



**Diocese of Oakland**  
**Department of Human Resources**

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**Department of Catholic Schools**  
**Employee Benefits 2019 - 2020**

*These are your benefits as an employee of the Schools of the Diocese of Oakland.*

## A. STATUTORY BENEFITS

These benefits are extended to all employees

### 1. Social Security

This federal program provides retirement benefits when you reach a certain age. This is also a disability and survivorship program. Your contribution will be deducted from your paycheck and the individual site will match your contribution.

### 2. Unemployment Benefit

The unemployment insurance program provides income to a person who becomes unemployed and to whom other work is not available. The full cost of this benefit is paid for by the individual site.

### 3. Workers' Compensation

This plan ensures that in the event of illness or injury arising out of or in the course of employment is eligible to receive compensation for lost wages and for related medical expenses. The cost of this benefit is borne entirely by the individual site.

### 4. State Disability Insurance Program

This program provides income for persons who are unable to work due to illness or injury not arising out of or in the course of employment. A person is normally eligible for this benefit from the seventh (7th) day of illness for which he or she is unable to work or the first day of hospitalization. A person may be penalized for not filing for this benefit within forty-one (41) days of becoming eligible. When an employee is out on State disability Insurance, he or she may integrate SDI with Sick Leave. Please call Human Resources for specific details.

## B. WELFARE AND PENSION BENEFITS

These benefits offer assistance during times of illness, injury, retirement or death. Employees who work at least twenty-five (25) hours a week are eligible for these benefits. The cost of these benefits is paid for by the individual site. The Diocese reserves the right to change, amend, or discontinue these benefits at any time.

### 1. Health Plans: The RETA Blue Cross PPO, RETA Blue Cross EPO, or Kaiser Health Plan EPO

Regular employees who work twenty-five (25) hours or more per week are eligible for coverage under one of the four Diocesan health plans: RETA Blue Cross EPO, \$500 deductible; RETA Blue Cross PPO, \$1,000 deductible; Kaiser EPO, \$500 deductible; Kaiser PPO, \$1,000 deductible. The cost of the RETA Blue Cross EPO plans, and Kaiser EPO plans will continue to be shared by employees. The Diocese of Oakland will not pay for coverage under any other plan nor pay the employee for benefits s/he waives. Every eligible employee is able to add or delete dependent coverage or change to another Diocesan health plan during the Change in Enrollment period in May of each year, or where HIPAA law applies within 30 days of loss of coverage. Brochures with descriptions of benefits for each plan are available to each participating employee.

### 2. Dental/Vision Plan Dental/Vision coverage is available under the Diocese of Oakland and open to everyone who qualifies for medical benefits.

**Delta Dental:** There are payment schedules for dental exams, cleaning, regular and other described dental care. All employee premiums are paid in full by the employer. Dependent premiums are paid entirely by the employee.

**Vision VSP:** Coverage is available under the Diocese of Oakland and open to everyone who qualifies for medical benefits, and is available to anyone on the dental plan. There are payment schedules for vision exams, lenses, and other vision care expenses. All employee premiums are paid in full by the employer. Dependent premiums are paid entirely by the employee.

### 3. Retirement: The Roman Catholic Bishop of Oakland Lay Employees' Money Purchase Pension Plan

Lay employees who are at least twenty-one (21) years of age and work twenty-five (25) hours or more per week are eligible for participation in the Pension Plan after having so worked for six (6) consecutive months prior to January 1 or July 1 of any year. Employment at separate sites is cumulative for the purpose of determining eligibility. The employer contributes 8% of salary into the Trust Fund each quarter. Participants do not contribute money into the fund. A lump sum payment, in accord with the vesting schedule, is issued to participants or beneficiaries upon retirement, disability, death or other termination of employment from the Diocese of Oakland. A Plan brochure is available for review.

## B. WELFARE AND PENSION BENEFITS (CONTINUED)

### 4. Short/Long Term Disability

Disability insurance provides protection against loss of income due to a disability that prevents an employee from working and earning an income. Employee must work at least twenty-five (25) hours per week to be eligible for disability coverage. Short term disability (STD) benefits begin 30 days after a covered disability (e.g. surgery, maternity leave). Long term disability (LTD) benefits begin after 180 consecutive days of total or partial disability. Lay employees are covered for 60% of their basic earnings to a contract maximum of \$1,000 a week for STD or \$4,000 a month for LTD. STD and LTD insurance coverage is provided by Prudential Life Insurance Company and is subject to the terms and conditions of the insurance contract.

### 5. Salary Reduction Agreement (Retirement Annuity)

Diocese of Oakland 403(b) Plan; The Diocese of Oakland sponsors a 403(b) Plan for employees who wish to have his/her salary reduced under Section 403(b) of the Internal Revenue Code. This allows the employee certain tax advantages and personal savings.

IMPORTANT NOTE: As of January 1, 2009, existing employees or employees who are newly hired in the Diocese who wish to invest in a salary reduction retirement savings plan may choose to invest with our sole 403(b) plan provider, The Standard. The Standard's toll free customer service number is (800) 858-5420. Enrollment information and applicable forms may be secured by contacting the Bookkeeper at your designated Diocese location of employment. Anyone invested in an individual TSA or 403(b)7 account who wishes to transfer their existing 403(b) accounts to The Standard may do so by contacting their Bookkeeper or The Standard.

### 6. Flexible Benefit Plan

The Flexible Benefit Plan allows eligible employees to pay for health insurance premiums, health care expenses not covered by insurance and dependent care expenses with pre-tax dollars. The money you contribute to the Plan is pre-tax and not subject to payroll taxes (social security, federal or state income taxes).

Acupuncture	Drugs (by prescription)	Medical Equipment	Special Education
Artificial Limbs	Drug & Alcohol Rehab.	Mileage to/from Services	Severe Learning Disabilities
Chiropractors	Eyeglasses & Exams	at .36 per mile	Telephone for the deaf
Contact Lenses and supplies	Health Clubs (per Dr.)	(documentation required)	TMJ surgery/treatment
Co-Payment (\$5, \$10, etc.)	Hearing Devices	Orthodontia	Vaccines
Cosmetic surgery (per Dr.)	Lip Reading service	Psychologists	Vitamins (per Dr.)
Deductibles	Marital Counseling	Radial Keratotomy	Weight Loss (per Dr.)
Dental (crowns/bridge/bonding)	Massage (per Dr.)	Seeing Eye Dog	Non-prescription medications (per Dr.)

### 7. Pacific Services Credit Union

Diocesan employees are eligible to become members of Pacific Services CU, the largest credit union in the East Bay with more than \$500 million in assets PSCU offers members low market rates and high market savings rates. Among their wide array of products and services are: Direct Deposit, payroll deduction, savings accounts, no annual fee credit cards, auto loans and fixed-rate home equity loans. Member Services: 888-858-6878 -Ext. 6231.

### 8. Basic Life/AD&D (Accidental Death and Dismemberment):

The policy provides each employee a \$25,000 benefit, with age reductions, at no cost to the employee.

## C. EMPLOYMENT BENEFITS

These are additional benefits granted to you if you qualify.

### 1. Sick Leave

The Diocese provides paid sick leave for preventative care or the diagnosis, care or treatment of an existing illness, injury or health condition of an employee or family member, or designated person or for an employee who is a victim of domestic violence, sexual assault or stalking. Sick leave must always be utilized for legitimate illness and medical/dental appointments only. This paid sick leave policy applies to both exempt and non-exempt employees.

A "school year" is defined as July 1 through June 30 for purposes of this policy. How an employee's paid sick leave is calculated is determined by the employee's classification as follows:

#### A. Probationary Full-Time Employees, Regular Full-Time Employees & Regular Part-Time Employees with Benefits, Temporary Full-Time Employees

Employees in these classifications (i.e., those working 25 hours a week or more for ten months in a school year) will accrue paid sick leave at the rate of 8 hours per month up to a maximum of 80 hours a school year (FTE). Principals and other employees who work twelve months in a school year (i.e., school custodian, and school secretaries) shall accrue paid sick leave at the

rate of 8 hours per month up to a maximum of 96 hours a school year (FTE). Employees in these classifications shall be permitted to accumulate accrued and unused sick leave up to 240 hours, which is the cap (FTE). Carryover from one school year to the next of accrued and unused hours shall be permitted up to a maximum of 80 hours, provided that in no event shall carryover hours exceed the 240 hour cap (FTE). Part-time employee with benefits will earn sick leave on a prorated basis based on hours worked per week.

Employees in these classifications shall not accrue sick leave once they reach the cap, provided that when an employee utilizes sick leave and reduces the sick leave below the cap, the employee shall again begin to accrue sick leave, but in no event exceed the cap.

### **B. Regular Part-Time Employees without Benefits, Temporary Part-Time Employees**

Employees in these classifications (i.e., those working fewer than 25 hours a week) during the school year will receive 24 hours of paid sick leave front loaded at the start of the school year on July 1. In addition, employees working in a school located in the City of Oakland will also accrue 1 hour of paid sick leave for every 30 hours worked. Employees in these classifications shall be permitted to accumulate accrued and unused paid sick leave up to a maximum of 72 hours, which is the cap. Carryover from one school year to the next is permitted, provided that in no event shall the carryover hours exceed the 72-hour cap.

Employees in these classifications shall not receive front loaded sick leave (or for employees working in a school located in the City of Oakland, accrue sick leave) if they are capped as of July 1 of a new school year. However, once the employee reduces the sick leave below the cap, the employee shall receive all or a portion of the 24 hours of sick leave available during that school year (and for employees working in a school located in the City of Oakland), begin to accrue sick leave), but in no event shall an employee exceed the cap.

### **Sick Leave Policies Applicable to All Classifications**

Advance Notice: Employees are required to provide reasonable, advance notification of the need to utilize paid sick leave as soon as practicable. Reasonable, advance notice is defined as at least two weeks in advance for planned medical appointments and at least two hours before the start of a school day in the case of an unanticipated illness or medical situation. Notification should be given in writing when possible, by email, or if not, then by telephone to the school principal or the principal's designee.

Appointments with a doctor or dentist should be scheduled outside of work hours to avoid disruption of student learning. When this is not possible, time off for medical and dental appointments will be considered as paid sick leave. A one-hour time increment shall be the reasonable, minimum increment for use of paid sick leave for medical appointments during school hours.

Donation of Sick Leave Hours: In cases of serious, extended illness or incapacity due to injury, employees may extend their accrued sick leave benefits for up to two hundred forty (240) hours through donations of no more than forty (40) hours each from accrued sick leave of co-workers at the same site eligible to donate. An eligible co-worker must have at least one hundred twenty (120) hours of sick leave available after the donation is made. This donation may be made only once in the 12-month period measured forward from the date of the donation. The employee accepting donations must have a proven need and must apply for State Disability Insurance. Any employee receiving State Disability Insurance benefits and paid sick leave will need to integrate those benefits, to no more than 100% of their salary.

Accrued sick leave may be transferred from one School site to another, up to the maximum of two hundred forty (240) hours.

## **2. Family Care and Medical Leave**

Effective August 1, 1993 the policy of the Department of Catholic Schools, Diocese of Oakland with respect to leaves for an employee's own serious health condition or family care purposes will be based upon the provisions of the Family and Medical Leave Act of 1993 and the California Family Rights Act of 1993. An eligible employee may request a leave of absence for any of the following reasons: 1) the employee's own serious health condition; 2) to care for employee's child, parent or spouse who has a serious health condition; 3) birth of the employee's child; 4) or placement of a child with the employee in connection with adoption or foster care. For more details concerning this benefit, consult the Family Care Leave Policy in the Administrative Handbook. As of July 1, 2004, employees may take part in the Paid Family Leave Program, a component of the CA State Disability Insurance Program. For more information contact the E.D.D. at 1-877-BE-THERE or on line at [www.edd.ca.gov](http://www.edd.ca.gov)

## **3. Personal Days**

Employees in classifications identified in Section "A" of Policy 5410, shall have a maximum of two sick leave days annually which they may use as personal leave days. Except in case of emergency, prior approval from the principal should be obtained five days in advance of use of personal sick days. (Only employees working in classifications identified in Section "A" of Section 4820 herein are eligible for personal days.)

## **4. Medical Certification of Fitness to Return**

If an employee is absent because of illness for thirty (30) calendar days or more, the employee shall submit a written release signed by a physician (or chiropractor when made within the scope of his/her license) stating that the employee is able to return to work. A principal may request a medical release for return to work following a medical absence of less than thirty (30) days.

## C. EMPLOYMENT BENEFITS (continued)

### 5. Medical Leave: Disability Because of Pregnancy, Childbirth or Related Medical Conditions

Up to a maximum period of four (4) months will be granted for a leave of absence due to disability during the time the employee is actually disabled on account of pregnancy, childbirth or related medical conditions. Before such leave is granted, the employee must provide written certification from her physician confirming that the employee is or will be disabled. Subject to certain exceptions and conditions, the Diocese will reinstate the employee to the same or a comparable position at the end of the leave. For more details concerning this benefit, consult the Medical Leave: Disability Because of Pregnancy, Childbirth, or Related Medical Condition policy in the Administrative Handbook.

### 6. Personal Leave of Absence

An unpaid personal leave of absence may be available for leaves of personal reasons other than those reasons qualifying as leave under the Family Care and Medical Leave Policy or Pregnancy-Related Disability Leave and in circumstances where the employee has exhausted all available leave under such policies and continues to have a need for leave. A request for Personal Leave may be approved or denied, after the principal and pastor confer with the Director of Human Resources. Such requests are to be submitted in writing and will not be granted for more than one year, if approved, and may not guarantee re-employment. Participation in Diocesan Benefit Plans is suspended during the period of the leave.

### 7. Bereavement Leave

When an employee experiences the loss of a relative, usually a few days are required to make arrangements, attend services and attend to personal and family needs. For these unexpected absences, employees are provided with time off without loss of pay as follows:

- Death of a spouse or child – ten (10) work days
- Death of a parent or sibling – six (6) work days
- Death of a close family member or friend – Up to two (2) paid personal days may be provided with the written permission of the supervisor.

According to family need, employees may use accrued sick or vacation time to extend absences for bereavement.

When an employee attends the funeral or burial of a spouse, child, parent or sibling more than 150 miles away, an additional day may be added, and if out-of-state, two additional days.

### 8. Educational Leave

With the permission of a supervisor an employee may attend, during working hours: conferences, seminars, institutes and courses, and meetings that are directly related to the job and will improve skills.

### 9. Military Leave

The California Military and Veterans' Code requires employers to provide employees with a temporary leave of absence without pay while they are engaged in military duty for a period of up to seventeen (17) calendar days per year. This protection extends to employees who are members of the Militia. Employees who enlist or are drafted are entitled to reinstatement pursuant to Federal Law.

### 10. Jury Duty

Any employee, including one working twenty-four (24) hours a week or less, will be paid while actually serving jury duty during his/her regular assigned work hours. As a matter of convenience for potential jurors Alameda and Contra Costa Counties devised a "call in" method. The person calls a number at a specified time to see if s/he will be needed for service that day. Unless an employee is asked to serve in a county other than the one in which s/he works in, there is no reason the employee cannot report for work. When the employee reports for work and is called in mid-day, s/he must be prepared to leave on a moments notice. If the employee elects to stay at home to call in rather than call in from work it will be considered unpaid time off.

These benefits are extended to you in the hope that you will find working in the Diocese of Oakland pleasant and rewarding. The Human Resources and Insurance and Benefits Departments and the on-site administrator are available any time to provide you work-related assistance, so please do not hesitate to call us and inquire about benefits, policies and procedures, and work-related concerns.

If you need further information concerning the following benefits, you may write or phone us at 510-893-4711.

#### **Insurance & Benefits Department**

Lay Retirement, Health Plans, Worker's Compensation, Unemployment/Disability, Flex Plans, Long/Short Term Disability Insurance, Tax Sheltered Annuities

#### **Department of Human Resources**

Work Leave Policies