## Travel

3. An employee is entitled to reimbursement for travel expense in accordance with Regulation 7-2, Schedule B.

## Housing

4. A Diocesan Lay Employee is not entitled to housing or a housing allowance.

## Diocesan Synod Office Lay-Staff Positions

- 5(1) The Synod Office lay-staff shall perform their work consistent with the vision of the diocese by supporting and encouraging the ministry of the Bishop, parishes and people in our shared ministry and mission.
- 5(2) The Synod Office lay-staff shall address the administrative needs of the Diocese and provide support to the Parish Corporations in Christian Ministry, Christian Education and Communications.
- 5(3) The Bishop shall approve the appointment, and the terms of employment, for each Synod Office Lay employee;
- 5(4) The Diocesan Council shall approve all Synod Office lay-staff positions.
- 5(5) Pursuant to Canon Four, s. 16(8), The Diocesan Council, on the recommendation of the Diocesan Human Resources Committee, shall approve the position descriptions of all lay-staff in the Synod Office.

## Diocesan Synod Lay Staff Performance Review

- 6(1) The job performance of each Diocesan Synod lay employee shall be evaluated annually.
- 6(2) The purposes of the evaluation are to:
  - a) Recognize and affirm the accomplishments of the staff member and his/her impact on the work of the Diocese;
  - b) Provide a structured environment for the staff member and the supervisor to communicate openly about job performance, present job description, expectations and compensation issues, and;
  - c) Develop a plan to improve the staff member's performance, for training or education, and for identifying objectives and goals for the future.
  - d) Regulation 7-3 is renamed as "Moving (Relocation)" and is replaced by the following:

1. The provisions of Regulation 7-3, Part 3 with respect to moving (relocation) apply to Diocesan Synod lay employees.
- e) Regulation 7-4, Part 3 (Vacation Leave), s. 1 is replaced by the following:
  1. Vacation leave for a regular, full-time Diocesan lay-employee shall be based on the number of completed years of service to the Diocese of Fredericton, commencing with the first day of employment.
  2. A regular full-time Diocesan lay employee shall be provided an annual vacation leave in accordance the following completed years of service:
    - a) During the first five years of service, 10 vacation-days;
    - b) During the sixth to ninth year of service, 15 vacation-days;
    - c) During the tenth to nineteenth year of service, 20 vacation-days, and;
    - d) During the twentieth and subsequent years of service. 25 vacation-days.
  3. A maximum of one year of vacation leave credits may be carried over with permission from the Bishop.
  4. In the event of employment termination, the number of vacation leave credits for the current year of service shall be pro-rated to the number of completed months of services, and rounded up to the nearest full-day.

Adopted  
04 June 2011