August 2018 *A quarterly newsletter of the Diocese of Trenton Risk Management Program*

Diocese of Trenton Risk Management Quarterly

Parishes, Schools, Cemeteries & Catholic Institutions

Fall Edition: The Care of Volunteers

You may already realize that managing volunteers is a big job – a very important job which falls to church or school leadership. You may also understand that much is to be gained for your organization by the effective use of your existing or future volunteer force. It is not difficult to care for these valuable resources, but it does take intentionality.

In the end, "all it really requires is great organization, clear communication and some basic people skills. Managing those who give freely of their time is no small responsibility and should be done with structure, excellence and grace."[1] Consider using some of the tools and strategies outlined here. Doing so may increase your program's effectiveness and the satisfaction level of your volunteers.

Exactly what is required to achieve a well-run volunteer program? For many, just having warm bodies show up on time to complete a needed task is good enough. For some, letting the volunteers manage themselves is a relief, ridding the administrator of another management task for which there is simply no time. But is this fair to the volunteers and those they serve? Like employees, volunteers need to be managed, trained and positively rewarded in order to get the most benefit for your organization, and to allow the volunteer to feel cared about, valued and appreciated. Vigilant supervision is required to assure that their tasks are being accomplished properly, in a way that optimizes their safety and that of others around them, and shows that they are recognized for the time and talents they devote to your organization.

In the following story, Tom faces a situation that may not be totally unfamiliar to you:

Tom, a retired businessman, volunteers his time in the soup kitchen of a local mission. On his assigned nights, he is put in charge of the food line, organizing and watching over the other volunteers. On a recent evening, he noticed one of the volunteers had taken up the gravy ladle and was serving the mission's clients as each passed through the line holding a plate. Unfortunately, Tom noticed that the volunteer wasn't just ladling gravy on the mashed potatoes, but was sloppily covering most of the other food on each plate which passed before him and occasionally spilling hot gravy over the side of the plate. After correcting him discretely, Tom continued to observe the volunteer's slipshod serving. Without further hesitation, Tom refitted the volunteer with a slotted spoon and reassigned him to the green bean bowl where he performed his new task with precision. The result: efficiency was restored to the food line, the volunteer's dignity was kept intact so he remained willing to serve again, and the mission's clients were well-served.

What if the volunteer servers weren't being supervised by someone with the proper experience and demeanor required on the food line? What if Tom hadn't taken immediate action when he observed the volunteer's potentially harm-causing acts? What if Tom hadn't addressed the volunteer in a way that prevented embarrassment or shame? What if Tom hadn't found a task more suitable for the volunteer but sent him home instead without further consideration? ***The answer to these questions: There would have been a very different result.***

There is a formula to maximize the benefits of volunteer programs such as those run in our parishes and schools. Several key elements will help form and maintain a successful program - successful for you, your organization, the volunteer force and those you serve in the community.

1. Identify and create roles for areas that need volunteer support

Sounds simple, right? After all, the volunteer programs at your location have probably been in place for many years and are running smoothly. Nevertheless, taking the time to review the volunteer needs of your parish or school, ensuring you have the right number of volunteers, and making sure those volunteers have the proper skill sets will be well worth your time. An insufficient number of volunteers or those with the wrong skill sets can lead to failure in successfully getting tasks done. An excessive number of volunteers assigned to a particular task can lead to inefficiencies, waste, horseplay, mischief and other avoidable issues which can arise from idle hands. This can be particularly true if the volunteers are young and unsupervised.

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Successful Pilot Test Sensor Program Moves To Scale at the Diocese of Trenton

St. Mary's Church in Middletown Becomes the First!

On July 19th, St. Mary's Church in Middletown, NJ committed to be the very first entity within the diocese to implement the Hartford Steam Boiler IoT sensor program. You may recall that this program was specifically developed for our church and school campuses to provide protection from the costs associated with serious water damage due to flooding. Events such as heavy rains or broken pipes can occur unexpectedly and cause costly damage to our buildings and grounds at any time. The technological ability to detect the damaging incursion of water and take quick action has been made available to you through this sensor program.

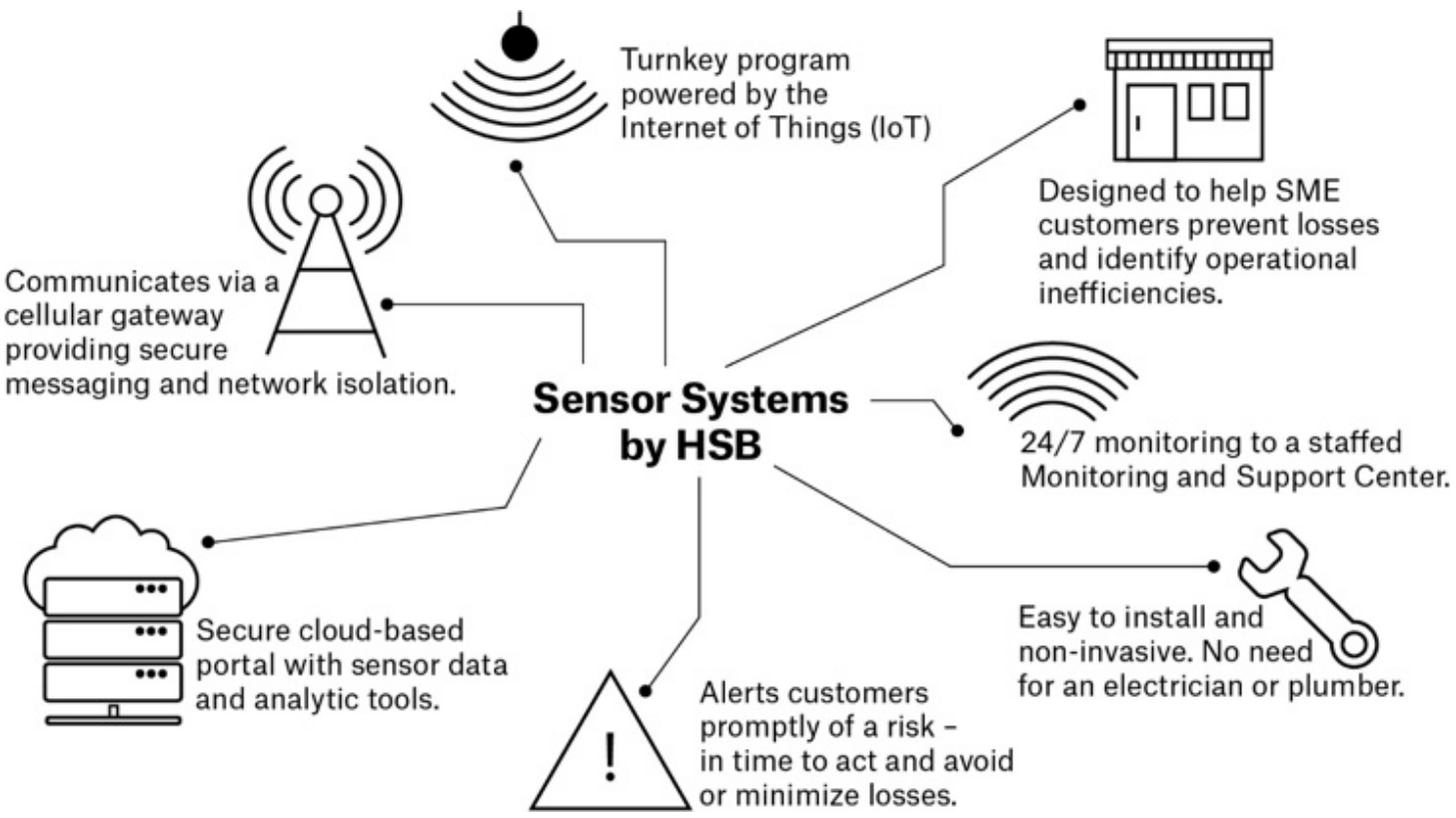
St. Mary's will become the first parish to initiate the sensor program under the guidance of the Chancery Sensor Implementation Team and St. Mary's business manager, Hank Pekarsky. Talking about St. Mary's decision to participate in the program, Hank said, ***"Our decision was really a simple cost/benefit analysis. With a large insurance deductible to pay in the event of water damage and the fact that the program will basically pay for itself in 5 years, it just seemed to make sense."***

In approximately two hours' time, Hank and the team walked the St. Mary's campus, completing the assessment form and grid map which would ultimately determine the best sensors and locations for the campus. After completing the walk through assessment, Hank and the team decided on the number of sensors and gateways to order and the building locations for each. The buildings selected included all parish buildings and the athletic field concession stand. Yes, as small as it is, the concession stand was included because water can damage even the smallest of buildings.

The next step for St. Mary's is the installation of the sensors. The program is designed so Hank (and the designated person in your location) can install the sensors and gateways - a DIY project if you will - but HSB will send a small team of professionals to oversee the installation. It's another example of how HSB will continue to work with the diocese to finetune the program.

Over the course of the next few months, additional diocesan parishes will begin the program. In fact, if your parish and/or school plans to participate in the sensor program, you may sign up now by contacting Joseph Cahill, Director Risk Management, at (609) 403-7189 or jcahill@dioceseoftrenton.org. Site visits will begin in October 2018. ■

How it works...



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The Care of Volunteers, *continued from page 1*

2. Consider preparing volunteer job descriptions

Although this is not mandatory, it's helpful to let a volunteer know what is expected of them in their role, their schedule, who should be consulted if there is a problem, and expected behaviors. It benefits both your organization and the volunteer when a volunteer is assigned tasks that best fit his/her personality, skills and experience. This is something that a well-articulated job description can help determine.

3. Recruitment

Recruitment of a volunteer is often a passive process, meaning whoever wants to show up and work is accepted as a parish or school volunteer provided the appropriate background screening and VIRTUS training have been satisfactorily completed. However, intentional recruitment of volunteers for tasks that require a special set of skills or experience such as keyboard acumen, or someone who is highly organized or exceptionally cheery in the morning, can most certainly benefit your mission. Word of mouth as a recruitment tool is always helpful, but can be limiting. Posting notices in parish or school communications help broaden the number of people who may be interested in and qualified for a particular volunteer spot – people the volunteer coordinator may have no knowledge of otherwise.

4. Screening

In tandem with the background check and VIRTUS training mentioned above, a personal conversation with a potential volunteer can be valuable in determining if and/or where the volunteer should be assigned. During a conversation, you may learn things about the person (even if you have known him/her for many years) which may qualify or disqualify him/her from a specific task or from volunteering in your organization altogether. A word of support or recommendation from an existing volunteer, a long-time parishioner, or an outstanding teacher should not be diminished and should add to the consideration given a particular candidate, but it should not replace your personal impression obtained through a simple conversation.

5. Create a database of volunteers and candidates

If you haven't already created a database of volunteers from the Child Protection roster of fingerprinted and VIRTUS-trained volunteers and employees, consider creating a database for existing and potential volunteers, listing skills, schedule requirements and particular tasks or projects that might be a good match for each. This will help ensure you have a prepared and vetted pool of potential volunteers to choose from when needed.

6. Be prepared to train your volunteers

New or even existing volunteers will appreciate the interest shown in their work when you or your designee take the time to orient (or re-orient) them to the volunteer position, smoothing the transition from one volunteer job to another, and avoiding the appearance that you are taking them for granted because they are "free" labor. Furthermore, questions will arise from even the most seasoned volunteer. Each volunteer ought to be given the courtesy of having questions answered or offering suggestions for improvement. It will make the volunteer feel noticed and valued.

7. Oversight

Perhaps the most important factors in any volunteer program are supervision and sharing – receiving information from your volunteers.

Like any employee, a volunteer should be supervised and managed. Allowing even the most seasoned, well-intentioned volunteer to work unchecked can be fraught with avoidable difficulties. In the example, Tom is watching over the food line volunteers, despite the fact that they had served with him on many prior occasions. By doing so, he was able to intervene and take quick action before a problem got out of hand.

Always be prepared to take action.

Above all, dealing with any issues expeditiously, kindly and directly is the best way to keep the volunteer and the task at hand on track while preserving a volunteer's feelings in the process. As noted above, reassignment may be a mutually beneficial option. For example, if you notice a volunteer complains excessively about a task or the environment, others express concerns about the volunteer, or the volunteer has below-average or unsafe performance, it is time to intervene and assess whether a reassignment is possible. It is not recommended that a volunteer position be created for the person as it sets a precedent you may be unwilling to follow in the future. In addition, by creating a position, you may experience the pitfalls of "overstaffing" as described in point 1 above.

Sometimes a problem cannot be resolved by reassignment to a task or job which you deem better suited to the volunteer's skill set or demeanor. Because volunteers often feel that they are called into service by God, their spirit may be willing to devote their free time to the church, but their mind or body are not up to it, or their heart is just not into the task at hand. When you determine that this may be the case and the volunteer cannot be reassigned to a place which better suits his/her characteristics, a conversation with the volunteer should take place. In a loving and Christian way, explain to the person why it is no longer feasible (or safe or necessary, etc.) for him/her to serve.

8. Communication

As pastors, principals and business managers know, good communication with employees and volunteers is the key to a well run organization. This includes listening. In fact, "People who are involved with, and support a church or ministry, have a vested interest in what is going on and crave communication. When volunteers are kept informed they feel valued and are more engaged with the organization."[2]

9. Showing gratitude

Because a volunteer may invest many hours of personal time to support the church or school without compensation, recognition of this commitment will be well worth your effort. Consider creating a formal recognition program to thank volunteers for their support. This can be a day set aside on a regular basis where volunteers are noticed for their dedication and their importance to the organization. The internet is replete with creative ideas on how to show appreciation to volunteers ranging from simple to extravagant. However, showing regular gratitude need not be complicated. Mother Teresa once said, "Kind words can be short and easy to speak, but their echoes are truly endless." The effect of a sincerely spoken word of gratitude made by a highly respected person of authority in your organization to a deserving volunteer can be priceless.

Think about this – according to the Chancery, there are an estimated 13,000 volunteers in service within our diocese while there are an estimated 5,000 employees. These numbers alone remind us how vital our volunteers are to our endeavors, to those we serve, and to the lives we touch through our various ministries.

Take some time and contemplate the suggestions placed here and how implementation of some or all of them can improve your volunteer programs. Of course, not all of the scenarios you face with your volunteers will end as happily as it did with Tom and his sloppy gravy slinger. But the tools given here will hopefully help guide you to getting the biggest benefit from your volunteer force while showing them just how important you think they are. ■

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[1]"10 Functions of a Church Volunteer Program", Smart Church Management, January 6, 2015, https://smartchurchmanagement.com/church-volunteer-management/

[2]" Ibid

Safety in the Workplace: Focus on Personal Protective Equipment

What is personal protective equipment?

Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

Personal protective equipment may include items such as gloves, safety glasses, shoes, earplugs or earmuffs, hard hats, respirators, coveralls, vests, and full body suits.

What can be done to ensure proper use of PPE?

All personal protective equipment should be safely designed and constructed, and should be maintained in a clean and reliable fashion. It should fit comfortably, encouraging worker use. If the PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed. When engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment to their workers and ensure its proper use.

Employers are also required to train each worker required to use personal protective equipment to know:

- When it is necessary
- What kind is necessary
- How to properly put it on, adjust, wear, and take it off
- The limitations of the equipment
- Proper care, maintenance, useful life, and disposal of the equipment

If PPE is to be used, a PPE program should be implemented. This program should address the hazards present; the selection, maintenance, and use of PPE; the training of employees; and monitoring of the program to ensure its ongoing effectiveness.

For more information, please go to: https://www.osha.gov/SLTC/personalprotectiveequipment/ ■

Risk Management Insurance Program Notes

- The deductible for property and content claims has increased to $1,000 each as of July 1, 2018.
- The deductible for property under construction/renovation, when permission from the bishop has not been obtained, is $1,000 or 10% of total project cost, whichever is higher.
- Failure to complete repairs/replace equipment as authorized on a replacement cost basis may result in a reduction of the amount of the claim paid to actual cost value (ACV – depreciated value).
- Boiler & Machinery deductible for boilers will remain at $25,000 for any equipment not covered by a Preventive Maintenance Contract and increase to $10,000 for air conditioning equipment not covered by a PM Contract as of July 1, 2018.
- Vehicle rentals – For any vehicle rented by a priest or an insured diocesan entity, you must purchase the CDW/LDW (collision damage waiver/loss damage waiver). Do not purchase Liability Insurance coverage through the rental agency. If a vehicle is rented outside of the United States, all insurance coverage offered should be purchased.
- Cyber Liability Claim – Each insured location has a $100,000 deductible, per occurrence, for cyber liability claims including legal and forensic investigation expenses. Any entity that participates in the Blue Voyant Managed Cyber Security Carbon Black CB Defense program is eligible for a reduction in the deductible to $5,000 if it can be demonstrated that best efforts were employed with compliance and cooperation regarding the implementation of security efforts, including the deployment of recommended hardware and software, with timely upgrades and vendor-provided security patches.
- Change in property ownership, sale-purchase-new construction/renovation, must be reported within 90 days of the transaction or commencement of activity to the Office of Risk Management. Failure to do so may jeopardize coverage, increase deductible, or diminish refunds. Solar Panel Arrays that have not been registered with the Construction Department and the Office of Risk Management may not be covered if the property is not on the Diocese's Schedule of Insured Values. Contact Joe Cahill as soon as possible to determine if the solar array at your parish or school is listed. ■

Special Events Coverage

In order to minimize the risk associated with short-term rentals of facilities owned or insured, the Diocese requires that the party renting (or using free of charge) a church or school building/grounds (the "Tenant User") must maintain Liability Insurance in the amount of at least $1,000,000 per occurrence (minimum – additional insurance may be required).

There are two options to accomplish this:

- If the Tenant User maintains their own insurance, they will need to provide the parish/school with a Certificate of Insurance evidencing coverage of at least $1,000,000 per occurrence, $2,000,000 in the aggregate for General Liability, and will need to include the parish, school, pastor, Diocese of Trenton and Bishop David M. O'Connell C.M. as Additional Insured. The location where the event is to be held and the date(s) for the event must be specified. Additional Insured liability coverage must evidence "primary and non-contributory" and a "waiver of subrogation" in favor of the parish and diocese. Please see the Risk Management Insurance Manual required certificate wording. A "USE" License Agreement between the Tenant User and the Parish is required to create the contractual obligation necessary for the Additional Insured status of the parish and diocese. Contact Joseph Cahill to obtain a License "USE" Agreement to cover third party use of parish /school property and buildings at 609-403-7189 or jcahill@dioceseoftrenton.org
- If the Tenant User does NOT maintain their own insurance, they can purchase the coverage through the Diocesan Special Event Insurance program. Contact Angelina Cannady at the Chancery office: 609-403-7224 or acana@dioceseoftrenton.org to complete and submit an application for Special Event coverage.

Note that coverage is required when a person has requested the use of a diocesan location/facility for a non-parish/non-school sponsored event only. All sponsored events are covered by the Diocese of Trenton's liability program; however, it is strongly recommended that Special Event Coverage be purchased for all parish/school sponsored events when liquor is served, sold or allowed as BYOB.

Any "USE" of church or school property that involves minors or vulnerable adults requires compliance with the Diocesan Child Protection Program. Contact Mrs. Margaret Dziminski (609)-403-7170 with any questions.

WHO IS COVERED BY the Special Event Policy:

- The tenant user of the facility
- The Owner and Lessee of the premises – Parish or School
- The Diocese of Trenton as an additional insured

WHAT IS COVERED BY the Special Event Policy:

The liability coverage affords general and liquor liability defense and indemnity arising out of legal liability for negligent actions of the Diocese or its Insureds. Special Event coverage does not cover participants for athletic or competition event, but it will cover the spectators. When applying for the Diocese Special Event coverage, you must clearly and completely describe the activities in the application process in order to ensure there are no excluded activities.

There are options for special events coverage that go beyond the limited one-time event (up to 72 consecutive hours). Coverage can be purchased at a reasonable price for ongoing events such as meetings at one or two times per week for groups like Alcoholics Anonymous, Narcotics Anonymous, and others that may not be able to provide proof of coverage from their national or state organizations.

If liability insurance for sports activities is required, the Office of Risk Management will recommend several brokers who specialize in policies for sporting events; however, the diocese will not obtain the coverage for outside organizations. They must do that on their own.

When coverage is obtained for sporting events, the policy must be endorsed naming the parish, pastor, diocese and bishop as "additional insured" with liability coverage as primary and noncontributory with a waiver of subrogation to the benefit of the parish and diocese. Coverage at $1 million per occurrence and $2 million in the aggregate is the minimum; however, higher limits may be required.

Any questions should be directed to the Office of Risk Management or the Department of Administrative Services, Joe Cahill, 609-403-7189 or Joe Bianchi, 609-403-7208. ■

Building Security

How secure are your parish, school, or agency buildings? Take the time now to assess your facilities for safety, and try to schedule reassessments at regular intervals.

The NJ Department of Homeland Security recently updated its **Facility Self-Assessment Tool** for small businesses and non-profit organizations.This tool is an excellent resource to help you determine your security strengths and needs. When doing your assessment, be sure to conduct your analysis at appropriate times of the day and week. For parishes, observe the facilities before, during and after Masses on Saturday evening and Sunday morning. During the weekday, assess areas that are open to the public. Observe the impact of weekday traffic, foot traffic, parking situations, and door security. Thoroughly examine the facility and perimeter in full light. Interview staff and volunteers and ask if they have any specific concerns.

In the evening, look at the exterior of your parish as it is seen by vandals or those looking for access or exits. In evaluating a room or area of a building, look for any potential risk or hazard that could result in injuries. Does some aspect of the space increase the risk of crime or other harm? Is there something about the space, its maintenance, condition, the value and security of equipment or items, or any other situation that should be brought to the attention of the pastor? In a violent, hazardous or threatening situation, is there an area that would offer increased safety? Could the room be evacuated without using the door? Could the door be locked from the inside or barricaded, without increasing danger to occupants? Could fire suppression devices help if occupants were trapped inside? Are there supplies or equipment to assist in various emergencies?

If you have lights outside, consider turning them off to simulate conditions if lights were broken or burned out. Consider state of the art lighting upgrades to improve lighting and security (see side bar).

Take action about what is observed. If something is a serious problem, have it fixed as soon as possible. Put a follow-up date on your calendar to remind yourself to touch base with the person responsible for fixing the problem. Brief reports documenting the work and the problem which was addressed may help avoid any future liability issues and should contain the following: risks and problems observed; positive observation if something specific is noted; overall observations, opinions and comments; recommendations and completion timelines, if any.

If you have any questions, please contact Bryson Edgar, Security Manager, Diocese of Trenton, 609-406-5682 or bedgar@dioceseoftrenton.org

To download the Facility Self-Assessment Tool, go to: http://dotinsurance.org/images/pdf/FacilitySelfAssessment.pdf

Many resource documents are available at the New Jersey Office of Homeland Security and Preparedness website at: https://www.njhomelandsecurity.gov/faith-based-resources

Recently, St. Mary's Parish in Middletown completed an outside lighting upgrade prompted by inadequate lighting from an aging system. The parish replaced all exterior 250 watt H.I.D. (metal halide) fixtures. H.I.D. lamps provide up to 10,000 hours of lighting which degrades to 50% output by the end of its useful life. New 70 watt LED fixtures were placed on area light poles. The new LED lighting produces more useful lumens per watt with no warm up time required to produce light with a useful life of 100,000 hours. The church realized a 76% energy consumption reduction, a significant maintenance and bulb replacement savings and a safer campus with excellent lighting.

NJ Paid Sick/Safe Leave Law

On May 2nd, 2018, Governor Phil Murphy signed into law Assembly N0. 1827 paid sick/safe leave legislation which accrues one hour of paid leave for every 30 hours worked. All employers, with very few exceptions, must comply with the recordkeeping and administration of the legislated leave beginning on October 29th, 2018.

The Diocese is evaluating the law's requirements to determine if changes need to be implemented to conform our Paid Time Off (PTO) Policy with this new legislation. Guidance will be forthcoming after the NJ Department of Labor publishes the employee notification and requires the postings be made public. The Diocese of Trenton, its parishes, schools and organizations are not exempt from this law. The paid time off policy as noted in the law goes beyond paid leave for personal sickness. **Permitted use of earned sick leave:**

1. Time needed for diagnosis, care or treatment of, or recovery from, an employee's physical or mental illness, injury, adverse health condition, or for preventive medical care of the employee.
2. Time needed for the employee to aid or care for a family member for the same needs as noted above for the employee.
3. Absence due to circumstances resulting from the employee or family member being a victim of domestic or sexual violence for the purposes of medical attention, recovery, counseling, relocation, or participation in criminal/civil proceedings related to the domestic or sexual violence.
4. Time during which the employee is not able to work due to closure of the employee's workplace, or the school or place of care of a child of the employee, due to an epidemic or other public health emergency, or the determination by a public health authority that the presence in the community of the employee or the member of an employee's family in need of care by the employee would jeopardize the health of others.
5. Time needed by employee in connection with the child of an employee to attend a school-related conference, meeting, function, or other event requested/required by school administrator, teacher or other professional staff member responsible for health/education of child.

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Transportation of Minor Children and Chaperoned Trips: **Parental Permission Required**

When planned with care, field trips and outings are an important component in the educational, spiritual and cultural development of young people. Special consideration should be given to transportation of minors, especially if volunteers are involved.

Consider

- **First:** A "Meet Me There" policy where parents transport their own children to and from an offsite activity.
- **Second:** The use of a properly-insured professional transportation service such as a bus company.
- **Third:** Ask parents to work out transportation arrangements with each other.
- **The last resort** should be transportation of minors by employees or volunteers and only if there is compliance with Diocese of Trenton requirements.

Licensed Public Carriers

Ideally, transportation should be provided by a service that specializes in transporting people. 15 passenger vans are NEVER recommended for use. Perform due diligence checks to ensure the company is reputable and insured. Obtain a certificate of insurance from the transportation company that includes:

- $1million per occurrence for General Liability - minimum
- $1million per occurrence for Automobile Liability - minimum
- $10 million per occurrence and aggregate Umbrella/Excess Liability – minimum above the General and Automobile Liability insurance
- Statutory Workers Compensation in the state of NJ, including Employer Liability
- The General Liability, Automobile Liability and Umbrella coverage should be endorsed to name as "Additional Insureds" the Parish/School, the Pastor/Principal, the Diocese of Trenton and the Most Reverend David M. O'Connell C.M. Bishop of Trenton and be endorsed as "Primary and Non-Contributory." Copies of endorsements are required with the Certificate of Insurance.
- The General Liability, Automobile Liability, Umbrella and Workers' Compensation coverage should be endorsed with waivers of subrogation in favor of the Parish/School, the Pastor/Principal, the Diocese of Trenton and the Most Reverend David M. O'Connell C.M. Bishop of Trenton. Copies of endorsements are required with the Certificate of Insurance.
- The General Liability, Automobile Liability, Umbrella and Workers' Compensation should be endorsed with notices of cancellation to third party entities of not less than 30 days. Copies of endorsements are required with the Certificate of Insurance.

Insurance coverage must be a contractual requirement. Before signing a transportation agreement, a copy must be reviewed by the either Joe Cahill or Joe Bianchi.

Volunteer/Employee Vehicles

If parents, employees or volunteers are using their own vehicles to transport students, in accordance with NJ law, the personal automobile liability insurance coverage of the driver is primary.

While not required, the recommended minimum coverage for automobile bodily injury and liability is a single limit of $500,000 with a $1 million Umbrella Coverage Policy.

If a church-school employee or volunteer will be driving a group of students, written parental consent is required for transportation off the church or school grounds. Compliance with all the requirements of the Diocese of Trenton Child Protection Program is a necessity including a criminal background finger print check and VIRTUS training. No adult should ever be alone with a child in a vehicle.

Background Checks

Ministry personnel are sometimes reluctant to research the background of volunteer drivers, but the risks associated with the transportation of others is too great to ignore. Before allowing anyone to transport children there are certain requirements:

- Driver must be 25 years old or older.
- Driver must have valid current driver's license, registration, and proof of insurance.
- Driver must have adequate liability coverage; $500,000 single limit policy with a $1 million Umbrella Liability Policy is strongly recommended.
- Driver does not have a physical disability that impairs his/her ability to drive safely.
- Driver has a clean driving record; i.e., he/she does not have a record of driving safety violations, including convictions for driving under the influence.
- Driver has undergone a Criminal Records Background Check and completed the VIRTUS training program in compliance with the Diocese of Trenton requirements.

Providing transportation is always a risk; options should be considered before volunteers/employees transport minors. If the requirements cannot be met, the prospective driver should not transport any children. ■

NJ Paid Sick/Safe Leave Law, *continued from page 6*

An employer may require advanced notice, up to seven days, from the employee for foreseeable use of earned sick leave - including duration of the leave – and shall make a reasonable effort to schedule such leave in a manner that does not disrupt the operations of the employer. For earned sick leave of three or more consecutive days, an employer may require reasonable documentation related to permissible leave.

Notification of paid sick leave, in a form issued by the commissioner, must be posted in a prominent location with other employment notifications by the effective date of the law, October 29, 2018, in languages as required with other employment notifications. Every employee must receive a notification of their rights, including the amount of earned sick leave to which they are entitled, the terms of its use, and remedies provided by this act to employees if employer fails to provide required benefits or retaliates against employees exercising their rights under this act. Notice must be provided to employees no later than 30 days after the form of notification is issued, at the time of the employee's hiring, and at any time when requested by employee.

The law's recordkeeping requirement is strict; fines may be levied on any employer who doesn't properly maintain records related to total work hours, accrued/granted paid sick leave time, time used, or time carried from one benefit period to another for a period of five years. Recorded times are maintained in hours, not days. The Human Resource Department at the Chancery will provide guidance shortly after the State release the details for employee notification. ■

Roman Catholic Diocese of Trenton
Department of Administrative Services
701 Lawrenceville Road
Trenton, NJ 08638

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Diocese of Trenton Risk Management Quarterly

Parishes, Schools, Cemeteries & Catholic Institutions

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Risk Management Key Contacts

Willis Towers Watson Team
Willis Insurance Services of Georgia, Inc.
Concourse Corp. Center 5, 18th Fl.
Atlanta, GA 30328

Jen Adams, Assistant VP
Tel: 404-302-3841
Jen.Adams@willistowerswatson.com

Mike Farrand, Sr. Principal
Tel: 610-715-1951
Mike.Farrand@willistowerswatson.com

Alex Lok, Sr. Client Specialist
Tel: 404-302-3824
Alex.Lok@willistowerswatson.com

Certificates of Insurance
For our online form, go to:
dotinsurance.org/forms/certs

Claim Reporting
PMA Management Corp.
PMA Corporate Processing Center
Tel: 800-482-9826; Fax: 856-727-3186

Auto Insurance Cards
Porter & Curtis, LLC
Tel: 484-445-7174
Email: trenton@aeti-inc.com

For our online form, go to:
dotinsurance.org/forms/auto-forms

Diocese of Trenton
Chancery
701 Lawrenceville Rd.
Trenton, NJ 08638
Main Tel: 609-406-7400

Joseph Bianchi, Chief Administrative Officer
Tel: 609-403-7208
Fax: 609-406-7413
jbianc@dioceseoftrenton.org

Joseph Cahill, Director of Risk Management
Tel: 609-403-7189
Fax: 609-403-7215
jcahill@dioceseoftrenton.org

Scot Pirozzi, Director, Department of Construction and Property
Tel: 609-403-7195
Fax: 609-406-7412
spiroz@dioceseofTrenton.org

www.dotinsurance.org

Insurance Hotline:
1-800-690-8709