

**DIOCESE OF PUEBLO
COOMPENSATION RANGE
2006-2007**

NON-EXEMPT*			
Grade	Probationary	Base	Maximum
1	5.87	6.89	9.08
2	7.97	9.08	10.70
3	9.55	10.70	16.56
EXEMPT**			
Grade		Base	Maximum
4		34,635	35,761
5		36,923	38,092
6		39,364	40,643
7		41,963	43,327
8		44,735	46,190

* hourly compensation

** contracted for forty hours weekly and twelve months per year

N.B. This page will remain unchanged until further notice.

Adjustments for cost of living increases will be sent to you each March via the Diocesan Packet. This cost of living increase should be based upon the employee's existing salary. Thus it will no longer be necessary to modify this compensation chart annually. If you have questions, please call the Diocesan Office of Business and Finance.

(Revised 02/15/06)

**DIOCESE OF PUEBLO
EMPLOYMENT PROFILE
GRADE - RANGE - POSITIONS**

NON-EXEMPT

<u>GRADE</u>	RANGE	POSITIONS
1	350-400	Housekeeper Custodian
2	401-500	Receptionist Secretary Administrative Assistant/Parish Secretary
3	501-600	Bookkeeper Future Advancement

EXEMPT

4	601-700	Coordinator (All Coordinators)
5	701-800	Director Pastoral Assistant (non-ordained) Teacher Campus Minister Supervisor Diocesan Coordinator Office Manager
6	801-900	
7	901-950	Business Manager
8	951-1000	Principal Parish Director (non-ordained) Diocesan Director

(Revised 10/1/95)

GLOSSARY

Non-Exempt employee means a person who is included in the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA):

Custodian: provide cleaning and light maintenance of building and grounds.

Housekeeper: provide cleaning, cooking, and laundry services for persons living in rectories.

Bookkeeper: provide bookkeeping services.

Receptionist: operate phones, distribute and disseminate mail, greet and refer visitors or callers to parish.

Administrative Assistant/Secretary: provide administrative and clerical support to pastor/parochial vicar.

Exempt employee means a person who is excluded from the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA) and includes the following class of workers: executives, teachers, academic and administrative personnel and professionals.

Coordinator: an undergraduate degreed or equivalent (deacon, religious, lay) who coordinates specific opportunities of specialized ministries such as: pastoral care, worship, education, catechumenate, parish life and management.

Director: a master degreed (deacon, religious, lay) who directs and supervises all aspects of specialized ministries such as: pastoral care, worship, education, catechumenate, parish life* and management + .

Parish Director where there is no resident pastor. The parish is entrusted with significant (even if not juridically complete) pastoral care of a parish in the absence of a resident pastor. This care includes the following areas: worship, education, pastoral service, and administration.

Business Manager: the parish business manager is a professional administrator in support of the pastor. This minister is a steward of the physical, financial, and personnel resources of the parish(es), and enables the other ministries to function effectively.

Pastoral Assistant: an undergraduate degreed person (deacon, religious, or lay) to share in the overall pastoral administration and/or care of a parish or mission where there is a resident pastor.

Teacher: educate students through an integrated approach to learning and living based on an awareness of culture and the Catholic faith.

Principal: assure Christian leadership at a specific school according to Diocesan and local school policies, rules and regulations.

Sacramental Minister: a priest who is assigned or delegated with sacramental responsibilities for parishes and missions.

Priest-Supervisor: the priest-supervisor is endowed with "powers and faculties of a pastor" but is not appointed as pastor. The priest-supervisor oversees the work of the parish director.

Full-Time Employee means an employee who works without a contact for at least thirty hours per week and who maintains continuous regular employment status. Regular full-time employees are eligible for all employment benefits.

Regular Part-Time Employee means an employee who works at least twenty hours but less than thirty hours per week and who maintains continuous regular part-time employee status. Such an employee is only eligible for paid pro-rata holidays.

Descriptions taken from:

Ministry Development Study Recommendations, 1988-91, Diocese of Pueblo.

Guidelines for Parish Positions, Archdiocese of Seattle, 1991.