

Benefits for Chancery Employees

The Chancery of the Catholic Archdiocese of Seattle is the executive office of the Catholic Church in Western Washington. It is located at 710 Ninth Avenue in Seattle. The Archdiocesan offices at the Chancery support the ministry of the Archbishop and his pastoral leadership with parishes and faith communities. Each office has responsibility for particular aspects of the Archbishop's work.

The Chancery of the Catholic Archdiocese of Seattle provides a variety of fringe and insurance benefits for its employees. The benefits listed here apply to all regular full-time and part-time employees working a minimum of twenty (20) hours per week on a regular, continuous basis.

Vacation Leave

Employees accrue three weeks (15 days) of vacation leave per year of full-time, continuous employment through 10 years. Beginning with the 11th year of employment vacation leave increases to 4 weeks (20 days). Beginning with the 20th year of employment vacation leave increases to 5 weeks (25 days). Part-time employees accrue vacation on a prorated basis according to the number of hours normally worked per week.

Sick Leave

Employees accrue sick leave at the rate of one day per month up to a maximum of 520 hours. Eligible part-time employees accrue sick leave on a prorated basis.

Holidays

The Chancery observes 13 holidays per year.

Short Term Disability Program (STD)

The Chancery administers a self-insured STD Insurance Program for eligible employees who are unable to perform their current job due to accident, illness, injury or other disabling condition.

Family and Medical Leave

Chancery policies reflect federal and state laws regarding FMLA. This is paid and/or unpaid leave from work for eligible employees in the event of the birth or adoption of a child or in connection with care for a child, spouse or parents due to their serious health condition.

Parking/Transportation

The Chancery provides limited free parking for employees on a first-come, first-served basis. In an effort to comply with Washington State's Commute Trip Reduction Law, the Chancery encourages employees to find alternative ways to commute to work. The Chancery now participates in the regional ORCA card program which offers several advantages over the old Flexpass program. Participating employees pay only \$100 annually for the pass. The Chancery also provides covered parking spaces for carpoolers.

Pension Plan

The pension plan is an employer-paid benefit. Lay employees are automatically enrolled in the plan after completing one year of service (1000 hours). The contribution is equal to 6% of each eligible employee's "unadjusted Gross Calendar Year Earnings."

Medical Plan

Employees can choose Christian Brothers PPO or Group Health Cooperative. All monthly medical premiums for employees are paid by the Archdiocese. A contribution to dependent premiums is also made by the Archdiocese. Employees can waive medical coverage **only if they are already covered by another plan**. This is the **only** benefit that may be waived.

Dental and Vision Plans

The employee dental/vision premium is paid for by the Archdiocese. Dependent premiums are paid by the employee. The dental plan is through Washington Dental Service. The vision plan is through Vision Service Plan (VSP).

Long Term Disability Plan

The long term disability plan provides financial assistance to eligible employees who are disabled through injury, accident or illness. There is no cost to the employee. Employees must be certified as disabled for 90 calendar days before benefits begin. The monthly benefit is approximately 60% of the employee's basic monthly income.

Employee Assistance Program (EAP)

This counseling and referral service helps employees and their families cope with personal problems such as stress, alcoholism, financial or marital problems. There is no cost to the employee.

Life Insurance

The Chancery provides a life insurance and accidental death & dismemberment benefit equal to one times the employee's annual salary. Family coverage is also included in the amount of \$10,000 for a spouse and \$5,000 for children up to age 26. There is no cost to employees for this plan.

Optional Group Life Insurance

Employees may purchase group term life insurance for themselves in an amount up to eight times their annual salary or \$750,000 (whichever is less). Employees may also purchase life insurance for a spouse up to \$100,000 and for a child at a maximum of \$10,000.

Premium Only Plan

Employees with dependent medical and/or dental/vision expenses can take advantage of the Premium Only Plan (POP). The POP deductions for dependent coverage and child care costs are taken on a pretax basis. The POP may substantially reduce an employee's tax liability since POP deductions are taken before FICA and FIT deductions.

403(b) Savings Plan

Employees may save money for retirement on a tax-deferred basis by enrolling in the 403(b) Savings Plan through Diversified Investment Advisors. Employees can defer up to the annual IRS limits, and choose among a variety of different investment options.