



DIOCESE OF SALINA

HUMAN RESOURCES EMPLOYEE HANDBOOK
Chancery Employees

**Diocese of Salina 103
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P.O. Box 980
Salina, KS 67402-0980**

Revised October 2016

2016 The Diocese of Salina

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Diocese of Salina

103 N. Ninth
P.O. Box 980
Salina, Kansas 67402-0980

Office of the Bishop

September 30, 2014

Dear Chancery employees:

Thank you for your service to the Church as an employee of the Diocese of Salina. In choosing to be a part of our Diocese you have made a conscious choice to serve God in your everyday labors by bringing the message of the Gospel to the Catholic people of North-Central and Western Kansas. Be assured that I pray daily for the success of our endeavors and that my prayers include words of gratitude for your faithful service.

The attached *Human Resources Employee Handbook* is to serve as a guiding principle for the practical concerns of your employment while serving the Lord as a part of our Diocesan ministry. It is my hope that it will help us to maintain a reverent, healthy, equitable, and productive work environment.

Again I wish to thank you for your faithful service. May God bring to completion the many good works begun in all those who strive to serve Christ in His Church.

Very sincerely yours in Christ Jesus,

+ *Edward J. Weisenburger*

Most Reverend Edward J. Weisenburger
Bishop of Salina

**DIOCESE OF SALINA
PERSONNEL POLICIES
Revised October - 2016**

TABLE OF CONTENTS

Table of Contents	Page 1
Introduction.....	Page 2
Equal Employment Opportunity	Page 3
Employee Classification	Page 4
Hiring	Page 5
General Guidelines.....	Page 5
Office Atmosphere	Page 6
Substance and Alcohol Abuse.....	Page 6
Protection of Children and Young People	Page 7
Children and other Guests in the Office	Page 7
Pets in the Office	Page 7
Personal Property	Page 7
Hours of Employment.....	Page 7
Overtime Hour	Page 8
Paid Holiday and Holy Days.....	Page 8
Vacations	Page 9
Travel Time	Page 10
Funeral Leave.....	Page 10
Jury Duty Leave	Page 10
Sick Leave.....	Page 11
Maternity Leave Under the Family and Medical Leave Act (FMLA).....	Page 11
Family and Medical Leave.....	Page 11
Other Leaves of Absence	Page 14
Confidentiality	Page 14
Building Security	Page 14
Contact With Media and Public Statements	Page 14
Copyright Protection.....	Page 15
Posting and/or Distribution of Publications in the Building	Page 15
Severe Weather	Page 15
Job Related Expense Reimbursement	Page 16
Guidelines For Use of Chancery Credit Card	Page 16
Harassment Policy	Page 16
Dismissal.....	Page 17
Grievance Procedure.....	Page 17
Smoking and Tobacco Use	Page 18
Safe Use of Wireless Communication Devices	Page 18
Office Technology and Privacy Policy	Page 18
Gossip/Rumors Policy	Page 19
Political Activity Policy	Page 20
Employee Acknowledgement form.....	Page 21

INTRODUCTION TO THE EMPLOYEE HANDBOOK

The Employee Handbook is intended to be a synthesis of the policies and practices of the Diocesan Church. All policies in this Handbook apply to all employees who serve in the Chancery office. Parochial school employees are subject to personnel policies contained in their respective Employee Handbooks. Clergy are not subject to the policies outlined in the Employee Handbook due to the fact that Clergy are guided by the policies in the Diocesan Policy Handbook and Canon law.

The purpose of the Handbook is to acquaint employees with the personnel policies, procedures and benefits at the Chancery. It is imperative that all employees familiarize themselves with the content of the Handbook, as it will guide and direct employees during their employment with the Chancery. In many ways the Handbook may appear no different from any other personnel manual. But it is fundamentally different. An attempt has been made to root it in Gospel values because of the dignity of God's people and because of the sacred nature of Christ's mission in which we all participate.

The policies and/or benefits outlined in the Handbook may be changed, revised, suspended, or eliminated as necessary. Changes can only be made by the Bishop of Salina and/or his designee. Employees will be notified of changes or revisions as they occur. The Handbook has been reviewed by legal counsel to be in conformity with applicable state and federal laws that apply to the Church.

If the Employee Handbook and the Diocesan Policy Handbook conflict, the Diocesan Policy Handbook controls and supersedes the Employee Handbook.

The Handbook is NOT an employment contract, expressed or implied, and is not intended to create contractual obligations of any kind. Neither employee, nor the Diocese, is bound to continue the employment relationship if either chooses. According to Kansas state law, any worker whose employment is not governed by the terms of a written contract is considered to be employed-at-will. Employment-at-will means either the employee or employer may terminate employment at any time, with or without notice. Therefore, the employee or Diocese may choose to end the employee/employer relationship at any time for any lawful reason, with or without notice. The Chancellor must be notified and consulted with first before such termination is to occur.

No one other than the Bishop of Salina or his designee has the authority to enter into any legally enforceable employment agreement with an employee, or make any legally enforceable promise, verbally or in writing, with an employee. A legally enforceable employment agreement SHALL be in writing and signed by the Bishop of Salina and/or his designee and the employee. If an employment agreement is entered into without the Bishop of Salina and/or his designee's signature it will be considered null and void.

EQUAL EMPLOYMENT OPPORTUNITY

The Diocese of Salina honors the sacredness of every person and value compassion and respect for all people. The Diocese is committed, in Christian charity, to justice and fairness in all dealings with its employees. As followers of Christ, all employees have a moral and social obligation to treat everyone fairly and with respect.

The Diocese values diversity. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Diocese will be based on legitimate, nondiscriminatory criteria, including merit, qualifications, and abilities. However, because the Chancery is the central office of the Catholic Church, the Diocese reserves the right to give preference to certain applicants on the basis of religion or morals in those positions where full compliance with the teachings of the Catholic Church and good morals are expected. With this exception in mind, employment of all personnel shall be based wholly on qualifications for a particular position, regardless of age, sex, race, national origin, color, creed, marital status, political preference, citizenship, disability, veteran's status, or any other characteristic protected by federal, state, or local law.

These policies apply to hiring, promotion, transfer, termination and all other personnel actions. The Chancery has the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and current employees in all employment decisions. Every effort is made to hire staff into positions that will use their abilities most effectively and meet Chancery needs. Under no circumstances will an applicant be hired or a staff member be retained if he or she has been convicted of a crime of moral turpitude.

Because the staff assists the Bishop in fulfilling his role as shepherd to all the Catholic faithful in the Diocese, it is expected that all employees be practicing Catholics, in good standing. Any exception must have the approval of the Bishop or his designee.

Employees with questions or concerns about any type of unlawful discrimination in the workplace must bring these issues to the attention of their Department Head, and/or the Chancellor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, including retaliation, will be subject to disciplinary action up to and including dismissal.

EMPLOYEE CLASSIFICATION

The following classifications are provided by the U.S. Department of Labor for the purposes of ensuring fair pay. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by the employee and the Parish and/or the Diocese.

EXEMPT EMPLOYEE are those employees whose job duties are primarily executive, administrative, professional, ministerial, or supervisory in nature as defined by federal and state law. The nature of such jobs will sometimes call for more than a normal work schedule, e.g., some evening or weekend work. The compensation for exempt employees are determined on an annual salary basis, and paid on the regular pay schedule regardless of the number of hours worked during a pay period. When duties demand an extraordinary work schedule, the Bishop of Salina or his designee and/or the Chancellor may allow an adjustment to the normal work day or week. There is no legal requirement or obligation to grant schedule adjustments for exempt employees. An exempt employee shall request an adjustment to their normal work day or week to the Bishop of Salina or his designee and/or the Chancellor prior to the schedule adjustment taking place. The Bishop of Salina or his designee and/or the Chancellor may choose to grant or deny requests for schedule adjustments at their discretion. Time off under these circumstances should never be expected on an hour-for-hour basis. Exempt employees must ensure that any time taken off does not interfere with completing their job duties or interrupt the normal functioning of their office. Exempt employees are not required to record their hours for pay purposes; however, they are required to accurately report any vacation or sick time used during the time period.

NON-EXEMPT EMPLOYEE are those employees who do not meet the requirements under the Fair Labor Standards Act as exempt employees. They are considered hourly workers. These employees are compensated based on an hourly rate for each hour actually worked. Non-exempt employees must be paid 1 ½ times their hourly rate for any hours worked over forty (40) in a given week. In order to avoid overtime pay, a Department Head and/or the Chancellor may adjust the work schedule of a non-exempt employee for a given week. Non-exempt employees are paid only for the hours they work which do not include the meal period or other breaks in the day if longer than twenty (20) minutes. Accurate record keeping of time worked (e.g., time sheets) is the responsibility of each individual non-exempt employee. Federal and state laws require that accurate records be kept in order to calculate employee pay and benefits. The employee is required to accurately report any vacation or sick time used during the time period.

Altering, falsifying, destroying, and/or tampering with time records may result in disciplinary action, up to and including termination of employment.

The following employment classifications define employment status and determine benefit eligibility:

Full-time: An employee who averages 30 or more hours per week. They are fully eligible for Chancery benefits, subject to terms, conditions, and limitations of each benefit program.

Part-time: An employee who averages less than 30 hours per week. They are not eligible for Chancery benefits.

HIRING

All personnel will be employed by the Bishop and/or his designees.

Because the Chancery is the central office of the Catholic Church, the Diocese reserves the right to give preference to certain applicants on the basis of religion or morals in those positions where full compliance with the teachings of the Catholic Church and good morals are expected. With this exception, employment of all personnel shall be based wholly on qualifications for a particular position, regardless of age, sex, race, national origin, color, creed, marital status, political preference, citizenship, disability, veteran's status, or any other characteristic protected by federal, state, or local law. A general or specific job description will establish job functions and qualifications.

Prospective employees shall be provided with the following information: general or specific job description; applicable salary range and benefits.

The applicant for employment will be required to present in writing all pertinent facts concerning his/her education, experience, and other preparation for the position in question. A personal interview will be required for each chosen applicant with the Bishop and/or other designees appointed by the Bishop. The applicant will also be required to submit personal references and references from previous employers, and submit to a criminal background check if requested by the Diocese.

Rates of pay are strictly confidential and may not be obtained through the Chancery staff. Employees wishing to divulge their rate of pay to another employee may do so at their own discretion. Otherwise, the rate of pay for employees may not be given out by their supervisor(s), the Human Resources office and the Finance office.

GENERAL GUIDELINES

Since this is our place of employment, personal use of the phone should be limited to brief calls during working hours. Employees should ask family and friends to respect this request. Also, out of a sense of justice, all employees should limit times spent in idle visits and conversations with one another and with persons who come to the office - in as reasonable and polite a manner as possible.

All employees are expected to have a sense of loyalty to their various co-workers and to support them and observe confidentiality in all matters which pertain to the office(s).

Chancery employees are expected to be neat, clean and dressed in a manner that would be considered in good taste and to wear appropriate professional attire during standard working hours or when representing the Diocesan Office at workshops, meetings, conventions, etc. An exception to this would be when the nature of the work to be done would understandably allow for more "casual" attire. Jeans, shorts, t-shirts, tennis shoes and "flip-flops" are not acceptable attire unless nature of the work or particular job duties dictates a more "casual" attire. Additionally, employees are expected to maintain

proper grooming and personal cleanliness standards that are consistent with a professional place of work.

OFFICE ATMOSPHERE

The Chancery exists to be of service to priests, religious, parishes, schools and other Catholic institutions of the Diocese and of the Church and civic society. Since the action or reaction of each employee reflects on the Diocese and the Church, it is important that each one of us treats the public in a polite and courteous manner.

Each employee is part of the total team in creating and maintaining an atmosphere that invites all people freely and openly to seek our services and help. The office or desk area of each employee is to be receptive to visitors and parish ministers who come to the Chancery to conduct business. This means there is to be no obstacles preventing them from freely entering into any office space such as closed or locked doors, closed partitions or other physical obstacles that would prevent free access to Chancery personnel. Obviously, for private meetings and conferences doors may be closed or secured for the sake of courtesy and confidentiality.

SUBSTANCE AND ALCOHOL ABUSE

The Diocese has a vital interest in maintaining a safe, healthful and efficient work place for its employees. Substance abuse poses an unacceptable risk to all our employees and is strictly prohibited.

The following activities involving the unauthorized use of alcohol are expressly prohibited:

- The excessive use of alcohol on or off work premises during work hours or while traveling for business.
- Returning to work after the excessive use of alcohol.

Any activities involving illegal drugs or controlled substances are expressly prohibited on or off the job.

The Diocese encourages all employees to notify their supervisor of any violation of this policy.

If it is determined that an employee appears to be impaired by alcohol or illegal drugs while on the Diocese premises or while on duty off-site, the employee may be asked to submit to the appropriate testing. A refusal by the employee to submit to testing will be viewed as if the employee is impaired and appropriate disciplinary action will be taken.

If the employee is tested and the results are positive, the employee will be sent home and is subject to disciplinary action up to and including termination. For the purposes of this policy, “illegal drug” refers to any non-prescription drug or abused prescriptions regulated under the Federal Controlled Substance Act.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

In compliance with the norms adopted for the Catholic Chancery and Parishes by the United States Catholic Bishops in the Charter for the Protection of Children and Young People, all Diocesan employees who regularly work with or around children must attend the Safe Environment Training (Protecting God's Children for Adults), and have a background check completed **prior to beginning work**. All employees are advised that a background check will be verified against the National Sex Offender Public Registry. Should you have reason to suspect that a child has been harmed or become aware of an incident involving a child that should be reported, please contact the Kansas Protection Report Center @ 1.800.922.5330 or the Chancellor @ 785.827.8746.

- a. All applicable employees must read, sign and obey the Code of Conduct.
- b. All applicable employees must attend Virtus online training and register online on their first day of work.
- c. All applicable employees must submit to a criminal background check.

CHILDREN AND OTHER GUESTS IN THE OFFICE

The work environment is never an appropriate place for childcare. Children and other guests are welcome for short visits as long as they are not disruptive to other employees.

PETS IN THE OFFICE

Pets are not allowed in the offices.

PERSONAL PROPERTY

Each employee is expected to keep his/her immediate desk area neat and tidy. The presence of personal decorations, such as pictures and plants, is encouraged as long as it does not detract from overall office appearance or working conditions (as determined by the Department Head). The Chancery is not responsible for loss of such personal possessions through fire, theft, or other loss. Thus, employees are encouraged not to bring keepsakes or items of value. Employees who lock any desk, filing cabinet or other container or area under their control must provide the Department Head with a key to that desk, cabinet container or area. The Diocese reserves the right to enter or examine the contents of any desk, filing cabinet container or other area.

HOURS OF EMPLOYMENT FOR CHANCERY EMPLOYEES

The staff will generally work from 9:00 a.m. to 5:00 p.m. The working hours of some staff members will differ due to their status of employment or the nature of their employment. One hour will be allowed for lunch. Lunch periods for various staff members may vary. Two fifteen minute breaks throughout the day will be allowed - at 10:00 a.m. and at 3:00 p.m. The receptionist (or designated substitute) is to continue to answer the phone during these times. Employees who are on an hourly wage should submit a semi-monthly report of daily hours to the Department Head and record their personal paid vacation and sick days on that same report.

Staff members are expected to observe these regular hours unless arrangements have been made with their Department Heads. Employees should notify the Department Head and the receptionist

if they expect to be absent, late or if they expect to leave early. The receptionist will inform the Chancellor.

Department Heads should also notify the receptionist and their departmental co-workers if they expect to be absent, late or if they leave early. The receptionist will inform the Chancellor.

Being late to work, having unplanned absences, or having a pattern of absenteeism related issues is unprofessional behavior and will not be tolerated. Persistent problems with dependability will be addressed with a written warning. The second reprimand will result in a final warning, and the uncorrected behavior after that is subject to an unpaid suspension, up to and including termination. It is the employee's responsibility to review the attendance, call in and time off policies outlined in this Handbook.

OVERTIME HOURS

Employees who are on an hourly wage are to submit a semi-monthly report of daily hours to their Department Head for verification and record their personal paid vacation and sick days on that same report. Overtime hours for all non-exempt employees who work beyond 40 hours per week will be compensated at a rate of time and one-half for their overtime. The normal work week is considered to be Monday thru Sunday. This would exclude hours taken for holidays, sick leave, Holy Days, vacation, etc.

Employees may not authorize or certify their own overtime. Written approval must be obtained from the Department Head *prior to* working any overtime hours. Overtime work should be avoided on a sustained basis.

The above overtime provisions apply to non-exempt employees. Exempt employees are not paid for overtime work.

PAID HOLIDAYS AND HOLY DAYS FOR CHANCERY EMPLOYEES

The Diocesan offices observe the following holidays:

Holidays:

New Year's Eve and New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following Friday

Christmas Eve, Christmas Day and the following day

Observed Holy Days and Good

Friday:

Good Friday (Friday before Easter)

Feast of the Assumption, Aug. 15

Feast of All Saints, Nov. 1

Feast of the Immaculate Conception, Dec. 8

When January 1 or July 4 falls on Saturday, the holiday will be observed on the previous Friday. When either of these two dates falls on a Sunday, it will be observed on the following Monday. The three-day Christmas holiday in such circumstances is not transferable.

In keeping with the religious nature of the organization, the Diocesan offices will be closed on Holy Days of Obligation and Good Friday. Holy Days will be observed on the days on which they fall in the liturgical calendar. The offices will be open on Holy Days when the obligation is dispensed. Regular full-time employees are eligible for all Observed Holy Days and holidays with pay. Regular part-time employees will be paid for those holidays and Observed Holy Days, which fall on their normal work days. If the holidays or Observed Holy Days do not fall on normal work days, no additional time or compensation will be paid. Employees on leaves of absence are not entitled to holiday or Observed Holy Day pay.

VACATIONS

The physical and spiritual well-being of all employees is of great concern to the Catholic Church. Vacation leave is an expression of the Church's concern and appreciation. Employees will accrue vacation on the basis of hours normally worked per week (not to exceed forty (40) hours per week) and are prorated based on the number of hours they work per week. For purposes of vacation time a 'year' is defined as the twelve (12) month period beginning with the employee's most recent hire date, i.e. calculated by calendar year.

All vacations must be scheduled with the Chancellor after having been approved by the Department Head. Notification should be given by the employee to the receptionist. After one (1) full year of employment, staff members employed from one (1) to nine (9) years (time being calculated from the beginning date of employment) will receive two (2) weeks vacation (ten (10) total working days), with pay based on the amount of hours normally worked per week unless otherwise agreed upon. No paid vacation time will be granted until the completion of a full year of employment unless otherwise agreed upon.

Beginning the tenth (10th) year of employment, staff members will receive three (3) weeks vacation (fifteen (15) total working days), with pay based on the amount of hours normally worked per week unless otherwise agreed upon.

Beginning the twenty-fifth (25th) year of employment, staff members will receive four (4) weeks vacation (twenty (20) total working days), with pay based on the amount of hours normally worked per week unless otherwise agreed upon.

Vacation may be taken in either half days or full days. Unused vacation days may not be accumulated for use in the future. However, after a full year's employment, the employee may receive pay for five (5) days of unused vacation if ten (10) days are allowed, or for eight (8) days of unused vacation if fifteen (15) days are allowed, or for ten (10) days of unused vacation if twenty (20) days are allowed, by submitting the unused days to the Finance Office in a formal letter and approved by the Chief Financial Officer.

All employees may take up to two (2) paid days per year, beginning with the fiscal year, for purposes of a spiritual retreat or continuing religious formation with prior approval of the

Chancellor. This is in addition to vacation time off. These two days must be used for no other reason and they do not accumulate from one year to the next. These two days have no cash value and will not be paid out if not used.

TRAVEL TIME

Travel away from home is any travel that keeps an employee away from home overnight. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on the employee's regular working days during normal working hours, but also during the same hours on nonworking days (e.g. an employee who travels on a Sunday from 8 a.m. to 5 p.m., travel time on this day during these same hours would be work time as well as on other days. Regular meal period is not counted.) It should be noted that the U.S. Department of labor does NOT consider time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus or automobile as work time.

It is the policy of the Chancery that an equitable arrangement in compliance with the travel time laws be negotiated between the Department Head and the employee prior to any Diocesan work that would cause the employee to travel away from home overnight.

FUNERAL LEAVE

Staff members will be granted such time with pay as may be necessary to attend funerals of members of their immediate family, i.e. mother, father, brother, sister, spouse, children, grandparents, step-children, aunts/uncles, niece/nephews, grandchildren, step-grandchildren and foster children.

Generally 3 days is the standard maximum. If there should be other exceptional circumstances, which might call for additional time off, the employee should consult with the Department Head who will make the decision. The determination "with/without pay" will be made by the Bishop or his designee.

JURY DUTY LEAVE

Employees are encouraged to cooperate in the civic responsibility of serving in the jury system when requested, or when subpoenaed to the court.

Employees summoned to jury duty are responsible for submitting the letter from the court to their Department Head verifying they will report to court before reporting. Employees selected to serve on a jury will be paid the difference between the compensation received from the court and their regular base pay for up to fifteen (15) working days. To receive such payment, employees must give their Department Head a copy of the check he/she receives as compensation for jury duty.

SICK LEAVE

Sick leave is defined as days of absence from work because of personal illness or injury, or that of an immediate family member. Ten (10) days of sick leave will be allowed per year with pay, following the anniversary of the first year of employment. Up until the anniversary of the first year of employment, sick leave will be accumulated at a rate of one (1) day per month of employment, with a limit of ten (10) days. Employees may accumulate up to thirty (30) days (of your regularly scheduled weekly hours) of sick leave to be used for approved absences in the event of extended illness. Additional sick leave time is without pay. An employee on sick leave should advise the director of the office of his/her absence.

MATERNITY LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Staff members who become pregnant may cease working at their own discretion, or at the advice of their doctor(s). It is the employee's responsibility to submit a written request for leave to the Chancellor. The length of leave shall not exceed twelve (12) weeks. Maternity leave is defined as that period of time beginning on the day the employee leaves work either by voluntary decision, or by doctor's orders, up to twelve (12) weeks thereafter. The employee may return to work as soon as physically able, with employee rights, benefits and pay equal to those received prior to maternity leave. Maternity leave is without pay. If the employee chooses not to return to work by the end of the twelve (12) week period, the Diocese may terminate their working relationship. The employee's physician will determine the employee's capacity for work. This leave is also available for the adoption of a child or for becoming a foster parent. The leave applies equally to all parents, however, if both parents are employed by the Diocese then together the parents get up to twelve (12) weeks of leave, not twenty-four (24) weeks.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) provides eligible employees with up to twelve (12) work-weeks of unpaid leave in a twelve (12) month period for specified family and medical reasons, or for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. FMLA also allows eligible employees to take up to twenty six (26) workweeks of unpaid leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has the right to return to the same or to an equivalent position with equivalent pay, benefits and other employment terms.

To be eligible for FMLA, an employee must meet the following criteria:

- Must be employed by the Diocese for at least twelve (12) months (which need not be consecutive); and
- Must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- The birth of a child or to care for a newborn child of the employee;
- The placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- To care for the employee's spouse, child or parent (but not in-law) with a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
- Qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation; and/or
- To care for a spouse, child, or parent who is a covered service member with a serious injury or illness.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Limitations on Leave

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless the employer agrees with respect to an individual leave request. Leave to care for a newborn or newly placed child must conclude within twelve (12) months after the birth or placement of the child.

When both spouses are employed by the same employer, they are together entitled to a combined total of twelve (12) workweeks of FMLA leave within the designated twelve (12) month period for the birth and care of a newborn child, adoption or foster care placement of a child with the employees, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and twelve (12) workweeks, but not more than a total of twelve (12) workweeks per person.

For example, if each spouse took six (6) weeks of leave to care for a newborn child, each could later use an additional six (6) weeks due to his or her own serious health condition or to care for a child with a serious health condition.

The Military Family Leave Provisions under the Family and Medical Leave Act

The Military Family Leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin.

Qualifying Exigency Leave

A covered employer must grant an eligible employee up to twelve (12) workweeks of unpaid, job-protected leave during any twelve (12) month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty. Covered active duty means:

- for members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- for members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation. Deployment to a foreign country includes deployment to international waters. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence. See Fact Sheet 28M(c), Qualifying Exigency Leave, for additional information about qualifying exigencies under the FMLA.

Military Caregiver Leave

A covered employer must grant an eligible employee up to a total of twenty-six (26) workweeks of unpaid, job-protected leave during a "single twelve (12) month period" to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member. A covered service member is either:

- a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or FS 28M.
- a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five (5) year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member.

For a current service member, a serious injury or illness is one that may render the service member medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

OTHER LEAVES OF ABSENCE

Employees may, because of special circumstances, need/wish to request extended time away from work for reasons other than those specified above. Such requests should be made to the Chancellor after approval has been given by the Department Head. Such leaves may be granted on the condition that they be without pay or that the lost time be compensated for in a manner agreed upon by the Chancellor.

CONFIDENTIALITY

Employees are expected to keep the trust of those they serve and of one another. Often, information received in the routine duties of the offices needs to be handled with confidentiality, and in some instances required by law.

Rates of pay are strictly confidential and may not be obtained through the Chancery staff. Employees wishing to divulge their rate of pay to another employee may do so at their own discretion. Otherwise, the rate of pay for employees may not be given out by their supervisor(s), the Human Resources office or the Finance office.

Employees are not to disclose without proper authorization confidential matters, which come to their attention as a result of employment with the Diocese. By their nature, some aspects of the Diocesan work are confidential. These include but are not limited to: 1) Correspondences and contributions; 2) Personnel matters; 3) Relationships with businesses and benefactors. Disclosure to anyone of such information without proper authorization may be cause for disciplinary action including dismissal.

BUILDING SECURITY

The building shall be kept locked outside of regular office hours. Ordinarily the receptionist or the secretary in the Chancellor's office shall see that the front door is locked when leaving at the end of the day. Each employee shall see that the back door of the Chancery is locked when leaving at the end of the day.

From time to time the Chancery has been visited by individuals who have posed a potential physical threat to Chancery employees. In such instances if the intruder refuses to leave the premises the police should be called immediately (911). If the threatened employee is not able to call the police directly due to the presence of the intruder he or she is to intercom the receptionist or next available employee requesting they contact "Fr. Blue". The code word "Fr. Blue" will mean the police are to be called immediately, no questions asked.

Employees are held responsible for the use and security of keys (e.g., building, office, file, etc.). Building keys should NEVER be loaned out to non-employees.

CONTACT WITH MEDIA AND PUBLIC STATEMENTS

Any employee of the Diocese should realize the danger of confusion when the media or some other similar organization requests information or an opinion from a Diocesan employee. The media

may assume a person because they are employed in the Chancery speaks on behalf of the Diocese in some manner. Therefore, a Diocesan employee who speaks on community or political matters must speak on these issues as an individual, clearly indicating he/she is in no way speaking for the Diocese. Any formal inquiries by the media should be directed to the Bishop. The Bishop has the responsibility to be the primary spokesperson on behalf of the Diocese. If the Bishop will be absent from the Diocese for an extended period of time then the inquiry is to be directed to the Vicar General, Judicial Vicar and/or Chancellor of the Diocese.

COPYRIGHT PROTECTION

Employees are expected to abide by copyright requirements and refrain from illegal reproduction or use of educational materials, computer software, liturgical music, photographs, images, logos or any other copyrighted or restricted material.

POSTING AND/OR DISTRIBUTION OF PUBLICATIONS IN THE CHANCERY BUILDING

Prior approval must be obtained from the Chancery Art & Environment coordinator and/or the Vicar General for the posting of any materials (e.g. posters, flyers, papers, etc.) on the walls or doorways of the Chancery. This policy also applies to any mass distribution of materials or publications to the desks of Chancery personnel. The following protocol applies:

- All displays in the Chancery shall be in accordance with Catholic values and tastes; therefore nothing offensive or inappropriate may be displayed either in public areas or personal office space.
- All public displays of posters or artwork will first go through the Chancery Art & Environment coordinator who will work in close consultation with the Vicar General.
- All pictures and posters hung on Chancery walls will be framed and harmoniously balanced with other pictures and posters.
- The Diocese may occasionally budget money for the acquisition of original artwork in the Chancery so that it might responsibly become a patron of the arts.
- The Chancery Art & Environment coordinator, in consultation with the Vicar General, is authorized to update the art in all public areas.

SEVERE WEATHER

The Chancellor will decide when the Chancery will be closed due to severe weather or other conditions. This means offices could close early or they could be closed for the entire day. The office "texting tree" is the method by which employees will be notified. When normal Chancery operations are maintained and employees are unable to travel into work, they will not be paid for time not worked. When operations are shut down or not opened, employees will be paid for such lost time. When normal operations are maintained, but individuals are excused early, the nonexempt staff may elect to make up their lost time within ten working days or they may elect to not be paid for the lost time.

JOB RELATED EXPENSE REIMBURSEMENT

Expenses incurred in connection with Diocesan business will be reimbursed as noted below. Claims for reimbursement must be submitted on the "Purchase Request Form," signed by the employee, supported by appropriate documentation (e.g. receipt, etc.) and approved by the Department Head. With prior approval of the Department Head, the cost of meetings, conferences, or other official business will be reimbursed.

GUIDELINES FOR USE OF CHANCERY CREDIT CARD

The Diocese has established a credit card account to facilitate various transactions associated with Diocesan business and purchases. The purpose of this card is to avoid Chancery personnel from having to use their personal credit cards or checks for Diocesan related purchases.

The Diocesan credit card is to be used only for the purpose outlined below:

- ❖ Budgeted or pre-approved capital expenditures for office supplies or equipment (e.g. computer related equipment, fans, heaters, etc.);
- ❖ Expenses associated with Diocesan vehicles (e.g. gas, repairs, maintenance);
- ❖ Travel expenses associated with Diocesan related events (e.g. seminars, conventions, etc.). If possible, please have the travel agency directly bill the Diocese;
- ❖ Accommodations and meals for speakers and their Diocesan host when the presenter is visiting the Diocese;
- ❖ Other expenses associated with Diocesan events that cannot be billed directly to the Diocese;

IMPORTANT NOTE: When a purchase transaction is made with the Diocesan credit card, the **receipt must be retained** and a **purchase request form completed**. This is to be presented to the Diocesan finance office. This purchase request form and receipt is necessary for accounting purposes (e.g. coding, budgeting, etc.). This will also provide oversight to prevent fraudulent transactions from occurring in the event the credit card number is stolen or being used by unauthorized individuals.

HARASSMENT POLICY

The Diocese is committed to providing a professional work environment for our employees which is totally free from physical, psychological, or verbal harassment. Harassment can result from a single incident or from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical, verbal, or written behavior which can include, but is not limited to the following:

- Physical or mental abuse;
- Racial insults;

- Derogatory ethnic slurs;
- Unwelcome sexual advances or touching;
- Sexual or vulgar comments or sexual or vulgar jokes;
- Bullying in person or by communication device;
- Display of offensive materials.

The Diocese prohibits any form of harassment by employers, co-workers, and supervisors, and we view such actions very seriously. Harassment and other unacceptable activities which create a hostile environment are specifically prohibited. Any employee who engages in such harassment is subject to immediate discipline, up to and including discharge. **Employees who believe they are being harassed, or who believe they know of a harassment situation, should report the harassment to the Chancellor and/or the Vicar General.** Employees reporting sexual harassment or participating in the investigation of a sexual harassment complaint may do so without fearing retaliation of any sort.

DISMISSAL

Occasionally it may be necessary to dismiss an employee for reasons including but not limited to, unsatisfactory work performance or misconduct.

An employee who has been dismissed, may schedule a meeting with the Chancellor within a set time (five (5) working days), after which time the opportunity is deemed to have been waived. The meeting allows the individual an opportunity to discuss the reason for termination. The decision of the Chancellor, in consultation with the Bishop, will be final.

GRIEVANCE PROCEDURE

In the event of any concerns, questions or problems regarding employment or the work situation, employees should consult with the following supervisors in the order listed below for resolution of the problem:

The Department Head
 The Chancellor
 The Vicar General

An employee who has a question or problem related to a policy, procedure or personnel issue should address the situation with his/her Department Head. If the issue is not satisfactorily resolved, the employee or their Department Head should contact the Chancellor who will then address the situation. If the issue is not satisfactorily resolved after having been addressed by the Chancellor, the Chancery employee may submit a written complaint to the Vicar General. If necessary, an informal meeting will be scheduled. The decision of the Vicar General or Chancellor, as the case may be, in consultation with the Bishop, will be final.

In the event the concern involves the Department Head, the employee should consult the Chancellor. If the concern involves the Chancellor the employee should consult the Vicar General. If the concern involves the Vicar General, the employee should consult the Chancellor. If a concern cannot be resolved by the above method of consultation, the concern may be filed in writing with the Chancellor and/or Vicar General. If the case requires it, an informal hearing will

be scheduled. The decision of the Vicar General or Chancellor, in consultation with the Bishop, will be final.

SMOKING AND TOBACCO USE

Smoking, tobacco products, e-cigarettes, or other products that give the appearance of smoking, and the use of smokeless tobacco products are prohibited in the Chancery building. Employees are asked that if they smoke outside the building to make certain that all matches, cigarettes, and other smoking materials, are completely extinguished and properly disposed of.

SAFE USE OF WIRELESS COMMUNICATION DEVICES

It is the policy of the Chancery of the Diocese of Salina to emphasize its commitment to the safe operation of all motor vehicles used by its employees while on organization business. Accordingly, the use of wireless communication devices for business purposes while driving motor vehicles is not allowed. For the purposes of this policy, wireless communication devices include, but are not limited to, cell phones, computers, online-email, and any other information or entertainment services or equipment, whether or not such devices are provided by or paid for by the Chancery. The use of any of said devices in violation of any federal, state or local laws or regulations is prohibited. A person will be personally liable for any financial responsibility resulting from illegal use. Call for help to protect yourself and your family from dangerous situations is appropriate. Dial 911 in case of fire, traffic accident, road hazard, or medical emergencies. It is a free call on your wireless phone.

The use of navigational devices (GPS) while driving is allowed if they are programmed prior to driving and they give verbal commands.

OFFICE TECHNOLOGY AND PRIVACY POLICY

The Roman Catholic Diocese of Salina information technology systems (networks, software, and computers) are tools that are provided to employees to enhance productivity and performance on the job. Although limited non-business use may be permitted when on personal time (e.g. during lunch hour or after work), employees understand that such non-business use should create no expectation of privacy to any data, information, or files that are created or stored on the Roman Catholic Diocese of Salina information systems. The executive director or other employees may have a need from time to time to access an employee's computer or files. In addition, employees are expected to exercise good judgment in their use of e-mail and the Internet and understand that access to these media is a privilege, not a right.

Examples of Inappropriate Use of Technology

- Any use violating law or government regulation;
- Any unauthorized access to computer systems or networks;
- Any use promoting disrespect for an individual, discrimination, or constituting a personal attack, including ethnic jokes or slurs;
- Viewing, copying, or transmitting material with sexual or profane content;
- Transmitting harassing or soliciting messages;
- Transmitting unsolicited advertising;

- Using copyrighted material without permission or legal right;
- Any use for personal business, or in a manner creating a potential conflict of interest for the employee;
- Defamatory, inflammatory or derogatory statements about individuals, companies, or their product;
- Any use that constitutes a waste of the Salina Catholic Diocese of Salina resources, including network resources;
- Any use of network or systems for recreational games or other recreational purposes;
- Any use that involves corruption or destruction of data, including knowingly launching a virus, worm, or other malicious software.

The failure to use good judgment or to abide by Chancery policies may result in suspension of privileges or other disciplinary action. If any employee discovers that he or she has unintentionally or intentionally violated this policy, he or she should notify their supervisor immediately.

GOSSIP/RUMOR POLICY

The Chancery shall provide an environment that is conducive to producing a high quality and quantity of work and yet not so formal that employees are not allowed to enjoy accomplishing their work. It is counterproductive, however, for employees to spend time discussing subject matter that is not work related and that may be injurious to the professional, personal or spiritual life of another employee. Therefore, the guidelines outlined below shall be followed by all employees:

- It is okay for people to talk about personal issues that involve themselves as long as it is done to build and maintain rapport and for only brief periods of time. (Example: An employee talking about what they did last weekend. We must be careful to limit the frequency and duration of such conversations.)
- It is never okay to talk about anybody in a mean spirited, malicious manner. It does not matter whether the content is of a personal or professional nature. (Example: Employee X is always "schmoozing" his/her boss or Employee X could stand to lose a few pounds and then he/she wouldn't be so grouchy.)
- It is okay to talk about a personal issue regarding another employee if that employee would not object to you doing so. It is not okay to talk about a personal issue regarding another employee if the issue is likely to have a negative connotation or if the employee would be likely to object to you discussing the issue. A good check for what is acceptable is to ask yourself, "Would I make this comment or ask this question if the employee, the comment or question is about were standing beside me?"
- It is okay to enjoy yourself at work! There is nothing wrong with joking with another employee at work. Much of the good natured "ribbing" that takes place is part of building a healthy work environment. However, good natured "ribbing" is unacceptable when viewed by others as being disrespectful. (Example: You might jokingly say, "Employee X is uniquely qualified to make no brainer decisions!" This is acceptable if it is clearly a joke and assured of being taken that way. It is unacceptable if you are trying to hint that Employee X isn't very sharp.)

The purpose for having this policy is to prevent employees from being hurt personally, professionally and/or spiritually by malicious rumors and gossip. Employees are encouraged to address specific concerns to the employee with whom they have the concern and not with any other employee.

Employees acting outside the guidelines set above will be given a warning the first time they are found to violate this policy (unless the violation is intended to or has the effect of damaging another employee's personal, professional and/or spiritual life and then the employee may be immediately terminated) Repeated offenses outside the above guidelines will be cause for termination.

POLITICAL ACTIVITY POLICY

Employees may not involve nor appear to involve the Chancery and/or the Diocese of Salina in any political campaign or endorsement of any candidate for political office. Employees may not attempt to influence legislation and/or political activities in any manner on behalf of the Chancery and/or the Diocese of Salina without written permission from the Bishop of Salina or his designee.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about employment at the Chancery. I understand that I should consult my Department Head and/or the Chancellor regarding any questions not answered in this Handbook. Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revision to the Handbook may occur, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Bishop, or his designee, has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have reviewed this Handbook, and I understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)