



DIOCESE OF SALINA

HUMAN RESOURCES EMPLOYEE HANDBOOK Parish Employees

**Diocese of Salina
103 N. 9th St.
P.O. Box 980
Salina, KS 67402-0980**

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2016 The Diocese of Salina

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

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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 Parish offices. 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 Parish offices. 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 respective Parish. 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 shall 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 Parish 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 Parish may choose to end the employee/employer relationship at any time for any lawful reason, with or without notice. Employees are not hired for any definite term or duration. The Pastor and Chancellor of the Catholic Diocese of Salina must be notified and consulted with first before such termination is to occur.

No one other than the Bishop of Salina, or his designee, or the Pastor 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/or the Pastor, and the employee. If an employment agreement is entered into without the Bishop of Salina, and/or his designee's signature, and/or the Pastor's signature, it will be considered null and void.

EQUAL EMPLOYMENT OPPORTUNITY

The Parishes honor the sacredness of every person and value compassion and respect for all people. The Parishes are 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 Parishes value diversity. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Parish will be based on legitimate, nondiscriminatory criteria, including merit, qualifications, and abilities. However, the Parishes reserve the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies. With these exceptions 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 Parishes have 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 Parish and Diocesan 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 and in good standing with the Catholic Church. Any exception shall have the approval of the Bishop or his designee and the Parish pastor.

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, Parish pastor and 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 is 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, a pastor 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 pastor prior to the schedule adjustment taking place. A pastor may choose to grant or deny requests for schedule adjustments at the pastor's 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 pastor 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 Parish 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 Parish benefits.

HIRING

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

The Parishes reserve 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 job description will establish job functions and qualifications.

Prospective employees shall be provided with the following information: a job description and applicable salary or hourly wage 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 Pastor and/or 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 conducted by the Diocese or Parish.

Rates of pay are strictly confidential and may not be obtained through the Parish 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 to other employees by their pastor, supervisor(s), the Human Resource office and/or 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).

Parish 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 Parish Offices 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 the 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 Parish Offices exist 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 Parish 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 Parish 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 Parish 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 Parish 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 work 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 regulated under the Federal Controlled Substance Act which also includes 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 Parish employees who regularly work with or around children must attend 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 at (800) 922.5330 or the Chancellor at (785) 827.8746.

- a. All applicable employees must read, sign and obey the Code of Conduct on their first day of work.
- 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 prior to beginning work.

CHILDREN AND OTHER GUESTS IN THE OFFICE

Children and other guests are welcome for 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 Parish 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 Parish reserves the right to enter or examine the contents of any desk, filing cabinet container or other area.

HOURS OF EMPLOYMENT FOR PARISH EMPLOYEES

The Pastor will schedule the hours of employment for Parish employees.

Parish employees are expected to observe these regular hours unless arrangements have been made with the Pastor or the Pastor’s designate. Employees should notify the Pastor or his designate and the receptionist if he/she expects to be absent, late or if he/she expects to leave early.

Parish employees should also notify co-workers if he/she expects to be absent, late or if he/she leaves early.

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 report of daily hours (time sheet) to their Pastor or the 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.

Employees may not authorize or certify their own overtime. Written approval must be obtained from the Pastor or 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 additional compensation for overtime work.

PAID HOLIDAYS AND HOLY DAYS FOR PARISH EMPLOYEES

Each Parish office determines their paid holidays and Holy Days of Obligation. Please contact the Pastor for more information regarding paid holidays and Holy Days of Obligation for parish employees.

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. The Pastor determines vacation leave for parish employees and shall be written in each Employee Agreement. All vacations must be scheduled with the Pastor. Notification should also be given by the employee to the receptionist.

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 Parish that an equitable arrangement in compliance with the travel time laws be negotiated between the Department Head and the employee prior to any Parish 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, e.g., mother, father, mother/father in-laws, 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 employees shall consult with the Pastor. The determination "with/without pay" will be made by the Pastor.

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 Pastor 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 Pastor 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. The Pastor determines sick leave for parish employees and shall be written in each Employee Agreement. An employee on sick leave should advise the Pastor and/or 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 Pastor. 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 Parish 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 Parish 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 Parish 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 Pastor 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 Pastor.

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 Parish 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 Parish. By their nature, some aspects of the Parish 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 Parish buildings shall be kept locked outside of regular office hours. Each Parish will produce their own specific Building Security policy. Employees are held responsible for the use and security of keys (e.g., building, office, file, etc.). Pastors shall document each employee and volunteer who receive a building key.

CONTACT WITH MEDIA AND PUBLIC STATEMENTS

Any employee of the Parish should realize the danger of confusion when the media or some other similar organization requests information or an opinion from a Parish employee. The media may assume a person because they are employed in the Parish speaks on behalf of the Parish in some manner. Therefore, a Parish 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 Parish. 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 Parish. If the Bishop will be absent from the Diocese for an extended period of time then the inquiry is to be directed to the Pastor, Vicar General, 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 PARISH

Prior approval must be obtained from the Pastor for the posting of any materials (e.g. posters, flyers, papers, etc.) on the walls or doorways of the Parish. This policy also applies to any mass distribution of materials or publications to the desks of Parish personnel. The following protocol applies:

- All displays in the Parish 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 Pastor.
- All pictures and posters hung on Parish walls will be framed and harmoniously balanced with other pictures and posters.

SEVERE WEATHER

The Pastor will decide when the Parish 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 "calling tree" is the method by which employees will be notified. When normal Parish operations are maintained and employees are unable to travel into work, they will not be paid for time not worked. When normal operations are maintained, but individuals are excused early, the non-exempt 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 Parish 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 and/or Pastor. With prior approval of the Department Head and/or Pastor, the cost of meetings, conferences, or other official business will be reimbursed.

HARASSMENT POLICY

The Parish 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 (cyberbullying);
- Display of offensive materials.

The Parish 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 Pastor, 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. BEFORE an employee is notified of his/her dismissal the Chancellor and/or Vicar General must be notified.

An employee who has been dismissed, may schedule a meeting with the Pastor and Chancellor and/or Vicar General 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 Pastor and Vicar General and/or 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,

an employee should consult with the Pastor for resolution of the problem.

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 Pastor who will then address the situation. If the issue is not satisfactorily resolved after having been addressed by the Pastor, the Parish employee may submit a written complaint to the Chancellor. If necessary, an informal meeting will be scheduled. The decision of the 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 Parish office. 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 Parish 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 (hereinafter "WCD") 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 Parish. 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 Parish 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 Parish information systems. The Pastor 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 Parish 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 Parish policies may result in suspension of privileges or other disciplinary action. If any employee discovers that he or she has unintentionally and/or intentionally violated this policy, he or she should notify their supervisor immediately.

GOSSIP/RUMOR POLICY

The Parish 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 Parish 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 on behalf of the Parish or the Diocese of Salina without written permission from the Pastor and the Bishop of Salina or his designee.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about employment at the Parish office. I understand that I should consult my Department Head and/or Pastor 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)