



CATHOLIC DIOCESE
of SALINA

Employee Handbook

DIOCESE OF SALINA

2-24-22 Employee Handbook

Welcome

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Welcome to the Diocese of Salina

We are so glad to have you as part of our team. Our culture throughout the diocese is important for you to know. We believe that every one of us is working in some way to help others to know Jesus Christ. We value prayer and desire to fulfill God's plan for each of us. We lean frequently on the Holy Spirit for wisdom and guidance. We often look to Mary and Joseph to intercede on our behalf.

Bill Meagher, Youth Ministry Director said it well, "We are a group of problem solvers and helpers who want every person in our diocese to have an authentic relationship with Christ." This is true for ALL diocesan employees whether you work at the Chancery, at a school, in a parish or at Catholic Charities.

On behalf of your new teammates, welcome to the Diocese of Salina! If you have questions about the contents of this handbook, please don't hesitate to call. You can reach me at 785-342-0819.

Kim Hoelting, Human Resources Director

About this 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 the organization in the parish, Catholic Charities, all schools 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 organization. It is fundamentally different, it has roots 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. 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. 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 human resources director (and chancellor) must be notified and consulted with first before such termination is to occur.

No one other than the bishop of Salina or his designee has the authority to enter 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.

A general or specific job description will establish 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.

Please Note: Reporting and Approvals

For the purpose of this handbook, the term pastor refers to the pastor of a parish that employs the individual. If the individual is employed by the Chancery, employees would report to the bishop, CFO, chancellor, Human Resources, executive director or department head.

If the individual is employed by Catholic Charities, an individual would report to the executive director.

For our schools, individuals would report to the pastor, school principal or school superintendent.

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.

Note: All employees should verify location specific benefits or contact Human Resources for assistance.

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 Act (FMLA) Policy

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

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

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

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

- the birth of a child or to care for a newborn child of the employee;
- the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- to care for the employee’s spouse, child or parent (but not in-law) with a serious health condition;
- the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;

- qualifying exigencies arising out of the fact that the employee's spouse, child or parent is on active duty or call to active-duty status as a member of the National Guard or Reserves in support of a contingency operation; and/or
- to care for a spouse, child or parent who is a covered service member with a serious injury or illness.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. FMLA resets at calendar year, accrued leave time is used and runs concurrent with FMLA. Contact Human Resources for more information.

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 employer 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 organization, 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. For more information, please contact the human resources director.

4. Respect in the Workplace/Harassment/Conduct 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 but is not limited to the following examples of harassment or unprofessionalism:

- physical or mental abuse
- passive aggressive behaviors
- racial insults; derogatory ethnic slurs
- unwelcome sexual advances or touching; sexual, vulgar comments or 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
- creating a waste of time and/or talent due to dishonesty by omission, or lapse in judgement

The organization 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.

***Please Note: Reporting Harassment**

For the purpose of this handbook, the term pastor refers to the pastor of a parish that employs the individual.

If the individual is employed by the Chancery, the report would be to Human Resources, the chancellor or vicar general. If the individual is employed by Catholic Charities, the report would go to the executive director or Human Resources at the Chancery. For schools, the employee would report the matter to the pastor, principal, director of human resources or school superintendent.

Any employee in a leadership role is required to notify Human Resources immediately upon receipt of any harassment complaints.

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

The Diocese of Salina information technology systems (networks, software and computers) are tools 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, pastor*, principal, executive director or human resources 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 email and the internet and understand that access to these media is a privilege, not a right. Examples of inappropriate conduct are:

- 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 the workplace policies and procedures 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 business for the organization. The use of wireless communication devices while operating motor vehicles for business purposes is not allowed. Employees are not permitted to read or respond to emails or text messages while operating a vehicle, in motion or while stopped in traffic, on company business and/or while on company time.

Employees are not permitted to use the internet (including mobile apps, social media) while operating a motor vehicle – in motion or stopped – for any business reason or while on company time. For the purpose of this policy, wireless devices include but are not limited to cell phones, smart watches, computers, tablets, and other such information devices or services. There is no distinction made as to who paid for the devices – the organization or the individual. The use of any said devices in violation of federal, state or local laws is prohibited. A person is personally liable for any financial responsibility resulting from illegal use. Call for help to protect yourself, your family or co-workers from dangerous situations when and where appropriate. Dial 911 in case of fire, traffic accident, road hazard or medical emergency. It is a free call on your wireless phone. Employees are permitted to use a hands-free device to talk on their cell phone. Hands-free calls must be completely hands free. Your phone cannot be touched in order to place, alter or end a call. Employees are not permitted to participate in a conference call where notetaking is required while operating the vehicle. Hands-free systems must be functioning Bluetooth or equivalent. Headsets are never permitted. The use of navigational devices (GPS) from your phone while driving is allowed if programmed prior to driving and the phone gives verbal commands. Talking on the phone (via Bluetooth) while driving is allowed if great caution is used, calls are kept to a minimum, and avoided in general, as much as possible.

*See page 7

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 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 online 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; www.dcf.ks.gov

Website: www.reportandprotect.com

Email: 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, Victim Assistance Coordinator, 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 Maria Cheney, LCSW
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 Maria Cheney, LCSW

"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 helping prevent harm before it occurs.

	
	Child tells you something that gives you cause to wonder about that child's well-being.
	You observed, 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 an independent 3rd party 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, healthy 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: a) the excessive use of alcohol on or off work premises during work hours or while traveling for business, b) 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 our 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 (40) hours a week, excluding lunch periods, five (5) days a week is considered full-time status. See your supervisor for your department schedule. We do have a strong preference for in office work. However, remote work is occasionally required. Remote Work Agreements are formalized and for a limited period. Remote work is typically limited to six (6) hours per day and is subject to the employer's approval. Contact HR for more information about full-time work status, site specific hours of operation and exempt employees.

Employees who are hourly (non-exempt) 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. This timecard is used to communicate FMLA balances to any staff member out on leave as well, by the HR Department.

Staff members are expected to observe these regular hours unless arrangements have been made with their department heads/pastor. 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 forty (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/pastor *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/Holy Days

For all full-time, active employees, we observe paid holidays/holy days depending on the calendar, location, and year. Please confirm this benefit with your site employer. A rolling two-year calendar of the Chancery holiday/holy day schedule is available by contacting Human Resources at the Chancery.

In keeping with the religious nature of the organization, the Chancery offices will be closed on Holy Days of Obligation. 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. The holiday/holy day schedule includes Assumption, All Saints, Immaculate Conception and Christmas. The holidays include New Year's Day, Martin Luther King Jr. Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve, the day after Christmas and New Year's Eve.

If a holy day or holiday falls on a weekend, it does not automatically transfer to the nearest workday. Please review the posted calendar OR consult with your employer for the employer's holy day/holiday schedule. The Chancery calendar is posted six months in advance of January 1st and may vary slightly from year to year.

These paid days are available for active full-time employees. The benefit is not paid during inactive or non-work periods such as leaves of absence.

Vacation

Vacation time will vary by location. Consult with your employer.

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.

Note: Vacation runs concurrent with a leave of absence and is required to be used.

Vacation Rollover:

Please submit the request in writing to Human Resources, parish priest or designee for any rollover 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.

<i>Service Completed</i>	<i>Vacation Accrual</i>	<i>Vacation Cash Out</i>	<i>Max Rollover Option</i>	<i>Max Cash Out/Rollover</i>	<i>Vacation Cap</i>
1-9 years	10 days	Up to 5 days	Up to 5 Days	Up to 2.5 Days	15 days/120 hrs
10-24 years	15 days	Up to 8 days	Up to 8	Up to 4.0 Days	23 days/184 hrs
25 years	20 days	Up to 10 days	Up to 10	Up to 5.0 Days	30 days/240 hrs

Note: Pro-rated if working <40 hours/per week. Part-time, <30 hours status does not accrue vacation, retirement or sick time. Cash Out/Rollover requests are submitted within 30 days **BEFORE** your employment anniversary.

Only unused vacation is paid out at exit from the organization; sick leave is not.

Vacation Cash Out:

This benefit will not be available after 12/31/22. Any requests need to be submitted prior to the last pay period so they are paid in calendar year 2022. This option may not be offered at all locations.

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 (mother, father, spouse's parents, brother, sister, spouse, children, grandparents, stepchildren, aunts/uncles, niece/nephews, grandchildren, step-grandchildren and foster children).

Generally, three (3) days is the standard maximum for paid leave. 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 related to using available time off banks or unpaid leave.

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 Department/pastor. 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 human resources director and the parish priest (and the chancellor, when applicable). No leave of absence event will exceed FMLA, sick time or any accrued vacation. Paid leave will run concurrent with FMLA and exhausted first. If unable to return from a leave, separation from the organization occurs when all leave has been exhausted. Contact HR before any termination related to a leave and for information related to Benefit Continuation.

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 organization and has no cash value when you leave the organization. Sick leave is exhausted first, then vacation, during any FMLA leave of absence or other leave.

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. This applies not only for hours worked on the employee's regular workdays during normal working hours, but also during the same hours on nonwork days. For example, an employee travels on a Sunday from 8 a.m. to 5 p.m.: the hours spent traveling (excluding regular meal period) are considered work hours as if it were a regular workday. 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 to comply with the travel time laws. The department head should consult with their pastor/HR prior to any 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 after permission is obtained from the pastor/HR/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 employees are a concern. In such instances, if the intruder refuses to leave the premises the police should be called immediately (911).

Children and Guests

The work environment is not an appropriate place for ill children or those in need of 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 should realize the potential of confusion when the media or other similar organization requests information or an opinion. The media may assume a person, because they are an employee, can speak on behalf of the diocese in some manner. Therefore, an 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, a parish, Catholic Charities or a school. Any formal inquiries by the media can be directed to the Communications 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 Communications Office/vicar general, chief of staff and 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.

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 organization 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.

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/Pastor
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 pastor or site 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 be closed for the entire day. Employees will be notified by email, 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 use 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 use vacation time. In some cases, the employee can still fulfill their duties remotely and should plan to do so.

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

Office Success

Please let front office/reception staff know if you're on-site or not, if you are on vacation, etc. We want to route calls professionally for our external customers.

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 participate in the life of the Church freely and openly. 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 are to be no obstacles preventing visitors 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, microwaves, 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 to bring 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 daily at the end of your meal break. Most breaks are paid and should not exceed fifteen (15) minutes in length.

Pets

Pets are not allowed in the offices, schools or parish halls. If an exception is requested, please contact the pastor/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 to not 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/pastor 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 organization 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 organization 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/pastor/executive director/principal. 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. Exception may be made by the bishop for church related matters.
- 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 Requests

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 HR director 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, in consultation with Human Resources and the bishop or designee, will be final. **Be sure to check the Benefit Guide for benefit status post-separation.**

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.

Vehicles

Employees who wish to operate vehicles owned by the diocese, parish, school or organization must complete the defensive driving curriculum and MVR in CMGConnect on the training platform (salina.cmgconnect.org) before operating the vehicle.

Workplace Injuries

Any employee who is injured or is a witness to the injury of another person in the workplace is required to report the injury or near miss to the site authority or Human Resources immediately. A safe work environment means we will follow up on injuries and near misses to be sure we can prevent in the future.

Injuries must be documented on the State of Kansas form and submitted to our insurance carrier. Contact Human Resources, the parish or school office for more information.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Diocese of Salina Employee Handbook describes important information about employment at the diocese, parish, school, Catholic Charities or Chancery. 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, CFO or human resources director 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 LOCATION (please print)

For Office Use

Pastor/Business Managers:
Retain this Signature Page in the office personnel file, with the tax withholding and other new hire forms.