

## 2024 Lay Employee Compensation Guide

Diocesan Council approved a 3.5% increase in salaries and wages for 2024.

*Additional pay, either added to base salary or a one-time bonus for exceptional performance is encouraged.*

### Lay Employees (except Musicians)

Sample Position Titles	Minimum Hourly	Minimum Salary	Maximum Salary
Receptionist	\$16.10**	\$36,046	\$45,684
Secretary	\$16.10**	\$36,046	\$50,221
Administrative Assistant	\$21.01	\$47,040	\$57,076
Bookkeeper	\$21.01	\$47,040	\$68,505
Cleaning Staff	\$16.10	\$36,046	\$50,221
Sexton	\$17.89	\$40,054	\$59,363
Youth Director		\$47,036	\$75,255
Director, Religious Educ.		\$58,791	\$88,188
Program Director		\$58,791	\$88,188
Administrator and/or Operations Director		\$70,553	\$117,590

2024 Minimum Wage by Locale. Please click on the links for required posting.			Full-time salary
<a href="#">District of Columbia</a>		\$16.10	\$33,488
<a href="#">Maryland</a> (fewer than 15 employees)		\$12.80	\$27,560
Maryland (15 or more employees)		\$13.25	\$26,624
** <a href="#">Montgomery County</a>			
10 or fewer employees		\$15.00	\$29,120
11-50 employees		\$15.00	\$31,200
51 or more employees		\$16.70	\$32,552

For employees working less than full-time, as defined by the parish, the salary may be prorated based on number of hours worked each week. *Ex:* An administrative assistant works 30 hours per week or 75% time of a 40 hour full-time position. The salary might be 75% of \$50,000 or \$37,500 annually.

Base salary does not include the costs of health insurance, pension contributions, FICA, life insurance, short-term or long-term disability. **Lay employees are eligible for employer paid retirement benefits if working 1000+ hours annually and health benefits if working 1500+ hours annually.** Optional benefits at 1000+ hours annually include Group Life and Disability insurance. Employers are encouraged to offer Group Life and Short-term Disability to eligible staff.