

Budgeting and Staffing for Mission
Parish Finance/HR/Benefits FAQs Relating to Reductions in Force

How can my parish obtain an estimate of revenue forecasts to use for FY2021?

Please contact your Parish Financial Service Consultant for this information.

Can adjustments to our budget be made in Adaptive?

Yes, these adjustments can be made. If you need to re-forecast, you should use Excel.

What tools do we have for making decisions about possible reductions in staff levels?

A PowerPoint was presented and recorded on this topic by the Human Resources Department. The recording of that presentation is available here:

<https://attendee.gotowebinar.com/recording/464546269683652097>. There is also a summary chart available that shows different forms of staff reductions and related issues.

If we are laying off employees, should we give them a letter? Are there samples available?

Yes, we recommend a letter or an email. A sample is posted on the RCAB Risk site under CARES/SBA. The letter should reference COVID-19 if the financial impact of the virus was in whole or in part the reason for the layoff.

Is the Archdiocese Severance Pay Policy still in effect?

No. This Policy was rescinded by the Archbishop on March 27, 2020, as was announced in a memo from the Chancellor. If a parish wishes to pay severance to laid off employees, the F&O Manager and/or Pastor should contact Human Resources for assistance with this process.

Are there unemployment benefits available to laid-off employees?

Yes. Please see the separate Pandemic Unemployment Assistance FAQs document for more information.

If we want to put employees on a temporary unpaid leave, can those who are enrolled in benefits remain benefit-eligible for an extended period of time?

Due to the impact of COVID-19, the Trustees of the Lay Benefit Trusts and the carriers have approved an extension of coverage through August 31, 2020 for employees who are on

temporary layoff, unpaid leave or furlough. These employees can be changed to Inactive in Prime Pay but should not have a benefit termination date entered until a decision has been made about whether the temporary layoff will become permanent. Once this decision is made, a Benefit Termination Date and Reason should be entered into Prime Pay no later than August 28, 2020 to avoid extending billing and coverage into September.

Is Continuation of Coverage available for employees enrolled in the health and dental plans?

In general, yes. Please see the enrollment form at the link below for more details and limitations on enrollment. <http://catholicbenefits.org/PDF/health/COC%20Form%20FINAL%207-1-2020.pdf>

Is it possible to partner with a nearby parish to share employees who would otherwise be laid off or have their hours reduced? If so, who should I contact?

Yes, parishes or schools can share employees so that their hours are higher than either location can afford on its own. Please contact hr@rcab.org to discuss.