Change in Terms or Conditions of Employment

**Location: [SCHOOL]**

**Employee: [FIRST, LAST]**

**Effective Date: [START OF SCHOOL YEAR]**

**Description of Change:** The following change in employment for [EMPLOYEE] will be in effect beginning on [EFFECTIVE DATE] and continuing henceforth. Compensation for work performed by the employee in the position of [POSITION] will be calculated on an hourly basis. All work will be recorded in the current payroll system by the employee and reviewed by the supervisor prior to submission for payment. The hourly rate will be [HOURLY RATE]. Wages will be calculated and paid according to the Archdiocese of Seattle pay policies and pay frequencies (currently bi-weekly). Wages will only be paid for pay periods when work has been performed (except for weeks covered by approved paid time off policies).

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Employee Date

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Supervisor Date

Addendum

Requirements and Expectations | Hourly Positions | Hours Worked and Pay

I understand and will abide the following requirements and expectation regarding my hours worked and pay as an hourly employee of the Archdiocese of Seattle:

* All work I perform must be paid.
* The workweek is calculated between 12:01 a.m. Sunday to Midnight Saturday.
* All work I performed beyond 40 hours within this workweek must be paid at the overtime rate of 1.5 times my regular rate[[1]](#footnote-1) of pay.
* I must record all hours worked within the current payroll system
* I must record my work start time and end time daily
* I must take my rest breaks (either scheduled or unscheduled) totaling 15 minutes each.
* I must take my meal period each day and eat away from my work station
* I must alert my supervisor of potential overtime (work beyond 40 hours in a pay week) for approval prior to working overtime.
* When off duty and if approached by someone with a worked related question or request, I will politely advise parishioner, staff, or others, “that I am sorry but unavailable to help at this time.”[[2]](#footnote-2)
* I may not work during my breaks (meal or rest).
* I may not use any type of electronic devises (computer, phone, texting, etc.) on my off work time unless prior approved by my supervisor
* I may not do additional work in my job without pay
* I may not do additional work in another job that is similar to by current job.
* I may not volunteer to do my type of work at other parish within the Archdiocese of Seattle
* I may volunteer for my Church in a capacity that is wholly different from my paid position (this volunteering must be approved by my supervisor prior to being performed).

I accept these requirement and will follow and abide faithfully

Employee Date

1. The regular rate which is defined as the total remuneration divided by the total hours worked. [↑](#footnote-ref-1)
2. Your supervisor will provided responses and approached for such requests. [↑](#footnote-ref-2)