



ARCHDIOCESE OF MIAMI  
*Office of the Archbishop*

May 2, 2016

Dear Bishop/Monsignor/Father:

Since I arrived in Miami in 2010 I have asked your cooperation in maintaining employee salaries within an approved range that takes into consideration both the needs of the employees and the needs of the parishes and schools – always within the limits of the resources available. In my first year upon returning to Miami it was necessary to ask for a salary “freeze.” The following year provided some financial respite and we were able to offer a modest bonus to the employees of the Archdiocese. Since FY2013 we have implemented a performance based compensation providing the opportunity for salary increases for non-contract personnel in schools and parishes based on a written annual performance evaluation and contracted personnel salary changes based on a matrix used by all our schools.

Recognizing that the amount of resources available to parishes and schools does vary, I am approving a range for FY2017, beginning July 1, 2016, within which you will need to determine what you are reasonably able to do based on the available resources in the parish and school.

Please remember that for contracted personnel in our schools, teachers and principals, there is a defined salary matrix available from the Office of Schools that determines salaries based on tenure and professional credentials as well as the percentage of the matrix maximums to which you have committed for all your contracted instructional personnel. The Office of Schools will gladly assist you and your principal with any questions related to contracted personnel salaries.

For all parish and non-contracted school personnel, the salary increase must be based on the annual written performance evaluation completed by you, the principal or the employee’s supervisor. Performance evaluation forms and an explanation of the process may be found on the Archdiocesan reference library, *e-library*. I am attaching information for accessing the *e-library*, including the confidential pastors’ password. May I gently remind you that your written performance evaluation for employees is not optional. Likewise, for parishes with a school, the pastor’s evaluation of the principal is not optional.

As a reminder, bonuses are not an acceptable practice in the Archdiocese because bonuses provided to employees are considered taxable compensation, rather than gifts.

As part of your budgeting process for the coming fiscal year:

1. Use the FY2016 total salary amount you expect to pay during this current year as the basis on which calculations are to be made. Once that amount is determined, calculate **2.5% of the total salary** to be paid in FY2016 and use **that amount as the maximum funds available for salary increases for all personnel in parish and school.**

The determination of individual salary increases for the parish and/or school staff is based on employee performance and is determined in conjunction with performance evaluations and should occur in the coming months as outlined in #2 and #3.

## 2. **Instructional Personnel in Schools**

The Office of Schools has provided guidance on the compensation philosophy for all instructional personnel (contracted personnel) that I implemented four years ago. The compensation philosophy outlines long term goals for compensation for teachers and principals that better positions the schools of the Archdiocese to recruit and retain the most qualified teachers for our schools. If you wish a copy of the matrix or have questions about its application, please contact Dr. Kim Pryzbylski in the ADOM Office of Schools.

## 3. **Parish Staff and Non-instructional Personnel in Schools**

Using a performance evaluation tool provided by the Archdiocesan Human Resources Office (updated forms will be sent from Human Resources later in the month), you are requested to provide performance evaluations of each staff member before the end of the fiscal year (June 30). With the results of the performance evaluations of your staff as the guide, you will determine the actual increase of each individual, within the range of **0% to 3.0%**, such that the total salary increase awarded does not exceed the funding determined in #1, **up to 2.5% of the FY2016 total salary paid.**

To be eligible for a salary increase, individuals must have been employed by the parish, or entity for no less than nine (9) months prior to the date of the performance evaluation. Instructional Personnel compensation is determined by contract which defines the term (usually the school year). Directions related to the performance evaluation process will be provided with the evaluation tool when circulated later this month. Again, our HR Office is happy to assist you by providing training to you and your management staff on the performance evaluation process.

I appreciate that for many of us, having to evaluate the performance of your staff or they having their “performance evaluated” will be, for many, still somewhat new and possibly awkward. However, professionals in other organizations are quite familiar with this “best practice.” It is not designed to be intimidating either for the evaluator or the evaluated; rather, it is a tool that ultimately benefits both the employee, their supervisor and, in our case, the mission of the Church.

This should give you the guidance needed for allocation of salary increase in your budget planning. The forms for evaluation to support the actual process will be sent later in the month so that you can complete the evaluations and determine specific increases within the range of 0% - 3% for each non-contracted employee, with 2.5% of the current fiscal year’s salary amount serving as the maximum funding available for increases . Thank you for your support and patience.

Sincerely yours in Christ,



Most Reverend Thomas G. Wenski  
Archbishop of Miami