

Christ the King Passionist Retreat Center

Meeting of the Board of Directors

February 9, 2022

Retreat Director's Monitoring Report

Introduction

I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF February 9, 2022.

This is the 4th Board meeting in FY 2021 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this model, the Retreat Director's monitoring report to the Board is to be based on a selection of the policies that have been designed to govern the retreat center and have been approved on the Annual agenda by the Board of Directors. Therefore, this report will be formed around the following selected Executive Limitations policies:

EXECUTIVE LIMITATION POLICIES

EL5: Hiring and Termination of Staff

EL6: Compensation and Benefits

EXECUTIVE LIMITATION POLICIES EL5:Hiring and Termination of Staff

With Respect to the hiring and termination of staff, the CEO shall not cause or allow conditions, actions, procedures, policies or decisions which discriminate against any employee or applicant for employment based on race, color, national origin, sex, age or disability.

Accordingly, the CEO shall not fail to:

- 1. Ensure that all employment is "at will";***
- 2. Give preference to persons who are qualified, practicing Roman Catholics (or another Christian in the absence of a qualified Roman Catholic applicant), and are willing to support the Passionist mission of the Retreat Center;***
- 3. Invite all personnel to support the formation of the Christian faith community in the Retreat Center; and***
- 4. Treat all employees and staff as ministers with varying degrees of responsibility to represent and carry out the Catholic and Passionist mission of the retreat center.***

CEO Interpretation:

I interpret this policy to mean that as CEO, our policies, procedures, actions and decisions should be considered fair and just. Our means of hiring, monitoring and termination (if needed), should follow the current laws of California. When considering positions, candidates, and staff the mission of the Passionist retreat center and Catholic teachings should guide our processes.

Current Situation:

- a.) During the hiring process and included in our CTK Employee Handbook, "At will" employment is clearly mentioned for all who join our retreat center staff.
- b.) In the pandemic, we hired four new individuals for positions.
- c.) During this time with the pandemic, no terminations have occurred, however, several part time individuals left their positions at the center to find other means of work due to the shelter in place order which occurred on March 2020.
- d.) One open position continues to be promoted: Lead Groundskeeper.

- e.) Recruitment for positions often occurs from job postings submitted to the Diocese of Sacramento website and through word of mouth from people who are familiar with the retreat center.
- f.) Volunteers are interviewed to identify their interest and if they are a good fit for CTK. Oftentimes, they are already associated with the retreat center through attending a variety of events, retreats and weekly Mass.
- g.) All employees and volunteers are familiar with the Passionist charism and expected to conduct their work in a manner that carries out the Catholic and Passionist mission of the Retreat Center.

I report that the Retreat Center is in Compliance with this policy.

EXECUTIVE LIMITATION POLICIES EL6: Compensation and Benefits

With respect to employment, compensation, and employee benefits, the CEO shall make good faith efforts to provide compensation and benefit programs for staff taking into consideration the following factors:

- 1. The social teachings of the Church on fair wages and benefits**
- 2. Approximate salary and benefits as measured by local market benchmarks for comparable positions; and**
- 3. The financial condition of the Retreat Center.**

Additionally, the CEO shall not:

- 1. Change his or her own compensation or benefits;**
- 2. Promise or imply permanent or guaranteed employment; and**
- 3. Establish or change pension or other benefits which cause unpredictable or inequitable situations, including those that incur unfunded liabilities or treat the CEO differently from other employees.**

CEO Interpretation: I interpret this policy to mean that the CEO should ensure that fair and just policies are set for compensation and benefits. The financial health of the retreat center, the teachings of the Church and local measurements and comparisons of wages should be reviewed when identifying compensation for employees. The CEO does not have the authority to adjust her compensation or benefits, cannot promise employment and treat others unfairly or biased in compensation and benefit offerings.

Current Situation:

- h.) CTK serves as a small business with less than 25 employees.
- i.) As of January 1, 2022 all employees receiving minimum wage have been increased in alignment with the Law of California.
- j.) Due to rising costs in living and the retreat center operating with a smaller amount of dedicated staff, a review of compensation/wages was conducted.
- k.) All employees (with the exception of the CEO) were provided a wage adjustment of approximately six percent. The CTK finance committee was provided proposed amounts and provided guidance and approval for the 10% change in the budget increase.
- l.) One position which was underpaid was the maintenance lead. Based on the area of Sacramento and comparisons of wages, the maintenance lead's wage was adjusted to be aligned with the local compensation.
- m.) The CEO has not changed her wage and does not guarantee permanent positions to any staff members.

I report that the Retreat Center is in Compliance with this policy.