

DIOCESE OF SASKATOON



STIPENDS AND BENEFITS GUIDELINES

2009

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STIPENDS AND BENEFITS GUIDELINES FOR
PARISH CLERGY
2009

Notes:

Although many of the same benefits apply to Diocesan employed clergy and Parish/Diocesan Lay employees, this booklet is intended particularly for clergy employed in our parishes.

Where Parish is used, insert Diocese/Employer where applicable. Where Incumbent is used, insert clergy, Assistant, Priest, or Lay Employee where applicable.

The Diocesan Handbook contains the articles of the constitution, the canons and the regulations and details of stipends and benefits. Copies are available from the Synod Office.

Continuing Education Plan – Administered by General Synod

All paid clergy automatically have a CEP account opened on their behalf on their first day of employment. Lay employees of the church or other participating organizations may have an account opened in the plan if initiated by the employer.

The annual benefit is \$450 contributed by the “employer”. As long as the expenditure is of benefit to your employer the plan provides funding for courses, retreats, conferences, books, and some computer hardware and software. The employee will contribute 20% to the Benefit claimed, i.e.

Total cost	\$1,100
Continuing Ed	880
20% EE	220

Employee Assistance Program

The Employee (Clergy) Assistance Program provides free, confidential, short-term counseling and advisory services to clergy and lay employees and their eligible family members.

Use of the service is not reported to anyone without the member’s voluntary and written consent. These services are voluntary and have no affiliation to the diocese.

The plan provides confidential **short-term** counseling for:

- Stress management
- Depression/anxiety/anger management
- Crisis counselling
- Work related issues
- Substance abuse
- Grief
- Relationships
- Couple/family issues
- Conflict resolution

As well as resource information to assist with

- Childcare
- Parenting
- Youth and teens
- Homecare/eldercare
- Weight, smoking and general health issues
- Bereavement
- Pre-retirement
- Finances

The Toll Free Canada-wide number is 1-866-664-0326.

Group Life Insurance – administered by General Synod

Members are covered for \$100,000 Life insurance; dependents are covered for \$5,000 (spouse) and \$2,500 (children).

Members are also covered for accidental death or dismemberment.

The total monthly premiums are divided equally between the member and the parish. The rate for 2009:

Basic life	\$40.00	shared 50/50
Dependent life	\$ 1.45	shared 50/50
Acc. death & dismemberment	\$ 2.00	shared 50/50

Insurance is provided through Manulife Financial.

Harassment Based on Prohibited Grounds

Harassment is a form of discrimination.

Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in the Province of Saskatchewan.

Harassment is offensive, degrading, and threatening and can be an offense under the Canadian Criminal Code.

Whether the harasser is a member of the clergy, employee, volunteer, or church member, harassment is an attempt by one person to assert abusive, unwarranted power over another.

The category of harassment exists in definition by the Province of Saskatchewan Occupational Health and Safety Act, 1993 and relates to harassment based on the prohibited grounds:

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and,
- constitutes a threat to the health or safety of the worker.

This type of harassment is prohibited in the OHS Act and *The Saskatchewan Human Rights Code*. It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.

Sexual harassment may include:

- A direct or implied threat of reprisal for refusing to comply with a sexually orientated request
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, attire, sex or sexual orientation
- Displaying pornographic or sexually explicit pictures or materials
- Unwelcome physical contact
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature
- Refusing to work with or have contact with workers because of their sex, gender or sexual orientation

Even a single incident of inappropriate conduct relating to a prohibited ground is considered harassment.

Personal Harassment

The second category relates to personal harassment, which is not based on any of the prohibited grounds. It is sometimes referred to as "bullying".

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- Adversely affects a worker's psychological or physical well being; and,

- The perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment may involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker.

Personal harassment may include:

- Verbal or written abuse or threats
- Insulting, derogatory or degrading comments, jokes or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage
- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

For more information, please contact the synod office to obtain copies of the Diocese of Saskatoon Regulation 17 or a copy of the Province of Saskatchewan Occupational Health and Safety Act, 1993.

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Housing

As described in Canon 9, clergy are to be provided with adequate housing. In those parishes where a rectory is provided, the parish pays for all utilities, insurance, and taxes associated with the building. Personal long distance telephone calls and insurance on personal furniture and belongings are the responsibility of the Incumbent.

The value established for rectories is the actual fair rental value of the rectory provided. In addition a value is estimated for heat and utilities included with the residence. This value affects Employment Insurance (EI) premiums and reported on CRA T4 forms.

Where a rectory is not provided the parish provides a housing allowance. Currently the minimum authorized by Diocesan Council is \$14,400 annually. This allowance provides for the costs associated with owning or renting a home.

In 2001, as an incentive for Incumbents in parishes that provide housing, a Housing Equity policy was established. It provides for \$20/month from each of the Incumbent, parish and diocese to be held by the Diocese in the name of the Incumbent to be used when:

1. the Incumbent retires,
2. the Incumbent leaves the diocese, or
3. the Incumbent moves into a parish that provides a housing allowance.

Leaves:

Compassionate, Educational, Maternity, Adoption, and Paternal leaves are subject to the Labour Standards in Saskatchewan. Please contact the Synod office for information.

1. Educational Leave Regulations

- 1.1 Educational Leave is intended to provide clergy and lay employees with an opportunity for academic and professional growth. While educational leave benefits the individual, it is anticipated that the Parish and the Diocese will benefit over a long term because of the individual's professional growth.

Educational leaves are considered to be leave of absence without salary; however, a priest's incumbency, and the layperson's position, is protected. Cost sharing among the individual, Parish and Diocese may be considered on a case-by-case basis.

- 1.2 Applications for Educational Leave shall be submitted to the Bishop and the Parish Vestry. The Bishop shall consult with the Parish Vestry during the approval/rejection process. The Bishop shall establish an advisory committee to assist him/her with the application of selection criteria.
- 1.3 Educational Leaves shall be granted for a maximum of twelve continuous months with a requirement of return service of two months for each month of leave. Failure to adhere to this expectation shall require repayment of funding received on a pro-rated basis.
- 1.4 If funding from the Parish or Diocese has been provided for an Educational Leave, and if the recipient of the funding withdraws from the program of study, prior to completion, for reasons other than unavoidable cause, the funding recipient shall be obligated to repay all funding to the granting source.

2. Sabbatical Leave Regulations

- 2.1 Sabbatical Leave is intended to provide clergy and lay employees with an opportunity for personal renewal and reflection. A percentage of salary may be paid at the discretion of the Parish Vestry.
- 2.2 Applications for Sabbatical Leave shall be presented to the Bishop and the Parish Vestry. The Bishop shall consult with the Parish Vestry during the approval/rejection process. The Bishop shall establish an advisory committee to assist him/her with the application of selection criteria.
- 2.3 Sabbatical Leaves shall be granted for a maximum of three continuous months with return service for a minimum of one year. Failure to adhere to this expectation shall require repayment of funding received on a pro-rated basis.
- 2.4 Selection Criteria:
- Length and quality of service with Diocese of Saskatoon
 - a level of Diocesan involvement
 - years of service remaining prior to retirement
 - Sabbatical Leave plans**
 - nature, length and number of previous leaves
 - quality of the application

** These plans may include personal pursuits and non-credit professional activities. Some professional studies may be included; however, a sabbatical leave is not intended to be extension of an educational leave.

Long-Term Disability Insurance (LTD)

The Long-Term Disability Plan is provided by the Anglican Church of Canada. This plan provides benefits should the member become totally disabled as a result of an injury or sickness while he or she is enrolled in the plan.

The premium for coverage is paid by the employer and is calculated at the set rate applied to Pensionable Earnings. Because the premium is paid by the employer, the benefits provided for the plan is taxable income. While the current LTD Plan is providing coverage, there is still a need to fund the previous plan. Participants are required to pay a premium of 0.4% of Pensionable Earnings.

An employee is eligible to receive LTD benefits having been continuously sick or disabled and unable to work for a period of 119 days. LTD benefits continue until the employee is no longer disabled, reaches age 65, retires or dies, whichever occurs first.

The monthly benefit payment is taxable, and is calculated as 60% of an employee's monthly salary. The benefit is reduced by 60% of the value of Church housing or housing allowance provided during disability.

An employee who is enrolled in the Group Health and Dental plans and received LTD benefits will pay both the employee and employer portions (full premium).

Medical Care

In the province of Saskatchewan, basic medical and community services are free of charge for all Saskatchewan residents holding a valid Saskatchewan Health Services card.

The diocese belongs to the General Synod plan for extended personal health, dental, vision and employee assistance program. The cost is shared by employee and employer on a 50/50 basis.

The 2009 monthly premiums are as follows:

Extended Health		ER/EE
Single	\$62.87	Shared 50/50
Family	\$156.53	Shared 50/50
Dental		
Single	\$21.87	Shared 50/50
Married	\$39.38	Shared 50/50
Family	\$84.49	Shared 50/50
Vision		
Single	\$2.25	Shared 50/50
Family	\$5.27	Shared 50/50
Employee Assistance Program		
Per member and eligible family members	\$4.15	Shared 50/50

Retired members may continue coverage at retiree rates.

This insurance is provided through Manulife Financial. For more information on the current Medical, Dental, and Vision Care Insurance policy, please refer to the Manulife Benefit Booklet or contact the Synod office.

Moving Costs

The parish pays moving costs and there are some restrictions on what will be included.

Should an Incumbent request a move from his/her position within five years of appointment, the Incumbent may be required to repay one-fifth of the total amount of the costs incurred in moving to the parish for each year less than the five years served. Where circumstances make it desirable, repayment of moving expenses may be shared by the incumbent and the diocese, paid in installments by the incumbent or paid by the diocese.

Moving of Allowable Effects is detailed in Regulation 1. This information is available from the Synod Office.

Pension

The Diocese participates in the General Synod Pension Plan and all clergy must be enrolled (parishes may choose to include their lay employees). The plan provides for accrual of Pension benefits as per Regulations established by the Pension Board of the Anglican Church of Canada. The contributions are calculated based on the clergy stipend plus 50% and for salary for lay employees. Contribution rates are set by the National Pension Plan; currently members pay 4.40% and the parish 10.0%. This contribution is not a taxable benefit, but is included in the pension adjustment reported in the annual T4. For clergy, the stipend table on page 9 shows these amounts.

Professional Leave Policy

The Bishop, in consultation with the Parish Vestry, is authorized to grant educational or sabbatical leaves to Incumbent clergy and lay employees in accordance with regulations pursuant to this policy. Educational leaves are for the sole purpose of academic study leading to a degree or diploma, or for an approved course of study, that provides a significant educational benefit to the applicant. Sabbatical leaves are considered to be for personal renewal and do not require that the time be spent in academic pursuits.

Public Holidays

There are ten statutory holidays per year:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.

Where New Year's day, Christmas Day, or Remembrance Day fall on a Sunday, the following Monday is usually observed as a public holiday.

Canada Day is covered by federal legislation. Currently, federal law states when July 1 falls on a Sunday, the holiday is observed on Monday, July 2.

Saskatchewan Human Rights Code

The Saskatchewan Human Rights Code prohibits employers from terminating employees on the basis of race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin, or receipt of welfare. For more information, contact the Saskatchewan Human Rights Commission.

Sexual Abuse and Sexual Harassment Policy

– Regulation 17 in Diocesan Handbook, Diocese of Saskatoon

Short Term Disability Insurance

The "employer" is responsible for full financial and residential support during the first four months of any illness or disability. Each Incumbent or Lay employee is covered by the Short Term Disability Plan, for which the premiums are paid by the parish and any benefit received from the plan is payable, by the member, to the parish. The premiums in 2009 are \$25.90 monthly.

For a person who is in full time ministry and is being paid according to the table of minimum stipends for the current year, will receive 80% of weekly earnings to a maximum of \$447/week. This benefit is payable after 2 weeks in the case of illness, or immediately if the member is hospitalized or the disability is the result of any accident for a maximum benefit period of 17 weeks.

Short Term Disability is provided through Manulife Financial.

Travel

Travel costs are reimbursed as follows:

\$0.50 per kilometer for the first 5,000 kilometers of parish driving annually.

\$0.45 per kilometer for all subsequent kilometers driven annually.

\$0.45 per kilometer for "other than work" travel, including Sunday services or other services supply.

Travelling Dollars Fund

Those clergy in Full-time ministry of a multi-congregation parish receiving the minimum stipend for his/her years of service share in the earnings of the Travelling Dollars Fund, a trust fund of the Diocese. The accumulated amount is available upon request by the person and the amount provided is a taxable benefit in the year in which the member receives it. Please refer to Regulation 13 or call the synod office.

Vacation

Each member is entitled to one week paid vacation for each three months service in the diocese for the first 7 years of ministry/ordination/lay employment, 5 weeks annually for years 8 to 15, and 6 weeks annually for year 16 and thereafter. Details are agreed upon between the employer and the member, as per Regulation 9.

Clergy are entitled to all statutory holidays set by provincial or federal statutes.

An employee's "vacation entitlement year" will coincide with the date he or she was hired.

A regular part-time employee shall earn vacation prorated based upon hours worked relative to a full-time employee. Vacation time for a part-time employee employed for continuous service years 1 through 7 in the diocese, multiply the number of weekly scheduled hours x 52 weeks, divided by 260.

Example 20 hours per week x 52 weeks = 1,040 hours

1,040 divided by 260 workdays in one year = 4 hours/day

Employee has a 4 hour work day.

According to the schedule in the diocese, this clergy or Lay employee will earn 10 days vacation at 4 hours per day or 40 hours vacation for the year.

Workers' Compensation

Coverage is required for all lay employees but is optional for members of the clergy.

Wornum Trust

Wornum Trust benefit – the interest income from this Diocesan held trust is shared annually among those Incumbents in full time parish ministry who receive minimum stipend for years of service according to the Minimum Stipend Table.