



ROMAN CATHOLIC  
**DIOCESE  
OF CHARLESTON**

OFFICE OF HUMAN RESOURCES

## Benefits Overview

### Enrollment Deadlines

- All new hires **must** enroll in ADP within their first 30 days of employment
- The only other opportunity to enroll is within 30 days of a qualifying life event or open enrollment (see Policy 306 of Employee Manual)

### Waiting Period

- 1<sup>st</sup> of the month follow 60 days (see Policy 306)

### Eligibility (see Policy 201)

Hours Per Week	Equivalent Benefits Status	Benefits
1 to 19	Part Time Without Benefits	Not eligible for any benefits
20 to 29	Part Time With Benefits	Basic Life, Long-Term Disability, Short-Term Disability, Employee/Child/Spouse Life, Vision, Retirement Savings Plan, Vacation/Sick or PTO, and paid holidays
30+	Regular Full Time	Everything above plus Medical, Dental, Prescription, FSA, and DCFSA

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Note: this document is located on our website at <https://charlestdiocese.org/human-resources/pastors-principals-and-location-coordinators/hire-a-new-employee/>

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