



CATHOLIC DIOCESE  
of SALINA

Employee Handbook  
January 2021

# DIOCESE OF SALINA Employee Handbook

## INTRODUCTION

### POLICY

1. Equal Employment Opportunity .....	4
2. Employee Classification, Overtime .....	5
3. FMLA (Family Medical Leave Act) .....	5
4. Harassment , Respect in the Workplace .....	7
5. Office Technology, Devices, Cell Phone, Privacy Policy .....	8
6. Protection of Children and Young People.....	9
7. Substance Abuse, Working Impaired, Alcohol Policy.....	10

<b>EMPLOYMENT PRACTICES.....</b>	<b>11</b>
Hours worked, Overtime	

<b>PAID TIME OFF .....</b>	<b>11-12</b>
Holiday	
Holy Days	
Spiritual Retreat	
Vacation	

<b>TIME AWAY FROM WORK.....</b>	<b>13-14</b>
Funeral Leave	
Jury Duty Leave	
Leave of Absence	
Sick Leave	
Travel Time	

<b>GENERAL INFORMATION.....</b>	<b>14-18</b>
Building Security	
Children and Guests	
Confidentiality	
Contact With Media and Public Statements	
Copyright Protection	
Credit Card, PEX Card, Business/Job Related Expenses	
Dress Code	
Grievance Process	
Inclement Weather	
Office Success	
Pets	
Personal Property	
Positive Interpersonal Skills, Gossip and Rumors	
Posting and/or Distribution of Publications	
Reference Requests	
Seperation from the Organization	
Tobacco Use	

<b>HANDBOOK ACKNOWLEDGEMENT .....</b>	<b>19</b>
---------------------------------------	-----------

## INTRODUCTION TO THE EMPLOYEE HANDBOOK

The Employee Handbook is intended to be a synthesis of the policies and practices of the Diocese of Salina. All policies in this Handbook apply to all employees who serve in the Parish and Chancery offices. Clergy are not subject to the policies outlined in the Employee Handbook since 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 for the Diocese. 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 a previous 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 chooses. According to Kansas state law, any worker whose employment is not governed by the terms of a written contract is 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 and Human Resources Director 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 any legally enforceable contract with an employee or make any legally enforceable promise, verbally or in writing, with an employee. A legally enforceable contract or promise SHALL be in writing and signed by the Bishop of Salina and/or his designee and the employee. If a contract is entered into without the Bishop of Salina and/or his designee's signature it will be considered null and void.

## **1. Equal Employment Opportunity Policy**

The Diocese of Salina honors the sacredness of every person and values 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. 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. The Diocese and Parishes reserve the right to give preference to certain applicants based on 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, or previous residence.

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, Parish Priest, Human Resources 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.

The Diocese reserves the right to give preference to certain applicants based on 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, or previous residence. A general or specific job description will establish these 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 hiring manager (Bishop, Pastor, and/or other designees). The applicant will also be required to submit personal references and references from previous employers and submit to a criminal background check by the Diocese, in most cases.

Exceptions on the background check could be made for summer mowing or snow removal. First contact Human Resources regarding any of those exceptions.

## 2. Employee Classification and Overtime Policy

### Contract Employee

An employee who has signed a contract of employment with the Diocese. Only the current Diocesan contract forms are to be used. Contact Human Resources (HR) for more information.

### Non-Contract Employee

An employee who does not have a written contract with the Diocese. There are two types of non-contractual employees:

**Full-time:** An employee who works not less than 30 hours per week.

**Part-time:** An employee who works an irregular schedule of less than 30 hours per week, on average. Most part time positions do not accrue benefits; new hires should check with HR, Director, Manager, or Parish Priest for more information at time of position offer. Current employees, hired before 2021, should also verify location specific part time benefits.

### Overtime

All workers who do not meet the requirements under the Fair Labor Standards Act as exempt (salaried) employees are considered non-exempt (hourly), are subject to minimum wage and overtime requirements, and will be considered hourly workers. Non-exempt (hourly) employees must be paid 1.5 times their normal hourly wage for any hours worked more than forty (40) hours per week. Non-exempt employees are paid only for the hours they work, which does not include the meal period. Exempt (salaried) employees must meet the definition under the requirements stated above. Please review the Wage and Hour Manual for Hiring Managers before making an offer of employment.

## 3. Family Medical Leave Policy (FMLA)

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 as 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 anyone, 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. FMLA (480 hrs) resets at calendar year.

## **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 HR Department/Parish Priest. The length of leave shall not exceed twelve (12) weeks. Maternity leave is defined as that period 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.

### **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. 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.

## **4. Harassment/Respect in the Workplace Policy**

### Section 4. Harassment/Respect in the Workplace Policy

The Diocese/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
- Inappropriate text, instant- type messages
- Falsifying or exaggerating to the point of being unjust
- Display of offensive materials.

The Diocese/Parish prohibits any form of harassment by employers, co-workers, and supervisors, and we view such actions very seriously. Harassment and other unacceptable activities/misconduct which create a hostile environment/highly unprofessional environment are specifically prohibited. Any employee who engages in such harassment or unprofessional behavior 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/conduct to the Pastor, Human Resources, the Chancellor and/or the Vicar General** immediately. In the event of a charge, the procedures of civil and canon law will be followed. The accused party enjoys the right of due process and the right of defense; these rights will be safeguarded by the Diocese and the Parish.

Employees reporting sexual harassment or participating in the investigation of a sexual harassment complaint, conduct issue or related complaint, may do so without fearing retaliation of any sort.

## 5. Office Technology, Wireless Devices, Cell Phones and Privacy Policy

The 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 Diocese of Salina information systems. The Chancellor, Bishop, or HR Director for the Diocese or other employees, or outside agency, 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 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 Diocese workplace 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.

### Wireless/Cell Phones, Devices

It is the policy 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 such devices are provided by or paid for by the Diocese. 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. Hands Free driving is allowed if great caution is used and verbal commands are enabled.



## 6. Protection of Children and Young People Policy

In compliance with the norms adopted by the United States Conference of Catholic Bishops and The Charter for the Protection of Children and Young People, all diocesan employees must complete Safe Environment Training. This training includes a video series called "Safe Haven It's Up to You" along with an integrated background check through CMGConnect, an on-line training platform. This training and background check must be completed **prior to beginning work**. All employees are advised that this background check will be verified against the National Sex Offender Public Registry.

Should you ever have reason to suspect that a child has been harmed or become aware of an incident involving a child that should be reported, as mandated reporters, **YOU must make the call**. If you need help with that, contact the Victim Assistance Coordinator for the Diocese of Salina.

Hotline: 866-752-8855 #1067                      DCF 1-800-922-5330    DCF [www.dcf.ks.gov](http://www.dcf.ks.gov)

Website: [www.reportandprotect.com](http://www.reportandprotect.com)

Email: [reportabuse@salinadiocese.org](mailto:reportabuse@salinadiocese.org)



Yearly, employees will be asked to review the diocesan policy and code of conduct and sign an acknowledgement form. Any questions regarding the Safe Environment Program, please contact the Safe Environment Office at 785-827-8746 #24.

Protection of Children is required. Many of us are mandated reporters. All of us are morally obligated to report. Make the call, then report confirmation of that call to your supervisor. Follow any site-specific additional rules. Employees reporting issues to Maria Cheney or participating in a DCF investigation of concern, may do so without fearing retaliation of any sort.

STEP	Description	School Employee	ALL Other Employees
1	Child in immediate danger	Call 911	Call 911
2	Signs of abuse	Call DCF Notify the Principal	Call 866-752-8855 #1067 <b>Maria Cheney, LSCSW</b>
3	Concern for child's well being	Meet with the Principal and YOU still make the call to Maria Cheney.	Call 866-752-8855 #1067 <b>Maria Cheney, LSCSW</b>

*"Within the family, one can experience sincere communication when it is a house of prayer, when the affections are serious, profound, pure, when forgiveness prevails over discord, when daily harshness of life is softened by mutual tenderness and serene adherence to God's will. In this way, the family opens itself to the joy that God gives to all those who know how to give joyfully." Pope Francis*

We all have a stake in strengthening families, protecting children, raising awareness, encouraging reporting, and to help prevent harm before it occurs.

	
	Child tells you something that gives you cause to wonder about that child's well-being.
	You, or someone reported to you, something that makes you think of "grooming" signs.
	You talked to somebody about the matter (HR, site counselor, Principal, Priest, co-worker.)
	Child mentions suicide or harming themselves in any context.
	You observe a leading indicator of abuse/potential for child to be in an unsafe situation or harm.
	You have seen/heard something that gives you a nagging concern or heartburn for that minor.
	You disagree with something that is occurring; you sense something is wrong related to a child.
	If you find yourself making a subjective evaluation. " <i>I know the family.</i> "
	Caregiver/co-worker asks you to do something that raises a red flag with you.
	<p>No excuses. Call the professional. Maria Cheney, is <u>an independent 3<sup>rd</sup> party</u> licensed social worker who can answer your question. Please Call 866-752-8855 #1067</p>

## 7. Substance Abuse, Working Impaired, Alcohol Policy

The Diocese has a vital interest in maintaining a safe, healthful, and efficient workplace 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 in some capacity (alcohol, prescription pain medications, 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. You can contact Human Resources for more information on what impairment you have observed and when.

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.

## EMPLOYMENT PRACTICES

### Hours Worked

Generally, forty hours (40) a week, five days a week is considered full time status. There are exceptions to this depending on the needs in some areas OR if you are exempt or non-exempt. Contact Human Resources/Department Head/Parish Priest to confirm your schedule, status, or for questions.

Employees who are hourly (nonexempt) submit a timecard of actual hours worked, plus any vacation, holiday, or sick hours. We comply with the Department of Labor, Fair Labor Standards Act (FLSA). Each employee is expected to accurately report hours worked, verify pay statements for accuracy, and immediately report any discrepancies to Human Resources. A sample timecard template is available on the Human Resources website page or by calling the HR Director for the Diocese.

Staff members are expected to observe these regular hours unless arrangements have been made with their Department Heads/Parish Priest. All employees should notify the Department Head and the Receptionist, where applicable, if they expect to be absent, late or if they expect to leave 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 at your specific location. It is your responsibility to know those procedures in advance.

### Overtime

Overtime hours for all hourly (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 Monday thru Friday. For the purposes of calculating overtime, the work week begins on Monday and ends on 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/Parish Priest *prior to* working any overtime hours. Overtime work should be avoided on a sustained basis. Exempt employees are not paid for overtime work.

## PAID TIME OFF

### Holidays

For all full time, active employees, we observe the following holidays:

- New Year's Eve
- New Year's Day\*
- Memorial Day
- Independence Day\*
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve, Christmas Day and the following day\*

\*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.

## Holy Days

For all full time, active employees, we observe the following 5 paid Holy Days:

- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Feast of the Assumption, Aug. 15
- Feast of All Saints, Nov. 1
- Feast of the Immaculate Conception, Dec. 8

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. Other offices within the Diocese may be open, please consult with your local Parish Priest, Principal, or Director.

These benefits accrue for active full-time employees. The benefit is not paid during inactive or non-work periods such as leave of absences. Contact Human Resources Director, Manager or Parish Priest to verify your site-specific procedures as these may vary. Part time employees hired before 2021, should check with their location manager for site specific procedures for holidays and holy days.

## Spiritual Retreat

All full-time 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 Parish Priest/Human Resources Director. 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. Retreats are at the expense of the employee in most cases.

## Vacation

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 based on 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 and approved with the Department Head. 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.

### Vacation Rollover/Vacation Cash Out Requests

Please submit the request in writing to Human Resources/Parish Priest or Designee for any rollover/cash out benefit. Approval is subject to final review and approval by the Finance Officer. If you choose rollover, only 50% of any remaining vacation balance is eligible for cash out. Contact HR for more information and to verify if this option is available at your specific location.

## **TIME AWAY FROM WORK**

### **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, stepchildren, 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/Pastor/HR who will make the decision. The determination "with/without pay" will be made by the Bishop or his designee.

### **Jury Duty**

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/Pastor verifying they will report to court before reporting to the courthouse. 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/Pastor, or designee, a copy of the check he/she receives as compensation for jury duty.

### **Leave 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 written requests should be made to the Human Resources (HR) Department/Parish Priest. Such leaves may be granted on the temporary condition that they be without pay or that the lost time be compensated for in a manner agreed upon by the Chancellor, Parish Priest, or the Human Resources Director. No leave of absence event will exceed FMLA, sick time, or any accrued vacation. Paid leave will run concurrent with FMLA, when designated in advance. Separation from the organization occurs when all leave has been exhausted.

### **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. Sick Leave belongs to the Diocese and has no cash value when you leave the organization.

### **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 Diocese 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.

## **GENERAL INFORMATION**

### **Building Security**

Employees are held responsible for the use and security of keys (e.g., building, office, file, etc.). Building keys or door fobs should NEVER be loaned out to non-employees. Building codes may be shared once permission is obtained from the Office Designee at your location.

For the Parish and other locations, please review the site-specific safety practices.

From time to time, individuals who have posed a potential physical threat to Chancery employees are a concern. 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.

### **Children and Guests**

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

### **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 or communicated through the staff. Employees wishing to divulge their rate of pay to another employee may do so at their own discretion.

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.

### **Contact with Media, Making 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 Diocese 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 can be directed to the Communication Office, or Office of the Bishop/Chancellor.

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 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.

## Credit Card/PEX Card (if applicable) Business Job Related Expenses

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

Any Diocesan 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 (gas, repairs, maintenance);
- ❖ Travel expenses associated with Diocesan/Parish 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/Parish.
- ❖ Other expenses associated with Diocesan/Parish events that cannot be billed directly to the Diocese/Parish.
- ❖ Purchase Request Forms must be completed, and receipts are required.

**IMPORTANT NOTE:** When a purchase transaction is made with any Diocesan 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/debit card number is stolen or being used by unauthorized individuals.

## Dress Code

All 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 Diocese 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.

## Grievance Process

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/Parish Priest  
Human Resources  
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/Pastor. If the issue is not satisfactorily resolved, the employee or their Department Head should contact the Human Resources Director/ Chancellor who will then address the situation. If the issue is not satisfactorily resolved after having been addressed by the Human Resources Director/Chancellor, the 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 in consultation with the Bishop, will be final.

In the event the concern involves the Department Head/Parish Priest the employee should consult the HR Director and Chancellor. If the concern involves the Chancellor, the employee should consult the Human Resources Director or 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.

## Inclement Weather

The Chancellor (or Human Resources)/Parish Priest or designee, will decide when the office will be closed due to severe weather or other conditions.

This means that our offices could delay the start time, close early, or they could be closed for the entire day. An email will be sent as the method by which employees will be notified in most cases. Department Heads/Parish office designee can send a text if you provide a cell phone number to them.

When normal operations are maintained and employees are unable to/or prefer not to travel into work, they will not be paid for time not worked. You may turn in a vacation day. When operations are shut down or not opened, employees will be paid for such lost time. When normal operations are maintained, but individuals prefer to be excused early, the non-exempt staff may elect to not be paid for the lost time or turn in vacation time.

Working remotely, if pre-approved by Supervisor, is also an option in some areas or departments.

## Office Success

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).

The staff across the Diocese 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 also part of the total team in creating and maintaining an atmosphere that invites all people to freely and openly participate in the life of the church. The office or desk area of each employee is to be receptive to visitors and parish ministers who come to one of our many office locations to conduct



business. This means there is to be no obstacles preventing them from freely entering any office space such as closed or locked doors, closed partitions or other physical obstacles that would prevent free access to Chancery/Parish personnel. Obviously, for private meetings and conferences doors may be closed or secured for the sake of courtesy and confidentiality.

Break areas, refrigerators, microwave, dishes, and storage are provided for employees' use at most locations across the Diocese. There is the expectation that those who regularly use those areas keep them clean and in good order. Please plan on bringing your lunch utensils and take them home daily OR if you use dishes/silverware, cups, from our cabinets, etc. be sure to wash and sanitize them at the end of your meal break daily. Most breaks are paid, and should not exceed 15 min in length, taken at 10:00am and 3:00pm, if your work schedule or local site rules permit such breaks.

## Pets

Pets are not allowed in the offices, schools, or Parish Halls. If an exception is requested, please contact the HR Director for eligibility to use a service pet.

## 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 if it does not detract from overall office appearance or working conditions (as determined by the Department Head). The Diocese 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/Parish Priest with a key to that desk, cabinet, file or area. The Diocese reserves the right to enter or examine the contents of any desk, filing cabinet or other area.

## Positive Interpersonal Skills, Gossip, Rumors

The Diocese 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:

The purpose for having this job requirement 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. Being trustworthy and having the ability to be confidential is an important attribute in all our professional roles.

Positive interpersonal skills are an important attribute of our culture. These characteristics increase the effective fulfillment of the job descriptions. Being approachable, kind, and able to demonstrate the ability to work within a team environment is required. We consider the use of passive aggressive behavior, interrupting work, being inconsiderate, or being abrasive a problem. We are service orientated to our co-workers, internal customers, and those we meet in our community. We always strive to represent the Diocese in a positive and professional manner, especially when we respond to emails, greet others by phone or in person, or when we participate in meetings, training, or in group settings. Because positive interpersonal skills are very important, employees acting outside the guidelines set above will be given an opportunity to improve, and if the issue continues, it may result in separation from the organization. We strive to harmonize skills and work objectives as we bring our individual gifts and service to the Lord and to the Church.

## Posting Items, Distribution of Publications

Prior approval must be obtained from the Human Resources Department/Parish Priest or designee. This procedure also applies to any mass distribution of materials, signage, or publications to the desks, emails of Diocese personnel. The following protocol applies:

- All displays 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. Political signs do not meet this requirement in most cases. Signs that promote/oppose a candidate, position, or cause are such examples that are not permitted.
- 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/local Pastor.
- All pictures and posters hung on Chancery/Parish 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/Parish 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.

## Reference Checking

The Human Resources office provides dates of employment only, with employee's signed authorization.

## Separation from the Organization

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 Human Resources and the Bishop, will be final.

## Tobacco

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 buildings of the Diocese. 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. Keep the smoking area clean and free of debris. Please be sure to observe the break times specific to your location in the designated areas.

## EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about employment at the Diocese. I understand that I should consult my Department Head, Human Resources, 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, can 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)

\_\_\_\_\_  
Work Site/School/Parish Location (Printed)

For Office Use

\_\_\_\_\_  
Retain this Signature Page in the office file, with the tax withholding and other new hire forms.

