

RESOLUTIONS ADOPTED BY GENERAL CONVENTIONS AND DIOCESAN CONVENTIONS ON LAY EMPLOYEE BENEFITS

For additional information on benefits and medical and dental plans, visit <http://www.dioceseofnewark.org/hr> and www.cpg.org.

Pension Benefits for Lay Employees and Clergy (adopted by the 138th Diocesan Convention, 2012) - in accordance with Resolution A138 of the 2009 General Convention and Canon 8 as amended at that Convention, mandates that pension benefits be provided through the Church Pension Fund to the following persons working for congregations and other entities subject to the authority of the Church, effective January 1, 2013:

- 1) all clergy, including bishops, priests and deacons but excluding those who have retired and are receiving pension benefits from The Church Pension Fund, who are paid at least \$200 per month (excluding travel expenses) for three or more consecutive months
- 2) all lay employees scheduled to work a minimum of 1,000 hours annually.

Lay Pension Plan (Resolution A138, adopted by the 76th General Convention, 2009) - All lay employees of a church who work 1000 hours or more a year must have 5% of their salary contributed by the church to a defined contribution pension plan.

- An amendment to national church canon 8 was adopted to establish a mandatory lay employee pension system for employees scheduled to work a minimum of 1,000 hours annually for any domestic diocese, parish or mission or other ecclesiastical organization or body subject to the authority of the Church.

Denomination Health Plan (DHP) (Resolution A177, adopted by the 76th General Convention, 2009) -

- All Clergy and lay employees who work more than 1,500 hours or more a year must be enrolled in one of the medical plans underwritten by the Denomination Health Plan. (DHP) The Church Pension Fund will administer the program. If the employee has coverage elsewhere, (i.e. covered by a spouse), they may opt out of the DHP program. The plans are similar to those options available now.
- All Clergy and lay employees must be treated the same. The same choices of benefit plans offered by DHP are available to both.
- The diocese will decide the minimum level of cost sharing with employees. Some examples of potential choices would include: Coverage for employee only; for employee and family; coverage for only the least expensive plan with an option for the employee to “buy up” to a more comprehensive plan. **The significant change is that both Clergy and lay employees must be treated the same.**
- Participation in the DHP is mandatory. Any congregation that has a plan not currently administered by the Church Pension Fund must be converted.

State Unemployment Insurance Program Participation (adopted by the 134th Diocesan Convention, 2008) - recommends that each employee working at least 20 hours a week of the diocese, congregations, and day care/schools participate in the State Unemployment Insurance (SUI) plan by the time of the 135th Convention of this Diocese.

Group Term Life Insurance Participation (adopted by the 134th Diocesan Convention, 2008) - recommends that each lay employee working at least 20 hours a week at our congregations and day care/schools participate in the Group Term Life Insurance Program administered by the Church Life Insurance Corporation by the time of the 135th Convention of this Diocese.

Lay Employee Vacation (adopted by the 133rd Diocesan Convention, 2007) - in recognition and fairness to all the lay employees of the diocese, all parishes, missions, and day care/schools we strongly recommend receive a minimum of two weeks of annual paid vacation with the completion of one year of service, proportionate to time worked per week starting January 1, 2008.

Lay Employee Job Descriptions (adopted by the 133rd Diocesan Convention, 2007) - requires that a job description for each lay employee of the diocese, parishes, missions, and day care/schools be written and discussed with the employee during this coming year; and, that a copy of the job description for all lay employees be provided to the Lay Compensation Task Force for its work by June 1, 2007.

Lay Employee Annual Performance Review (adopted by the 133rd Diocesan Convention, 2007) – called for each person employed by the diocese, parishes, missions, and day care/schools receive an annual review; and, that this process is in place by the 134th Convention of this Diocese.

Workplace Values in the Episcopal Church (commended by the 75th General Convention, 2006, A125) – seeks to promote professional employment environments that offer opportunity for development and advancement. (A copy of the *Workplace Values* was provided in the deputy convention packet.)

Lay Employees' Medical Insurance (adopted by the 122nd Diocesan Convention, 1996) - effective January 1, 1997, parochial lay employees will be eligible to participate in the Diocese of Newark's group medical insurance plan on the following basis:

1. Full time employees (who work a minimum of 30 hours per week) will be eligible to participate on the basis of the employee paying a minimum of 25% of the cost. Coverage for the employee's spouse and dependents will be available only if the spouse and the dependents do not have other coverage. If the employee agrees to these conditions then the congregation is required to provide the coverage.
2. Employees who work less than 30 hours per week will be eligible to participate on the basis outlined subject to the agreement of the Vestry/Executive Committee.

Lay Employee Pension Plan (adopted by the 119th Diocesan Convention, 1993) - all Parishes, Missions, and other ecclesiastical organizations subject to the authority of the Diocese of Newark shall provide all lay employees who work a minimum of 1,000 hours annually retirement benefits through participation in the Episcopal Church Lay Employees Retirement Plan (ECLERP) or in an equivalent plan, the provisions of which are at least equal to those of ECLERP. Such participation shall commence during 1993. At its commencement, if the plan is a defined benefit plan, the employer contribution shall be not less than 9 percent of the employee's salary; if the plan is a defined contribution plan, the employer shall contribute not less than 5 percent and agree to "match" employee contributions of up to another 4 percent.

Lay Employee Group Life and Health Insurance (adopted by the 118th Diocesan Convention, 1992) - that it be the sense of the 118th Convention of the Diocese of Newark that the Diocese provide a group health and life insurance mechanism that will enable congregations of the diocese employing lay staff working a minimum of 1000 hours per year or such employees themselves, to purchase health and life insurance benefits comparable to those provided to the clergy of the diocese; and that such a group insurance plan be formed and in effect no later than December 31, 1992.

Lay Employee Pension Plan (adopted by the 1991 General Convention, D165) - all Parishes, Missions, and other ecclesiastical organizations or bodies subject to the authority of this Church, and any other societies, organizations, or bodies in the Church which under the regulations of the Church Pension Fund have elected or shall elect to come into the pension system, shall provide all lay employees who work a minimum of 1,000 hours annually retirement benefits through participation in the Episcopal Church Lay Employees Retirement Plan (ECLERP) or in an equivalent plan, the provisions of which are at least equal

to those of ECLERP. Such participation shall commence no later than January 1, 1993. At its commencement, if the plan is a defined benefit plan, the employer contribution shall be not less than 9 percent of the employee's salary; if the plan is a defined contribution plan, the employer shall contribute not less than 5 percent and agree to "match" employee contributions of up to another 4 percent.

Lay Employee Medical, Dental and Insurance Benefits (adopted by the 1991 General Convention, A137s) - all parishes, missions and other ecclesiastical organizations of bodies subject to the authority of this Church, and any other societies, organizations, or bodies in the Church which under the regulations of The Church Pension Fund have elected or shall elect to come into the pension system, be encouraged to provide for all lay employees who work a minimum of 1,000 hours annually health and life insurance benefits that are comparable to those provided to active clergy in the jurisdiction; and that that all dioceses be encouraged to allow employees of parishes and other units under ecclesiastical authority to participate in diocesan health and life insurance benefit programs.