

Diocese of Elphin – HR Policy Handbook

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Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Payment and Salary Deduction. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Payment of salary

Your salary details are outlined in your contract of employment. All staff members are paid in arrears by credit transfer. On commencement of employment you must ensure that you provide the payroll department with your correct bank account details and taxation document eg, P45 from previous employment. You will receive your payslip on or to the nearest working day that your payment is credited to your bank account. Your payslip will outline all deductions statutory and voluntary contributions eg, tax, PRSI, pension contributions, medical health insurance contributions.

"The employer" will make every effort to ensure the accuracy of your pay. However in instances where an overpayment occurs, you must contact the payroll department immediately and deductions will be made in your next pay period. Where it is discovered at any stage that you have been overpaid, "the employer" reserves the right to deduct any such overpayment from your salary and will inform you in advance of the details of such overpayment and deduction. In the event of underpayment of a staff member, "the employer" will make a supplementary payment to correct the underpayment within two weeks of the discrepancy having been agreed.

Overtime clause

Eligibility for overtime payment is outlined in your contract of employment. Managerial staff will not be paid for any additional hours worked to fulfil their duties. You may be requested from time to time to work additional hours. You will be given as much notice as is reasonably practicable. All overtime must be sanctioned in writing by the staff member's line manager in advance of working overtime.

Payment of overtime

Time in Lieu will be given to a staff member once the staff member has worked their normal weekly hours.

Pension and PRSAs

You will be entitled to access the Diocesan Personal Retirement Savings Account (PRSA) scheme. Alternatively "the employer" will facilitate you in having access to your own Personal Retirement Savings Account (PRSA). At your request "the employer" shall facilitate payroll deductions from your salary and remit those deductions to your PRSA on your behalf.

For further information please contact:

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