

**The Benefit policies are for Diocesan Administrative Offices and are for your informational purposes only. Please note that pastors, administrators, and principals are not obliged to implement the Benefit policies and are completely free to set their own policies.**

## V. BENEFITS

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## A. ELIGIBILITY

Employees' eligibility for benefits is dependent upon the number of hours regularly scheduled to work in a work week. Employees are eligible for benefits as described below:

Employees who are *regularly scheduled to work 30 hours or more per week* are eligible for:

- Medical, Dental, Life, & ADD Insurance
- Employer Contributions to 403(b) Retirement Thrift Plan
- Employee Salary Reduction Contributions to 403(b) Retirement Thrift Plan
- Paid Holidays & Holy Days
- Personal Leave Time (PLT)
- Short-Term Sick Leave
- Long-Term Sick Leave
- Maternity/Paternity Leave
- Bereavement Leave
- Jury/Witness Duty Leave

Employees *who regularly work fewer than 30 hours per week* will be paid only for hours actually worked. However, the Administrator is able to make other arrangements for compensations as necessary.

Employees hired on a *temporary* basis will be paid only for hours actually worked.

The term "employee" as used in this Manual does not include those workers/employees whose employment is governed by a written contract. "Employee" applies only to At-Will employees as defined by Texas law.

## **B. MEDICAL, DENTAL, LIFE, & ADD INSURANCE**

*All employees regularly working a minimum of 30 hours per week* are eligible for medical, dental, life, and accidental death and dismemberment insurance through the Diocesan Group Health Plan. These benefits will become effective the first day of the month following 60 days of employment. The cost to insure an employee under the Diocesan Group Health Plan is shared by both the Diocese and the employee. Proactive prevention is very important to wellness; therefore, any participant who refuses to submit to an annual physical and dental exam will be charged an additional monthly fee.

Diocesan Group Health Plan benefits for dependents of employees may be added at the employee's expense.

Upon enrollment in the Diocesan Group Health Plan, the Diocese will provide the employee with medical, dental, life, and ADD insurance plan summaries which provide details of coverage. These documents are also available at the Diocese of Corpus Christi website, [www.diocesecc.org](http://www.diocesecc.org) under Administrative/Human Resources/Medical Benefits Forms index tabs.

### C. 403(b) RETIREMENT THRIFT PLAN

*Employees regularly working a minimum of 30 hours per week* are eligible to receive Employer Base Contributions into a 403(b) Retirement Thrift Plan. Employer Base Contributions equal to a percentage of the employee's compensation, as outlined in the following table, will be paid by the employer into the employee's individual account each pay period. The employer will begin contributions on the first payroll of the month following the completion of two (2) years of service. Eligible employees may not waive this benefit.

*Upon completion of two (2) years of service – 3%*

*Upon completion of five (5) years of service – 5%*

*Upon completion of ten (10) years of service – 8%*

*Upon completion of fifteen (15) years of service – 9%*

*Upon completion of twenty (20) years of service – 10%*

Employees may choose to begin making Salary Reduction Contributions into their account prior to the completion of two (2) years of service. ***Salary Reduction Contributions can be made by all employees, regardless of years of service or number of hours worked per week.***

403(b) Retirement Thrift Plan enrollment and contribution forms will be made available to employees upon hire and are also available at the Diocese of Corpus Christi website, [www.diocesec.org](http://www.diocesec.org), under Administrative/Human Resources/Retirement tabs.

## D. LEAVES OF ABSENCE

### Holidays & Holy Days

A specific Holiday & Holy Day Schedule for Diocesan Staff will be published each year by the Human Resources Department and will be made available prior to January 1<sup>st</sup>.

Pastors, Administrators and Principals are not obliged to implement the Diocesan Holiday & Holy Day schedule and are completely free to set their own parish or school holiday schedule.

***Full-time employees who regularly work 30 hours or more per week*** will receive paid time off for any holiday or holy day that falls on a ***regularly scheduled workday***. Calculated hours of holiday pay will be based on the number of hours which the employee would have been scheduled to work had the day not been a holiday.

***Full-time employees who are on a four day work week*** will be paid only for holidays and holy days that fall within their normal four day work week.

Employees ***who regularly work fewer than 30 hours per week*** will not be paid for any holidays or holy days. They will only be paid for hours actually worked. However, the Administrator is able to make other arrangements for compensations as necessary.

## D. LEAVES OF ABSENCE

### Personal Leave Time

After three (3) months of employment, **full-time employees who regularly work 30 hours or more per week** will accrue personal leave time (PLT) based on the schedule below. Employees who transfer from Diocesan parishes or schools will be given credit towards their three month period for any full-time (30 hours or more per week) service at those locations. It is the responsibility of the parish or school from which the employee transfers to settle any accrued, unused PLT. Unused PLT earned at the parish or school will not be carried over to their new location.

#### Accrual of PLT Based on 37.5 Hour Work Week

Upon completion of 3 months of employment:	7.5 hours per month
Upon completion of 5 years of service:	10.62 hours per month
Upon completion of 10 years of service:	13.75 hours per month

#### Accrual of PLT Based on 40 Hour Work Week

Upon completion of 3 months of employment:	8 hours per month
Upon completion of 5 years of service:	11.33 hours per month
Upon completion of 10 years of service:	14.66 hours per month

#### Accrual of PLT Based on 30 to 37 Hour Work Week

Calculation of the *monthly* accrual of PLT for employees working between 30 and 37.5 hours per week should be made using the following formula:

Upon completion of 3 months of employment:	Employee hours per week ÷ 37.5 hours × 7.5 hours per month
Upon completion of 5 years of service:	Employee hours per week ÷ 37.5 hours × 10.62 hours per month
Upon completion of 10 years of service:	Employee hours per week ÷ 37.5 hours × 13.75 hours per month

**Employees who regularly work fewer than 30 hours per week** are not eligible for and will not accrue PLT. They will only be paid for hours actually worked. However, the Administrator is able to make other arrangements for compensations as necessary.

Upon completion of five and ten years of service, the increased PLT hours per month for full-time employees will become effective on the month following the anniversary date.

Employees who begin employment on the first day of the month will begin accruing PLT in the month they complete their three month anniversary. For example, an employee who begins employment on February 1<sup>st</sup> will complete his/her three month anniversary on May 1<sup>st</sup> and will

## D. LEAVES OF ABSENCE

### ***Personal Leave Time (continued)***

begin accruing PLT for the month of May. Employees who begin employment on any day other than the first of the month will begin accruing PLT in the month following the month in which they complete their three month anniversary. For example, an employee who begins employment on February 15<sup>th</sup> will complete his/her three month anniversary on May 15<sup>th</sup>. This employee will then begin accruing PLT for the month of June.

PLT accruals are earned on the last calendar day of each month. Employees must be employed and on the payroll from the first calendar day of the month to the last calendar day of the month in order to accrue PLT for that month. PLT will not accrue for any month in which there is an unpaid leave of absence.

An employee who converts from full-time status to part-time status (less than 30 hours per week) will not be allowed to carry over any accrued but unused PLT. Arrangements should be made to schedule and take PLT prior to conversion to part-time status. With department head approval, PLT may be paid out upon conversion to part-time status

The approval of PLT schedules will be solely at the discretion of the immediate supervisor. Unapproved absences from work will be classified as Leave Without Pay for the entire period away from work, including holidays and holy days, that fall within that time period, and may result in disciplinary action up to and including termination of employment. Taking PLT without specific, prior supervisory approval may be construed as a voluntary resignation from Diocesan employment or job abandonment.

Attempts should be made by immediate supervisors to schedule PLT according to personal preference unless Diocesan needs require otherwise. PLT will be scheduled in such a manner as to provide unimpaired service by the Diocese and adequate coverage for all positions. When an observed holiday occurs during an approved PLT absence, the holiday may be observed in lieu of using PLT.

***PLT should not be taken in less than one half hour increments.***

***After the completion of three months of employment, up to the equivalent of one week of PLT may be taken before it is earned. In the event that an employee quits or is terminated after unearned PLT has been used, the leave taken in excess of that earned will be deducted from the final paycheck.***

PLT may not be carried over from one calendar year to the following calendar year.

Subject to department head and Human Resource Director's approval, accrued but unused PLT may be paid upon resignation or termination of employment.

## D. LEAVES OF ABSENCE

### ***Short-Term Sick Leave***

After three months of employment, ***full-time employees who regularly work 30 hours or more per week*** will accrue short-term sick leave based on the schedule below. For new employees, the first month for which short-term sick leave will accrue will be the same as for PLT purposes, as outline in the *Personal Leave Time* section above. Employees who transfer from Diocesan parishes or schools will be given credit towards their three month period for any full-time (30 hours or more per week) service at those locations. Unused short-term sick leave earned at the parish or school will not be carried over to their new location.

37.5 Hour Work Week:                    6.25 hours per month (equivalent of two weeks per year)

40 Hour Work Week:                    6.66 hours per month (equivalent of two weeks per year)

30 to 37 Hour Work Week:            Employee hours per week ÷ 37.5 hours × 6.25 hours  
per month (equivalent of two weeks per year)

***Employees who regularly work fewer than 30 hours per week*** are not eligible for and will not accrue short-term sick leave. They will only be paid for hours actually worked. However, the Administrator is able to make other arrangements for compensations as necessary.

Short-term sick leave accruals are earned on the last calendar day of each month. Employees must be employed full time and on the payroll from the first calendar day of the month to the last calendar day of the month in order to accrue short-term sick leave for that month. Short-term sick leave will not accrue for any month in which there is an unpaid leave of absence.

With the approval of their department head, a full-time employee may utilize up to 22.5 hours (or the equivalent of three regular work days) of short-term sick leave before it is accrued, however, the total amount of short-term sick leave taken during the calendar year may not exceed the equivalent of two weeks as scheduled above. Full-time employees who have not completed their three month anniversary may utilize up to 7.5 hours (or the equivalent of one work day) of short-term sick leave before it is earned. In the event that an employee quits or is terminated after unearned short-term sick leave has been used, the leave taken in excess of that earned will be deducted from the final paycheck. Accrued but unused short-term sick leave may *not* be carried over to the following calendar year.

Short-term sick leave may be taken for personal illness or injury of the employee and for medical or dental appointments. Short-term sick leave may also be taken in cases of illness or injury of an immediate family member who resides in the same household as the employee, but only to the extent that the employee must provide bona fide health care assistance for the family member.

***Short-term sick leave may not be taken in less than one half hour increments.*** Any sick leave accruals in existence at the time of termination of employment will not be compensated.

***An employee away from work on short-term sick leave for more than three consecutive working days must submit written verification from a physician or health care provider***



## **D. LEAVES OF ABSENCE**

### ***Short-Term Sick Leave (continued)***

*regarding the illness or injury causing the absence and the employee's ability to perform job duties prior to returning to work.*

Employees must notify their immediate supervisors no later than one hour from the time they are regularly scheduled to begin work if they will be absent due to an illness or injury.

## D. LEAVES OF ABSENCE

### Long-Term Sick Leave

After three months of employment, all **full-time employees who regularly work 30 hours or more per week** will accrue long-term sick leave based on the schedule below. For new employees, the first month for which long-term sick leave will accrue will be the same as for PLT purposes, as outline in the *Personal Leave Time* section above. Employees who transfer from Diocesan parishes or schools will be given credit towards their three month period for any full-time (30 hours or more per week) service at those locations. Unused long-term sick leave earned at the parish or school will not be carried over to their new location.

37.5 Hour Work Week:                    7.5 hours per month (maximum accrual of 375 hours)

40 Hour Work Week:                    8 hours per month (maximum accrual of 400 hours)

30 to 37 Hour Work Week:            Employee hours per week ÷ 37.5 hours × 7.5 hours per month (maximum accrual equal to 50 times the monthly accrual)

**Employees who regularly work fewer than 30 hours per week** are not eligible for and will not accrue long-term sick leave. They will only be paid for hours actually worked. However, the Administrator is able to make other arrangements for compensations as necessary.

Long-term sick leave accruals are earned on the last calendar day of each month. Employees must be employed full time and on the payroll from the first calendar day of the month to the last calendar day of the month in order to accrue long-term sick leave for that month. Long-term sick leave will not be accrued during an unpaid leave of absence or for any month in which the employee utilizes long-term sick leave. On the month *following* the employee's return to work after a long-term sick leave or unpaid leave of absence, the employee will continue to accrue long-term sick leave up to the maximum amount.

**Long-term sick leave may not be used before it is earned. Short-term sick leave and PLT can be used in conjunction with long-term sick leave only to the extent that such leave has been earned.** Accrued long-term sick leave may be carried forward from one calendar year to the next; however, monthly accruals will not exceed the maximum amount scheduled above.

Accrued long-term sick leave can only be used for serious illnesses, injuries, impairments, or physical or mental conditions ***of the employee*** which require inpatient care in a hospital or residential facility or continuing treatment by a health-care provider. Absences must be for periods in excess of five (5) consecutive work days.

**Accrued long-term sick leave cannot be used for:**

- elective or cosmetic surgery, unless required as a result of injury or disease
- injuries sustained while engaging in criminal acts

- leave to care for family members, including newborn or adopted infants, although leave may be available under Maternity/Paternity Leave benefits and/or the Family and Medical Leave Act (FMLA)

## **D. LEAVES OF ABSENCE**

### **Long-Term Sick Leave (continued)**

In cases involving a foreseeable absence utilizing long-term sick leave, sufficient notice should be given by the employee to their immediate supervisor so that staffing arrangements can be made. In addition, the Human Resources Department will require a certification from a health care provider, and upon returning to work, a medical release stating the date the employee may return to work as well as any restrictions or limitations that may apply. Human Resources may also require additional documentation in accordance with the Family and Medical Leave Act. ***All absence reports for long-term sick leave must be signed by the Human Resources Director or his designee prior to submission to the Payroll Department.***

## D. LEAVES OF ABSENCE

### Maternity/Paternity Leave

In order to promote life and recognize the importance of the human family, maternity/paternity leave is available to full-time employees. After three months of employment, ***full-time employees who regularly work 30 hours or more per week*** may take up to two weeks of paid maternity/paternity leave for the birth or adoption of a child. This leave may be taken in conjunction with any accrued PLT. In the case of a birth of a child, but not in the case of an adoption, any accrued short-term sick leave may also be utilized for medical appointments and recovery from birth, in accordance with the short-term sick leave policy.

## D. LEAVES OF ABSENCE

### *Bereavement Leave*

*Full-time employees who regularly work 30 hours or more per week* may be given time off with pay from their regular work schedule for the death of a family member, in accordance with the following guidelines:

- Up to five days of paid leave in the event of the death of a parent, stepparent, spouse, child, stepchild, sibling or any other dependent who lives in the same household.
- Up to three days of leave in the event of the death of a grandparent, grandchild, father-in-law, or mother-in-law.
- Up to one day of leave in the event of any other relative.

The Diocese understands the deep impact that death can have on an individual or family, therefore, additional non-paid time off may be granted.

*Employees who regularly work fewer than 30 hours per week* are not eligible for paid bereavement leave. However, the Administrator is able to make other arrangements for compensations as necessary.

## **D. LEAVES OF ABSENCE**

### ***Jury/Witness Duty***

Employees are encouraged to fulfill their civic responsibilities. Employees who are summoned to jury duty or to appear as a witness in a Court of Law will receive paid leave during their jury service. The employee must provide their supervisor with a copy of the official notice of the Court. Employees are to notify their supervisor at least one (1) week in advance of required attendance dates. Employees are expected to return to work if they are excused by the court at or before 1:00 p.m. Employees may retain any jury duty fees received.

Time off for court appearances as a party to any civil or criminal litigation will not be compensated by the Diocese, and the employee must arrange for time off without pay or use accrued PLT for such appearances.

***Part-time (less than 30 hours per week) employees who are on a regular weekly schedule*** will also be compensated for jury and witness duty when such service takes place during their regularly scheduled work time.

***Employees who regularly work fewer than 30 hours per week and are on a flexible schedule, an “as needed” schedule, or are hired on a temporary basis*** are not eligible for jury or witness duty leave.

## **E. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Diocese grants leave in accordance with the Family and Medical Leave Act (FMLA) of 1993, as amended. FMLA is intended to allow employees to balance their work and family life by taking reasonable unpaid leave for certain qualifying family and medical reasons. The following is a general summary of the Act's key points and regulations, and of the Diocese's policies for their implementation. Additional information is available from the Human Resources Office.

### **Eligibility**

The employee must be employed with the Diocese for twelve (12) months (not necessarily consecutive) and have worked for the Diocese at least one thousand two hundred and fifty (1,250) hours during the period immediately preceding the commencement of the leave.

The employee must be employed at a worksite where fifty (50) or more employees are employed by the Diocese within seventy-five (75) miles of that worksite.

### **Qualifying Reasons and Substitution of Paid Leave**

FMLA leave is available for the reasons listed below. Generally, FMLA leave is unpaid leave. However, it is the policy of the Diocese to require employees to substitute accrued paid leave for unpaid leave as detailed below. The term "substitute" means that the paid leave accrued pursuant to the Diocese's established policies will run concurrently with the unpaid FMLA leave.

1. For the birth of a son or daughter, and to care for the newborn child. Both the mother and the father are entitled to FMLA leave for this purpose. ***Any accrued maternity/paternity leave and PLT will be utilized. Any accrued short-term sick leave will also be utilized for the employee's recovery from birth.***
2. For the placement with the employee of a son or daughter for adoption or foster care. ***Any accrued maternity/paternity leave and PLT will be utilized.***
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition. ***Any accrued PLT will be utilized.***
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job. ***Any accrued short-term sick leave, long-term sick leave, and PLT will be utilized.***
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. ***Any accrued PLT will be utilized.***



## **E. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

6. To care for a covered military service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. ***Any accrued PLT will be utilized.***

When an employee exhausts all allowable accrued paid leave for a respective FMLA category, the remainder of the FMLA leave shall be unpaid. There is no accrual of short-term sick leave, long-term sick leave, or PLT while on unpaid FMLA. Holiday and holy day pay, if any, will be granted only if the employee is on the paid leave portion of FMLA and the employee is eligible.

### **Length of Leave**

Except for the case of leave to care for a covered military service member with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks within a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An eligible employee's FMLA entitlement is limited to a total of 26 workweeks of leave during a "single 12-month period" to care for a military service member with a serious injury or illness. The "single 12-month period" will be measured forward from the date an employee's first FMLA leave to care for the covered service member begins.

### **Additional FMLA Information**

**On-the-job Injuries:** When an employee is absent from work for an on-the-job injury that is also a serious health condition under FMLA, the absence shall also be designated as FMLA. While the employee is receiving Workers' Compensation Benefits, the FMLA prohibits use of available paid leave benefits in conjunction with the FMLA.

**Intermittent Leave or Reduced Schedule Leave:** When certified by a health care provider as being "medically necessary", leave for a serious health condition (either the employee's or family member's) may be available intermittently or on a reduced leave schedule. Employees must make every reasonable effort to schedule foreseeable intermittent leave so as not to unduly disrupt diocesan operations (subject to the approval of the health care provider). The employee may be assigned temporarily to an alternate position that better accommodates the intermittent or reduced leave schedule.

**Notice of Leave:** The Diocese asks that when an employee believes that the reason for an absence or need for leave may qualify as FMLA, the employee contact the Human Resources Office as soon as possible. The Diocese then must determine whether the leave qualifies as FMLA, and if so, must designate the leave as FMLA. If practicable, employees must provide thirty (30) days notice of the need for leave if the absence is foreseeable.

**Medical Insurance:** During a period of FMLA, an employee will be entitled to continue his/her medical insurance and other benefits coverage under the same conditions that would have been provided had the employee continued to work.

## **E. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Reinstatement from FMLA: Eligible employees on FMLA leave will be reinstated to their former position or an equivalent position, if their absence(s) for leave(s) has not exceeded their FMLA entitlement. Unless continued absence is authorized under another of the Diocese's policies, the employee must seek reinstatement on or before expiration of FMLA. Employees on FMLA due to their own serious health condition must provide a return-to-work certification on the appropriate Diocesan form. Reinstatement of certain "key employees" may be limited. The Diocese will notify such employees regarding any reinstatement limitations on a case-by-case basis.

Nondiscrimination: The Diocese does not discriminate against any individual for exercising his/her FMLA rights. Questions regarding eligibility for FMLA or the procedures for FMLA should be addressed to the Human Resources Office.

### ***Procedures for the Initial Request for FMLA Leave***

#### *FORMS MAY BE OBTAINED FROM THE HUMAN RESOURCES OFFICE*

1. Employee should submit a completed "Request for FMLA" form to the Human Resource Office at least thirty (30) days in advance of requested leave, if the absence is foreseeable.
2. If the employee was unable to provide advance notice and is already absent, a "Request for FMLA" form should be completed for the employee by their Supervisor/Director.
3. The Human Resources Office will review and approve or deny the completed request.
4. The Human Resources Office will inform the employee of approval or denial of the Request for FMLA in a completed "Response to Employee Request for FMLA" form.
  - a. Any application not approved must be discussed thoroughly and validated with the Human Resources Office before informing the respective employee.
  - b. Reason for denial must be thoroughly documented and filed in the confidential FMLA records file for the employee.
5. The Human Resources Office will document the approved or denied FMLA leave on the completed application form.
6. The Human Resources Office will file the completed Request for FMLA form in the confidential FMLA record file for the employee.

Employees absent for their own serious health condition or that of the employee's spouse, child or parent will be required to provide medical certification of the initial and continuing need for FMLA on appropriate forms available from the Human Resources Office

## **F. WORKERS' COMPENSATION**

The Diocese maintains workers' compensation coverage for its employees. Work-related injuries should be reported immediately to the employee's supervisor.

The following is a summary of the coverage and limitations and is not intended to detail all the provisions contained therein. Specific extensions, conditions, exclusions and limitations are shown in the certificate.

### **Purpose of Coverage**

Workers' Compensation Insurance provides for the payment of medical expenses and salary indemnity for persons injured while performing their duties during normal business hours at a covered location or designated workplace. Reimbursement in either of the above areas is regulated by the laws of the State of Texas and enforced by the Texas Workers' Compensation Commission (TWCC).

### **Definitions**

Employee means a person in the service of another under any contract or hire, whether expressed or implied and whether oral or written. The term includes all employed in the usual course and scope of the employer's business.

Wages include every form of remuneration payable for a given period to an employee for services. The term includes the market value of board, lodging, laundry, fuel and other advantages that can be estimated in money, which the employee receives from the employer as part of the employee's remuneration.

## **F. WORKERS' COMPENSATION**

### ***Classifications***

The following is a list of the principal employee groups or classifications (SIC's) used for Workers' Compensation Policies issued to cover church operations. The descriptions of the classifications include all the employee groups shown but are not limited to just those groups.

#### **8840 – Church Professional/Clerical**

This group includes all priests, deacons, sisters, brothers and laity in the following positions: DRE'S, secretaries, bookkeepers.

#### **9101 – Church/School all other**

This includes both church and school operations such as maintenance personnel, janitors, yard workers, cafeteria workers and day laborers.

#### **8868 – School Professional/Clerical**

This group includes all teachers, part-time teachers, coaches, secretaries, bookkeepers, school nurses, receptionists and administrators.

#### **0913 – Housekeepers**

This group includes those whose duties are limited to the typical housekeeping operations of a private residence, which is defined as a rectory or convent of the single-family type.

#### **7380 – Bus Driver**

#### **7610 – Radio/Television**

This group includes production staff, camera operations, station managers, clerical and drivers.

#### **9920 – Cemetery Operations**

This group includes cemetery managers, directors, office personnel, drivers, equipment operations and cemetery workers/laborers.

## F. WORKERS' COMPENSATION

### Reporting Workers' Compensation Claims

Often claims are not reported to our carrier when they happen. It is imperative that Catholic Mutual receive prompt notice of all workers' compensation claims. Below are step-by-step reporting instructions. Applicable reporting forms are available at the Diocese of Corpus Christi web site, [www.diocesec.org](http://www.diocesec.org) under the Administrative/Human Resources. Questions regarding the workers' compensation process should be addressed to:

**Catholic Mutual Group**  
**Attn: Jeff Kisel**  
**8918 Tesoro, Suite 402**  
**San Antonio, TX 78217**  
**(888) 712-0888**  
**(210) 832-8517**  
**Fax (210) 832-9139**

Form **TWCC-1** (Employer's First Report of Injury or Illness) must be completed and filed with the Texas Workers' Compensation Commission (TWCC), the injured worker's insurance carrier via Catholic Mutual, and the injured claimant or the claimant's representative within eight (8) days after the employee's absence from work or receipt of notice of an occupational disease. If the report is not filed within eight (8) days, the TWCC may levy a fine against the employer. Completed forms **TWCC-1** may be faxed to Catholic Mutual at (210) 832-9139. Catholic Mutual will review the **TWCC-1** to ensure it is properly completed. Upon receipt of the form, Catholic Mutual will contact the employer and advise them of any additional procedures, and will verify the facts provided. Catholic Mutual will provide a copy of the form on the employer's behalf to the TWCC and to the injured worker and/or their representative.

If an employee is disabled at for at least eight (8) cumulative days, the TWCC requires that form **TWCC-3** (Employer's Wage Statement) be completed by the employer and provided to the workers' compensation carrier and the injured employee or the employee's representative, if any. Although the TWCC states that the employer has thirty (30) days from the eighth (8) day of disability to file this form, please fax it to the Catholic Mutual on the eighth (8) day if the employee is to continue to miss time from work. Form **TWCC-3** will be used to calculate the weekly benefits that are due the injured worker if they are not able to return to work. If Catholic Mutual does not receive this form, they will be unable to pay the injured worker for their lost time. The Diocesan locations are not responsible for paying wages to an employee that has missed and continues to miss more than eight (8) cumulative days for a work related injury. This responsibility falls on the insurance carrier.