



Employee Handbook 2023



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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 prayer and the Holy Spirit for wisdom and guidance. We often look to Mary and Joseph to intercede on our behalf. We are all church workers.

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. We are doing the work of the church.

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. **The human resources director must be notified and consulted with first before such involuntary 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.

Definitions

Diocese of Salina is intended to mean that this handbook and its policies apply to individuals employed as church workers within the entities subject to the direction of the bishop of Salina. The Diocese of Salina is comprised of various ecclesiastically related organizations. These include the Chancery Offices, parishes and missions, catholic schools, Catholic Charities, and other catholic organizations within the territory of the Diocese of Salina. These ecclesiastically related organizations may be separately incorporated in civil law and separate juridic persons with rights therein under the Code of Canon Law of the Catholic Church.

For the purpose of this handbook, the term **administrator** refers to the individual responsible for the employee's employing organization. This may be a pastor/administrator of a parish, the school principal, the human resources director, the CFO or bishop of the Chancery, the superintendent of schools, or an executive director or their designee.

The pastor of a parish is the administrator that employs the individual in a parish. If the individual is employed by the Chancery, employees would report to an administrator which would be the bishop, CFO, chancellor, human resources director, executive director, department head or chief of staff.

If the individual is employed by Catholic Charities, an individual would report to the executive director or their designee. An employee may report to a department head who reports to the executive director.

Every employee is considered a church worker and is required through the background check process to review the Code of Conduct. A church worker can be disciplined, up to and including termination for behaviors not in accord with this Code of Conduct.

POLICY

Disabilities

We comply with ADA federal law; contact your location administrator or the human resources director for assistance. Any request for accommodation must be submitted in writing.

Domestic Violence, Sexual Abuse

We comply with the law, Ks. Statute 44-1132; contact your location administrator or the human resources director for assistance.

Employee Classification and Overtime

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) at the Chancery 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 pastor for more information at time of position offer.

Note: All employees should verify location specific benefits or contact Human Resources, 785-342-0189, 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 or by contact HR.

Equal Employment Opportunity

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/jobs based on religion or morals and adherence to the Catholic faith. 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, pastor, Human Resources and/or the chief of staff.

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 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 with the hiring administrator will be required for each chosen applicant. 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 to the background check could be made for summer mowing, snow removal and occasional cleaning projects. First contact Human Resources regarding any of those exceptions.

Family Medical Leave Act (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 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) work weeks 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 number, 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.**

Limitations on Leave/Full Day Increments

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 specifically 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) work weeks 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., 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) work weeks 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

Qualifying Exigency Leave and Military Caregiver Leave: contact HR for more information.

FMLA NOTE

There are required forms for FMLA. We adhere to reinstatement procedures for the employee. There are rules impacting benefits, return to duty and job protection. Contact HR for any questions related to protected leave, eligibilities, documentation, coordination of benefits, etc.

Gender

The Diocese of Salina follows the Catechism of the Catholic Church. Contact Human Resources for additional information on gender-related policies.

Office Technology, Devices, Cell Phones, Social Media Conduct and Privacy

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.**

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. Common 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; **immoral or lewd behavior;**
- 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; threats or the use of intimidating behaviors;
- 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 should be restricted.

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. 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. 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 while operating a motor vehicle. 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.

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 or submit a report to DCF.

DCF: 1-800-922-5330; www.dcf.ks.gov

Hotline: 866-752-8855 Ext. 1067

Website: www.reportandprotect.com

Email: reportabuse@salinadiocese.org

Protection of children is required. All employees and volunteers are morally obligated to report suspect child abuse to the civil authorities. Those who are mandated reporters must report directly to civil authorities without preliminary screening, investigation or legal judgement by the diocese pursuant to K.S.A.38-2223. Mandated reporters who fail to report are guilty of a class B misdemeanor. Civil authorities include, but not limited to police, sheriff, Kansas Protection Center, Department of Children and Families, district/county attorneys and the Kansas Bureau of Investigation.

After reporting to civil authorities, notify Human Resources, the superintendent of schools, or your immediate supervisor. The diocese will not tolerate retaliatory acts of any nature against persons who in good faith make reports, provide information implementing these policies, or cooperate in an investigation.

STEP	Description	School Employee	ALL Others
1	Child in immediate danger	Call 911	Call 911
2	Signs of abuse	Call DCF 800-922-5330 Notify principal	Call 866-752-8855 Ext. 1067
3	Concern for child's well-being	Meet with the principal and YOU still make the call to DCF	Call 866-752-8855 Ext. 1067

We all have a stake in strengthening families, protecting children, raising awareness, encouraging reporting and helping prevent harm before it occurs. Yearly, employees are required to review the diocesan policy, 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 Ext. 24.

	
	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, pastor, 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.
	No excuses. Call the hotline at 866-752-8855 Ext. 1067.

Respect in the Workplace/Harassment/Misconduct

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

- physical, sexual or mental abuse
- passive aggressive behaviors; unprofessional behavior or microaggression
- racial insults; derogatory ethnic slurs, shaming of any kind, exclusionary behavior; ageism
- unwelcome sexual advances or touching; sexual, vulgar or derogatory comments or jokes
- bullying in person or by communication device, threats or coercion
- inappropriate text, instant-type messages
- falsifying or exaggerating to the point of being unjust; any type of retaliation
- possession, accessing, creating, stolen of immoral or 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, boundary violation, or inappropriate conduct should make a written report of the matter to the human resources director at the Chancery immediately or the site administrator.

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

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

Smoking: Kansas Law

We comply with the law contact your location administrator or the human resources director for assistance.

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/Remote Work

Generally, forty (40) hours a week, excluding lunch periods, five (5) days a week is considered full-time status. See your direct 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.

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 will vary by location; please check your location rules.

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 their site administrator or to the human resources director at the Chancery. A sample timecard template is available by calling the human resources (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 or by the site FMLA designee.**

Staff members are expected to observe these regular hours unless arrangements have been made with their department head/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 (OT) 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. To calculate OT, each work week stands alone. Hours worked in one week may not be averaged with another week to determine OT or to avoid paying OT.

Hours worked more than 40 hours may not be compensated by time off in another week. Paying non-exempt workers a salary is strongly discouraged. Non-exempt employees should be paid at an hourly rate.

A non-exempt employee is entitled to OT pay regardless of designation (salaried or hourly).

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.

We do not have "comp time." **We accurately report hours actually worked for the purpose of computing overtime for our non-exempt employees.**

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 calendar of the holiday/holy day schedule for Chancery employees is available in the Appendix of this handbook. 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 varies by location. Please be sure to verify at your location.

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 is prorated based on the number of hours worked 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.

Exempt employees do report time off by date/number of hours for the purpose of accrued time banks.

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

Vacation Rollover

Service Completed	Vacation Accrual	Max Rollover Option	Vacation Cap
1-9 years	10 days	Up to 40 hours	15 days/120 hours
10-24 years	15 days	Up to 40 hours	23 days/184 hours
>24 years	20 days	Up to 40 hours	*200 hours

Contact HR for more information and to verify if this option is available at your specific location. If yes, please submit the request in writing to Human Resources, pastor or site designee for any rollover benefit. Rollover is pro-rated if your schedule is less than 40 hours per week. Approval is subject to final review and approval by the site.

Note: Pro-rated if working <40 hours/per week. Part-time, <30 hours status does not accrue vacation, retirement or sick time. Rollover requests are submitted within 30 days **BEFORE** your employment anniversary. Any "rollover" vacation is not paid out at exit. *Vacation accrual tops out at 200 hours.

Only unused vacation is paid out at exit from the organization (see limit below); sick leave and rollover vacation, are not. Pro-rating applies at exit as well.

The maximum unused vacation paid at exit is two (2) weeks.
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TIME AWAY FROM WORK

Family Medical Leave (FMLA): Please see Policy #3 on page 5 of this handbook.

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 administrator 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, up to eight (8) hours per day, 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 (Non-FMLA)

Employees may, because of special circumstances, need/wish to request extended time away from work for reasons other than those specified in this handbook. Such written requests should be made to the human resources director and the site administrator. 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 HR director and the location administrator. 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. A return to duty slip is needed when any leave is beyond five (5) business days/fitness for duty confirmation.

Retreat Day

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

Submit a written request, how you might benefit as an individual, and attach a description of the retreat/formation activity to Human Resources for approval in advance of the event. Retreats may vary by area of interest. Conventions, sponsoring events, or accompanying a group to an event would likely not meet the definition of a retreat. Check with your site administrator.

Sick Leave

Verify this benefit at your location as it may vary. Sick leave is defined as days of absence from work because of personal illness or injury, or that of an immediate family member (employee child, spouse, parent). In the case of significant family care needed beyond immediate family (grandchild, parent in law) up to 1 week of your sick leave can be used. For full-time employees, 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 location administrator of the 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. Sick leave runs concurrent with an FMLA leave. Check location for site specific procedures.

A return to duty slip is needed when any leave is beyond five (5) business days/fitness for duty confirmation, and any Request for Accommodations must be made in writing to Human Resources for consideration.

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 and is paid. 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.

We comply with the travel time laws. The department head should consult with their administrator and/or HR prior to any work that would cause the employee to travel away from home overnight for the purposes of accurately reporting time.

GENERAL INFORMATION

Attendance

Reliability is an important work expectation. We expect that employees will record time accurately; a pattern of unreliability is subject to discipline. It's really important that you record your time so we can pay you correctly.

Benefits

Benefits (sick leave, vacation, personal days) are not transferrable. Community shared time-off banks are not recommended. An approved process may already be in place at a location and would be listed in the local appendix.

Building Security

Employees are held responsible for the use and security of keys (e.g., building, office, file, etc.). Building keys or door fobs may 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 of such information to anyone 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 organizations request 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.

Employees are not to speak or respond to the media in any way that appears to imply they are speaking on behalf of their employer. Any inquiries can be directed to the location administrator.

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.

Corrective Action

If corrective action is needed, an employee can expect that their supervisor will counsel them and identify area(s) of needed improvement, with a plan to follow up in writing, 10-30 days, to document progress, depending on the concern. The supervisor will seek feedback/work together with the employee to make the necessary adjustments. If progress isn't sufficient, a formal, straightforward statement of the concern is written, copy provided to the employee, and next steps clearly outlined. In the event of an at-will termination or gross misconduct, the Corrective Action process may not be applicable. Contact Human Resources at the Chancery for assistance with performance or conduct concerns.

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.

Expense Authority

Ask your Location Authority what the expense limits are; typically, \$1000 or less.

File Access

Files are considered property of the organization and not available for review or access; contact HR.

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:

Location Administrator/Principal/Executive Director/CEO
Human Resources Director
Chief of Staff

NOTE: Definitions in the front of this handbook.

An employee who has a question or problem related to a policy, procedure or personnel issue should address the situation in writing with the location administrator. If the issue is not satisfactorily resolved, the employee or their department head should contact the HR director who will then review the written statement, investigate the matter, consult with the pastor if applicable, and address the situation. If the issue is not satisfactorily resolved after having been addressed by the HR director, the employee may submit the complaint to the chief of staff. The decision, in consultation with the bishop, will be final.

In the event the concern involves the department head/pastor the employee should consult the HR director. If the concern involves the chancellor, the employee should consult the human resources director or the chief of staff. If the concern involves the vicar general, the employee should consult the HR director or 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 site administrator 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. Working remotely, if pre-approved by supervisor, is also an option in some areas or departments. If you typically work remotely, the Closed Office will not impact you. Individuals with the capacity to work remotely when the offices are closed during inclement weather should do so.

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.

Nepotism

We do not discriminate against family members. Should you encounter a problem, please contact your site administrator or HR at the Chancery.

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. 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 pastor, 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. Take time periodically to remove excess items, store records and put files away. 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 morning and afternoon breaks are paid and should not exceed fifteen (15) minutes in length. It is recommended that a lunch break be 30 minutes, duty free, and unpaid. Check your site rules.

Pets/Animals

Pets are not allowed in offices, schools or parish halls. If an employee requests an exception, please contact the site administrator for eligibility to use a service animal.

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 site administrator. 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 site administrator.

Record Retention

We do have a record retention process; contact the HR director for more information. The HR director is considered the Custodian of Records.

Reference Requests

The Human Resources Office provides dates of employment, with the employee's signed authorization.

Retirement Planning

Prior to retirement, we suggest that you set up an appointment with Human Resources, at least six (6) months in advance. We can help answer questions about your health benefits and provide referral information depending on your requests or specific needs such as location of the nearest social security office.

Separation from the Organization

Occasionally it may be necessary to end an at-will employment relationship with an employee. An employee who has been separated from the organization 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 any concerns. **Be sure to check the Benefit Guide for benefit status post-separation.**

Solicitation

Generally, anything posted must be pre-approved. Contact your site administration or HR for directions.

Tobacco

We comply with Kansas law. 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.

Note

Appendix for local administration may include a different holiday schedule, holy day observances, attendance rules, dress codes, how vacation/sick leave is tracked, etc. Contact HR for help on any of these areas or for help with a situation specific to your location.

Appendix



Success as a Church Worker (Organizational Citizenship)

- 1) We abide by the Catechism of the Catholic Church.
- 2) We recognize differences; we learn about others with an appreciative heart. We recognize the accomplishments of others.
- 3) We are aware of what is/is not *appropriate* sharing of information.
- 4) We find the best way to connect with others; we are approachable.
- 5) We think of others first and walk in their shoes.
- 6) We learn to read non-verbal cues and we communicate with compassion.
- 7) We are self-aware, however, we all have blind spots.
- 8) We know that our actions can have unintended consequences.
- 9) Be kind and do help others; all hands-on deck is our culture; we do not work in a vacuum or go rogue on our teammates. We are pro

10) Do keep yourself and others safe! We act professionally.

*Permission to adapt/Mike Ribble, Digital Citizenship, Sacred Heart Alum, Class of 1985

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 the Code of Conduct provided during the background check process and any revisions made to either document.

I understand that this organization does not participate in unemployment insurance programs.

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.

Chancery Holy Day/Holiday Schedule

2023	Chancery Office Closed	Holy Day/Holiday
Monday	1/2/2023	New Year's Day Observed
Monday	1/16/2023	Martin Luther King Day
Friday	4/7/2023	Good Friday
Monday	4/10/2023	Easter Monday
Monday	5/29/2023	Memorial Day
Tuesday	7/4/2023	4th of July
Tuesday	8/15/2023	Assumption of the BVM
Monday	9/4/2023	Labor Day
Wednesday	11/1/2023	All Saints Day
Thursday	11/23/2023	Thanksgiving Day
Friday	11/24/2023	Day After Thanksgiving
Friday	12/8/2023	Immaculate Conception
Monday	12/25/2023	Christmas Day
Tuesday	12/26/2023	Day After Christmas

Notes

The number of office closed dates will always vary year to year; depends on the impact of a holiday/holy day falling on a weekend.

Benefits do not accrue while out on a Leave of Absence; you must be actively working.