

Table of Contents

HUMAN RESOURCES – ONBOARDING AND BENEFITS	1
Onboarding.....	1
Benefits Programs	1
LAY RETIREMENT PROGRAM	2
General Information	2
Lay Pension Plan (Defined Benefit Plan)	2
Lay Retirement Savings Plan (Defined Contribution 403(b) Plan)	2

HUMAN RESOURCES – ONBOARDING AND BENEFITS

ONBOARDING

Upon acceptance of a job offer, the employee will begin onboarding through the Diocese of Nashville HRIS Paylocity system. Through this onboarding process the employee will provide I-9 information, select benefits (if benefit eligible), background check, and Safe Environment Program annual disclosure training.

An “Employee” is an active paid person directly employed and compensated for service by a parish or diocesan entity. Employees are classified as either “full time” or “part-time” based on their expected annual work hours. Only full-time employees are eligible for the benefits program. The Annual Diocesan Employee Benefit (Guide) details for eligibility.

BENEFITS PROGRAMS

The Diocese of Nashville offers its full-time lay employees medical insurance, dental insurance, vision insurance, life insurance, long-term disability insurance, a contributory retirement savings plan(403B), and a non-contributory pension retirement plan.

The Guide provides detailed information about eligibility, benefits, voluntary benefits, 403B plan and Lay Pension Plan. Specific questions concerning the non-contributory retirement program should be directed to the Human Resources Department at the MSO. They may be reached at 615-783-0753.

Every eligible parish and institution employee **must** be offered the opportunity to enroll in the benefits and non-contributory retirement program at the time he or she is hired. Individuals initially hired as part time employees must be offered the opportunity to enroll in these programs if they become full time employees. Employees enroll or decline to enroll through the Paylocity system. If a non-participating benefit eligible employee experiences a life event that requires participation in the program they must enroll immediately. Examples of a life event are marriage of employee, divorce of employee, death of spouse or child of the employee, birth or adoption of a child, termination of spouse's employment, employment of the spouse, change in status from part-time to full-time employment by the employee or spouse, or a significant change in health coverage attributable to the spouse's employment. This process is administered through the Paylocity B Swift portal.

Every parish and institution is to **automatically** enroll all eligible employees into the life and long-term disability insurance programs at the time they are hired. Individuals initially hired as part- time employees are to be automatically enrolled in these programs if they become full time employees.

Every parish and institution is to **automatically** enroll all eligible employees into the retirement program at the time they are hired. Individuals initially hired as part time

employees will be automatically enrolled in the retirement program if they become full time employees.

Specific questions regarding the benefits programs and requests for forms for any of the above-mentioned benefits should be directed to the Human Resources Department at 615-783-0753.

LAY RETIREMENT PROGRAM

GENERAL INFORMATION

The diocesan lay retirement program consists of two parts:

1. The Lay Pension Plan (Defined Benefit Plan) and.
2. The Lay Retirement Savings Plan (Defined Contribution Plan).

The Defined Benefit plan (pension) has been in place since July 1, 1981, and is funded by employer contributions only. The employee cannot contribute to the Defined Benefit Plan.

The Defined Contribution Plan (Lay Retirement Savings Plan) has been in place since July 1, 1988. This is also referred to as the 403(b) plan. This plan is funded by employee contributions and employer matching contributions. The employee must enroll and contribute to this plan in order to subscribe to this benefit.

LAY PENSION PLAN (DEFINED BENEFIT PLAN)

The Lay Pension Plan is designed to pay a monthly benefit to employees for the rest of their life after retirement. The benefit is 100% funded with employer dollars. There is a seven (7) year vesting schedule. Employees receive statements annually after completion of first year of employment as of December 31, of the previous year.

LAY RETIREMENT SAVINGS PLAN (DEFINED CONTRIBUTION 403(B) PLAN)

Empower Retirement, LLC is currently the plan administrator for the Lay Retirement Savings Plan (also known as the 403(b) plan).

Effective January 1, 2025, participating employees under the age of 50 may contribute up to a maximum of \$23,500 annually. Participating employees over the age of 50 may contribute an additional catch-up amount up to a maximum of \$31,000 (\$23,500 regular contributions plus up to \$7,500 catch-up contributions). If you are a participating employee between the ages of 60 and 63, a super catch-up contribution is allowed, up to an \$3,750 additionally. These limits are established annually by the IRS and may change year to year.

The plan includes an employer matching contribution of 3% of gross salary. To receive this matching contribution, participating employees must contribute at least 3%. The plan also includes a non-elective contribution of 4% for all eligible employees.

To encourage employees to begin saving for their retirement, all contributions (including the employer match) are 100% vested effective the day they are made. Parishes and institutions that have employees contributing to the Lay Retirement Savings Plan via payroll deductions have funds sent to Empower Retirement via check or electronic funds transfer for each pay period. This includes the sum of all employee contributions and all employer contributions.