

From: Fr. Michael J. Lumpe
Sent: Tuesday, March 24, 2020 4:12 PM
Subject: Update Letter to Priests from Bishop Brennan
Attachments: Administrator Contract - Elementary 2020-2021 .pdf; Contract Worksheet and Addendum Principal.pdf; 2211-13 Salary - Elem Principals (1).pdf

Brother priests:

I have some pastoral, ministerial and administrative matters to communicate with you today.

FIRST, Pope Francis will be leading the world in prayer tomorrow and on Friday. I think it is important for us as priests and for all of the faithful to join the Holy Father in prayer. Please share this information with persons in your parishes and all people entrusted to your care:

Wednesday, March 25: <https://twitter.com/i/status/1242481882169839616>

Friday, March 27: <https://www.vaticannews.va/en/pope/news/2020-03/pope-calls-for-christians-to-unite-in-prayer-for-end-to-pandemic.html>

SECOND, THANK YOU to all of the priests who thus far have submitted their names to Mike Lumpe for COVID-19 "end of life" sacramental care in our hospitals. Working as a team with Dean Mathewson and Dr. Marian Schuda, Mike will be sending a separate e-mail to those who have contacted him -- this e-mail will include instructions, dates and times for a ZOOM conference call with Dr. Marian Schuda about Personal Protective Equipment (PPE) along with an opportunity for Q&A. If you have not yet submitted your name to Mike, please do so today via e-mail.

THIRD, for pastors with schools: If you have not yet offered a contract to your elementary school principal, the contract template, addendum worksheet, and new salary policy are attached. Elementary principal contracts are normally offered before March 15 – given all that is happening, it is not a problem that we have passed that deadline. If you have any questions, please contact Adam Dufault (adufault@columbuscatholic.org) or Kitty Quinn (kquinn@columbuscatholic.org).

FOURTH, there are some updates from Bill Davis:

- The Diocesan Assessment will be waived for the month of April. Would ask that you still pay the invoice for March. For those parishes with sufficient reserves, and who desire to, they may still make a contribution in April equal to the monthly Assessment amount.
- The charge for Unemployment and Workers Comp insurance, which normally would be billed in early April, will be waived.
- Each location will need to continue to remit payment of their Employee Benefit bills to the Insurance Office. Currently we spend about \$1.8 million per month paying claims and another \$200,000 in administrative fees to Aetna. We need these funds to continue paying claims and fees as they come due. Those struggling to pay the monthly bill can reach out to me to discuss using our grant funds to assist with paying the bill.

- We would prefer, if possible, that payments to the Diocese from parishes and schools, be made electronically. This would include employee benefits, and other bills. To take advantage of this, please have your financial staff contact Ingrid Sotak in the Finance Office
- Schools have raised the issue on paying those employed to provide services under the Jon Peterson Scholarship. During the time of school closure, schools will not be reimbursed for these costs. However, if the individual is paid through Paycor, then they are eligible to be paid full wages through April 30, like all other employees. If they are not paid through Paycor, then they would need to contact their employer of record
- The Governor's Stay At Home Order specifically allows for an exemption from the Order for certain Essential Business duties. This would include paying payroll and dealing with employee benefits. It also includes making deposits and making disbursements. The financial staff at each location are therefore allowed to continue with coming into the office to perform these duties. As with everything, we need to observe the other rules issued during this time of social distancing, hand washing, cleaning surfaces and most important, if you are at high risk or feel sick, stay at home. Anyone experiencing issues with getting basic Essential Business duties done should contact me for assistance.
- As in all directives from the State, we are taking the Governor's Stay At Home Order as restrictive, not permissive. One issue that has come up is construction projects. Several of our contractors are reading the Order as permissive and continuing work. This is being fully evaluated, with one potential outcome being suspension of all non-emergency projects. We will issue further directives on this once conclusions have been reached. At this point, no new non-emergency on-site projects are being approved by Bishop Brennan. Projects with on-site work may continue, for now, provided there limited to no contact required from our employees.
- The Catholic Foundation is making every effort to assist parishes and schools during this crisis. This includes:
 1. Emergency Response Fund – used to support parish or school families or individuals who require financial support during the pandemic. Funds can be applied for through the Catholic Foundation website: <https://catholic-foundation.org/catholic-emergency-response/>
 2. Responsive Grant cycle moved to Spring from Fall. For those funds which can be accessed at this time, and which would support parishes and schools in their time of need, the Catholic Foundation is working on a Spring Responsive Grant cycle that would allow you to draw funds you can use for sustaining operations. Loren Brown and Dan Kurth will provide additional details as soon as they are finalized.

Again, let's continue to pray for one another and support one another and, through the intercession of the Blessed Virgin Mary, pray that she give all of us strength and perseverance to continue to bring hope and healing to our world. Let's also remember to pray for our government leaders -- especially Governor DeWine -- as he and his team lead the people of the State of Ohio during this challenging situation, and for all people on the front lines of this pandemic, especially doctors, nurses, hospital staffs, EMTs, and all others bringing aid and comfort to those with the COVID-19 coronavirus.

Fraternally,
Bishop Brennan



DEGREE LEVEL _____
 YEARS EXPERIENCE CREDITED _____
 Certification Level: _____
 Principal License _____
 Professional License _____
 Permanent or Non-Tax Certificate _____

**ADMINISTRATOR CONTRACT ELEMENTARY SCHOOL
 2020-2021
 DIOCESE OF COLUMBUS OFFICE OF CATHOLIC SCHOOLS
 Effective July 1, 2020 through June 30, 2021**

Contract between the _____ School, _____, Ohio, herein referred to as "School" and _____ herein referred to as "Administrator."

Whereas, the Diocesan Superintendent of Schools or the Pastor has approved the employment of the Administrator, now, therefore, the parties to this Contract for and in consideration of their mutual promises, do hereby agree as follows:

1. The School does hereby enter into a contract with the Administrator for the school year **2020-2021** ("School Year"), in the position of _____, and fixes the salary of the Administrator at the rate of \$ _____, or a proportional part of this sum for such portion of the year served.
2. The Administrator is employed in the services of the School for the School Year, consisting of twelve calendar months.
3. The appointment made hereby is open for acceptance by the Administrator for a period of fifteen (15) day from the date of execution by the Superintendent or the Pastor. Failure to execute and return this Contract within the allotted time will be considered a declination.
4. The Administrator is covered by Diocesan health insurance according to the provisions of Policy 2211.14.
5. The Administrator who is new to the Diocese has completed and delivered to the parish/school bookkeeper an initial retirement form.
6. The Administrator who is new to the Diocese has completed and delivered to the parish/school bookkeeper the State of Ohio Employment Eligibility Verification Form (I-9).
7. The Administrator shall provide the Office of Catholic Schools and Parish Office with official documentation from both the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation that said Administrator does not hold any criminal record.
8. The Administrator shall provide the Office of Catholic Schools and Parish office with official verification of attendance at a "Protecting God's Children" workshop.
9. Any grievance or claim of the Administrator arising out of any disciplinary action or termination will be subject to the Grievance Procedures set forth in Policy 2211.18. The Administrator understands and agrees that the grievance procedure displaces and extinguishes all common law and/or statutory rights of either party to pursue claims in any other forum.
10. **The Administrator serves as a Catholic role model both inside and outside of the school. Part of the Administrator's duties is to convey the message and principles of the Catholic Church to students of the School, and thus the Administrator serves the role of a faith minister to youth. As such, Administrator shall refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Administrator shall comply and act in accordance with the teachings of the Roman Catholic Church, and the rules, regulations and policies of the School, the Diocesan Department for Education, and the Diocese of Columbus now in effect or that may be hereinafter adopted governing this employment, including but not limited to the Diocesan School Policy 4116.1 ("Adherence to Catholic Church Teachings"). School has the right to dismiss Administrator for violation of these standards, thereby terminating any and all rights the Administrator may have to continued employment.**

In witness whereof, the parties hereto have set their hands this _____ day of _____ 20 _____ .

 Pastor

 Administrator

 Assistant Administrator (If applicable)

Attach contract worksheet/addendum to this contract.

**(ONE COPY to the Administrator; ONE for the School file; ONE for the Office of Catholic Schools)
 Rev. 3/20**



Teaching Contract Worksheet And Addendum

School:

Contract Effective Date To

Name:

If License If under another name specify here:

License #

License Type:

If Other, Please Specify:

Grade / Subject Teaching:

Contract Type: For Continuing Contracts : Year: Of:

Degree/Salary Level:

Total Teaching Years Credited :

Base Salary \$

Explanation:

NOTE: This amount must match the approved salary matrix and added to the 1st page of the contract. If the amount does not match the matrix, explain above.

FOR PART-TIME TEACHERS COMPLETE THIS SECTION. If this is a part-time contract, teacher must work less than 120 teaching days and/ or less than 5 hours per day in one school year. If one or both of these conditions are not met, a full-time contract must be completed)

Hours worked per day :

Hours worked per week:

Number of days per year:

Full-time Teacher Hours Worked per Week in your building

This teacher is or isn't entitled to benefits in accordance to diocesan policy Yes
No

Splitting with another school(s) Yes If Yes: Which Schools
No

Percentage Split:

SUPPLEMENTAL PAY – For extra duty assignments (see COACE listing for list of assignments):

Activity/Role:

1)		Amount \$
2)		Amount \$
3)		Amount \$
4)		Amount \$
5)		Amount \$

* Add \$250 for each activity if over 15 years of experience \$

Total Supplemental :

Other Compensation Specify:

Total Compensation (base salary + supplemental + other)

If contract commences after September 1st, pro-rate salary based on number of remaining days of school year:

School Days Remaining:

If this teacher is a new hire, attach a copy of his/her teaching license, employment application and college transcript(s) to this contract. All teachers must complete an on-line employment application with the Diocese of Columbus.

Pastor

Principal

Date

Salary for Lay Principal, Individual of a Religious Order, or Assistant Principal of an Elementary School

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

The salary paid to a lay principal or individual of a religious order of an elementary school in the Diocese of Columbus shall be determined according to the following formula:

1. Use as a base 125% of the amount that the principal would receive as a teacher in that school
2. Add to this base an amount negotiated between pastor and principal on the basis of these factors:
 - a. merit/effectiveness as evidenced by the formal evaluation of the principal
 - i. Recommended to be between \$1,000 and \$4,000
 - b. administrative certification/licensure
 - i. Recommended to be \$750 for a principal who holds a valid, standard Ohio elementary school principal's certificate/license and \$350 for a principal who is actively pursuing such certification/licensure
3. In no case shall the salary a principal receives be less than \$40,000.
4. A principal shall receive full credit on the teacher's salary scale for teaching/administrative experience in the Diocese of Columbus.

Assistant principals in elementary schools serve a wide variety of functions, and have varying responsibilities. Each assistant principal position must have a job description. The above formula may serve as a guide in determining salary but the salary should be no more than 15% and no less than 7.5% of what the assistant principal would receive if he or she served as a teacher in that school.