

# ***Diocese of Kansas City-St. Joseph***

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**Employee Handbook**

**7/1/2017**

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## This Handbook

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***On the parish and Diocesan level, through its agencies and institutions, the Church employs many people; it has investments; it has extensive properties for worship and mission. All the moral principles that govern the just operation of any economic endeavor apply to the Church and its agencies and institutions; indeed the Church should be exemplary.***

***U.S. Bishops Conference, Economic Justice for All, #347, 1986***

The policies in this Handbook apply to all Diocesan employees. These policies apply to the extent that they supplement but do not conflict with any employment contracts, laws, statutes, Canon Law or priest guidelines.

In this handbook, the term manager refers to the person or persons responsible for the area, department, school, parish or office. This may be the Principal, Business Manager, Director, Pastor or other designated person or position. If you are unclear of who your manager is, please contact the Diocesan Human Resources Department for clarification.

This Handbook is designed to provide employees with information about working conditions, employee benefits, and employment policies. Employees should read, understand, and comply with all provisions of this Handbook. It describes employee responsibilities and outlines programs developed to benefit you.

No Handbook can anticipate every circumstance or question about policies. The Diocese reserves the right to revise, supplement or rescind any policies or portion of this Handbook from time to time, as it deems appropriate, in its sole and absolute discretion. The only exception to changes in this Handbook is our employment-at-will policy that permits an employee or the Diocese to end an employment relationship for any reason at any time. Of course, employees will be notified of changes to the Handbook as they occur. This Handbook supersedes all prior written or oral policies pertaining to the subjects covered herein and shall not be amended or supplemented without the approval of the Bishop

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## 101 – Our Employment Relationship

(Revised: 9/27/2007)

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### **Nature Of Employment**

You became an employee of the Diocese voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that the Diocese may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this manual are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the Diocese and any employee. These policies have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of the Diocese.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Bishop of the Diocese.

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### **Employee Relations**

We believe that the work conditions, wages, and benefits we offer to Diocesan employees are competitive with those offered by other employers in this area and in the Church. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Diocese fully demonstrates its commitment to employees by responding effectively to employee concerns.

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## 104 - Equal Employment Opportunity

(Revised: 9/27/07)

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### **Opportunity**

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

To give equal employment and advancement opportunities to all people, we make employment decisions at the Diocese based on each person's performance, qualifications, and abilities. The Diocese does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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### **Accommodation**

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Diocese.

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### **Discrimination**

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Human Resources Department. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

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## 107 - Disability Accommodations

(Revised: 9/27/2007)

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### **ADA**

The Diocese is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job, with or without reasonable accommodations.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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### **Leave Availability**

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

The Diocese is also committed to not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability. The Diocese will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

The Diocese is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

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## 113 - Protecting God's Children

(Revised: 9/27/2007)

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### **Policies**

As early as 1988, the Diocese of Kansas City ~ St. Joseph adopted a written policy for responding to allegations of sexual abuse. This policy required full compliance with the laws of the State of Missouri for the reporting of child sexual abuse and provided for lay involvement in responding to complaints.

Our policies include:

- Protecting children in all church and school settings
  - Promptly removing individuals credibly accused, pending a fuller investigation
  - Counseling and pastoral support for persons making a complaint
  - Advising people making complaints that they are free to go to police, civil authorities or the media
  - Ensuring that lay persons respond to and give advice for the disposition of complaints
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### **Workshops**

In September 2002, the diocese began community education to teach the warning signs of abuse and to offer strategies for intervention. These workshops were open to the public and interested persons are encouraged to attend.

All diocesan employees and volunteers who work with children are required to attend an adult safety workshop on child abuse provided by the diocese. Workshops are offered in parishes and schools throughout the year. The program mandates online continuing education for parish directors of programs for children and youth, clergy, Catholic school teachers and child care staff. Participation in the continuing education component is monitored by supervisors.

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## 201 - Employment Classifications

(Revised: 07/08/2024)

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### Intro

To operate the Parishes, Schools, Cemeteries, and Chancery office of the Diocese, many different jobs have been created and filled. Based upon definitions in the Fair Labor Standards Act (FLSA) and state laws, these positions are classified as Exempt and Non-Exempt.

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### Classified

For payroll purposes, all employees are classified into one of these two classifications based upon the type of work performed and position held.

- **Non-Exempt:** Employees whose positions do not meet FLSA exemption tests and who are paid overtime for all hours over 40 worked in a pay week.
  - **Exempt:** Employees whose positions do meet specific exemption tests established by the FLSA and state law and who are not eligible for overtime pay.
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### Category

In addition to being a Non-Exempt or Exempt employee, you belong to one of the following employment categories:

- **Full-Time:** Employees who are regularly scheduled to work 30 hours or more per pay week, or 1,560 hours or more per year. Employees in this category are eligible for many Diocesan benefits such as Vacation, Sick, Holiday, and health and welfare benefits as defined by each policy or program.
  - **Part-Time:** Employees who are regularly scheduled to work less than 30 hours per pay week, or less than 1,560 hours per year. While not eligible for Diocesan benefits, these employees are still eligible to receive all legally mandated benefits such as Social Security and Worker's Compensation.
  - **Temporary:** From time to time, the Diocese may hire employees on a temporary increase in workforce. The job assignment, work schedule and duration of the position will be determined on an individual bases. A temporary employee will not exceed 1,560 hours worked per year, and will normally not exceed six (6) months in duration.
  - **Seasonal:** Locations within the Diocese may hire an employee who performs the same work each year, during the approximate same weeks or months. These employees may experience long periods of time when no work exists, however are called into service annually as needed. Seasonal employees will not exceed 1,560 hours worked per year, however may remain and employee during off-season periods.
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## 204 - Timekeeping

(Revised: 9/27/2007)

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### **Intro**

Each location within the Diocese (Parish, School, Chancery and Cemetery) will identify and announce the pay week, which typically will start on Monday and run through Sunday night. Other variations are possible and each employee should talk with their manager if they have any questions.

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### **Non-Exempt**

All non-exempt employees are required to keep accurate records of hours actually worked, and leave time taken, to enable the Diocese to correctly calculate employee pay and benefits. Using the time records provided, each employee will need to record the following information each day:

- The time you begin work.
  - The time you start and the time you complete your unpaid meal break.
  - Any time you leave and return to work during the work day.
  - The time you end work each day.
  - Any leave time taken, such as vacation, sick, holiday, etc.
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### **Exempt**

Using the time records provided, exempt employees are required to submit a time record whenever a full day absence is taken such as vacation, sick, holiday, etc. Exempt employees are not required and in fact should not record hours worked.

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### **All Employees**

Before you submit your time record to your manager for approval, please review it for accuracy. Your signature and that of your manager verifies the information on the time record is correct. If you submit an inaccurate time record, and any corrections in time and pay will be adjusted in the following pay cycle.

Falsifying time records is a serious matter. You may not enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

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## 207 - Paydays

(Revised: 9/27/2007)

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### **Schedules**

Within the Diocese there are a variety of pay schedules. Employees are paid weekly, bi-weekly, semi-monthly or monthly. Each paycheck includes pay for all work performed and reported through the end of the payroll period.

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### **Direct Deposit**

The Diocese and some parishes have a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account. On paydays, instead of a check, you will get a statement explaining how much you were paid and all the details.

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## 210 - Administrative Pay Corrections

(Revised: 9/27/2007)

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### **Report**

The Diocese tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell your supervisor or the person in charge of payroll immediately so that the error can be corrected. Typically corrections will be made on the next pay check.

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## 213 - Payroll Deductions

(Revised: 9/27/2007)

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### **Required By Law**

Laws require the Diocese to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security. We pay the same amount of Social Security tax to the government as we deduct from your pay.

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### **Programs And Benefits**

The Diocese also offers programs and benefits to eligible employees that are not required by law. Payroll deductions will be made to pay for any voluntarily selected benefits.

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### **Other**

We may have to take legally mandated deductions from your paycheck. These mandated deductions mean that the Diocese must garnish money from your paycheck to pay off a debt you owe us or someone else.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see your supervisor.

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## 216 - Overtime Pay for Non-Exempt Employees

(Revised: 11/2013)

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### Intro

There may be times when the Diocese cannot meet its operating requirements or other needs during regular working hours. If this happens, we may require employees to work overtime. Overtime is defined as time worked by a non-exempt employee in excess of 40 hours in one pay week.

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### Provisions

In conformity with the overtime provisions of the Fair Labor Standards Act (FLSA), overtime pay for non-exempt employees includes the following elements:

- You will be paid at your regular hourly rate of pay for all hours worked through 40 hours in one pay week.
  - You will be paid one and one half times your regular hourly rate of pay for all hours worked in excess of 40 hours in one pay week.
  - Full or partial days of absence, such as vacation, holidays, sick, jury duty, or Family and Medical Leave (FMLA) days are not counted as hours worked when calculating overtime.
- 

### Overtime

To meet the needs of the Diocese, our non-exempt employees may sometimes be required to work overtime. Your manager will try to give reasonable notice, but that may not always be possible.

Your manager must approve all overtime before you work the extra hours. If you work more hours than your normal schedule early in the pay week, your manager may reduce your scheduled hours later that week to avoid you working more than 40 hours that week. For example, you may work four 9-hour days Monday through Thursday. On Friday, your manager may ask that you work only four hours to avoid you working more than 40 hours that pay week. Therefore, even though you worked more than eight hours in a day, you would not receive overtime pay because you did not work more than 40 hours in the pay week.

**Overtime Pay for Non-Exempt Employees (Continued)**

**Overtime Pay**      You will receive overtime pay in the pay period following that in which the overtime was worked. To avoid delay of overtime payment it is important that you submit complete and accurate time records to your manager in a timely fashion.

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**Remember**      The Diocese is obligated under the FLSA to pay overtime pay for all hours you work in excess of 40 hours each pay week. Therefore, you may not take time off in future pay weeks rather than receiving overtime pay for the hours worked in a current pay week.

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## 219 - Work Schedules

(Revised: 9/27/2007)

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### **Overview**

There are different work schedules at the Diocese. Your supervisor will tell you about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

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### **Flextime**

Flexible scheduling is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance, and the needs of your job. If you are interested in flextime, talk with your supervisor.

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## 222 - Rest and Meal Periods

(Revised: 9/27/2007)

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### **Meals**

Your supervisor will schedule your meal period (generally 30 or 60 minutes) to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.

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## 225 - Access to Personnel Files

(Revised: 9/27/2007)

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### **Files**

The Diocese or its representative maintains personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

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### **Access**

Personnel files are the property of the Diocese. Because personnel files contain confidential information, the only people who will have access to them are people with a legitimate business reason. Access to personnel files shall be limited to the Pastor, Principal, Human Resources Director or their designee.

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## 252 - Workers' Compensation Insurance

(Revised: 9/27/2007)

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### **Benefit**

The Diocese provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that occur in the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, payment of loss wages resulting from a work related injury or illness begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

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### **Reporting**

It is very important that you tell your supervisor within 24 hours about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and let us investigate the matter promptly.

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## 258 - Missouri Health Continuation Law

(Revised: 9/27/2007)

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### **Qualification**

The Missouri Health Continuation Law allows continuation of medical insurance for up to nine months when an individual is no longer eligible under our diocesan group medical insurance plan.

There are strict rules about when you can use Missouri Health Continuation. Missouri Health Continuation Law lets an eligible employee and dependents choose to continue their medical insurance when a "qualifying event" happens. "Qualifying Events" include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your medical insurance.

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### **Deadline**

Application for Missouri Health Continuation must be made by you to the Diocesan Insurance Office within 30 days of the date of the qualifying event.

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### **Cost**

If you continue your insurance under Missouri Continuation, you will pay the full cost of the insurance at the Diocese's group rates. Once the application is made, you will receive a notice that contains important information about your rights and what to do if you need Missouri Continuation. Be sure to read it carefully.

For additional information, contact the Diocesan Benefits Office.

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## 261 - Personnel Data Changes

(Revised: 9/27/2007)

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### **Your Responsibility**

It is important that the Diocese have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, email address, marital status, dependents' information, educational accomplishments, emergency contact, and other related information. To change your personal information or if you have questions about what information is required, contact the Pastor, Business Manager, Supervisor or Human Resources Director.

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## 301 - Holidays

(Revised: 11/01/2013)

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### Eligibility

The Diocese offers designated holidays off with pay to eligible employees. Employees in the following employment classifications are eligible for paid holiday time:

- Regular full-time employees
- 

### Holidays

The Diocese provides paid time off to full-time employees each calendar year for the following eight (8) holidays:

- Mary, Mother of God and New Year's Day (January 1)
- Martin Luther King, Jr., Day (third Monday of January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

Note: When the Feast of the Immaculate Conception, December 8, falls on a weekday, the Diocese will honor our Blessed Mother and Patron by providing the day as a paid holiday.

Holidays that fall on a Saturday are normally observed on the Friday prior, while holidays that fall on a Sunday are normally observed the following Monday.

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### Pay

Holiday pay is calculated at the employee's regular, straight-time rate. Holiday hours are not counted as hours worked for the purposes of calculating overtime. However, non-exempt employees who are required to work on a paid holiday, in addition to their regular pay, will receive one and one-half times their regular hourly rate for all hours worked despite the total number of hours worked that week. Exempt employees who are required to work on a holiday will receive an additional personal day mutually agreed upon by the employee and manager.

Additional holidays may be paid at the discretion of each location, such as the Parish, School, Catholic Charities, Catholic Cemeteries, and the Chancery. Each location will be responsible for announcing the full schedule and actual dates to be observed in advance of the upcoming calendar year.

**Holidays** (Continued)

Part-time employees are not eligible for holiday pay. Full-time employees are not eligible to receive holiday pay when on Short Term Disability, Long Term Disability, or unpaid leaves of absence due to their placement on inactive employment status.

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## 304 - Vacation Benefits

(Revised: 9/27/2007)

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### Eligibility

The Diocese offers vacation time off with pay to eligible employees. Employees in the following employment classifications are eligible for paid vacation time:

- Regular full-time employees
- 

### Accrual

The amount of paid vacation time you receive each year depends on your length of employment. Vacation accrual begins the first month of employment. Vacation may be taken after 6 months of employment. This is the schedule for accruing vacation:

- From the date of hire, the employee is entitled to 10 vacation days each year, accrued at the rate of 0.0384 per hour.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued at the rate of .0577 per hour.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued at the rate of .077 per hour.
- After 20 years of eligible service the employee is entitled to 25 vacation days each year, accrued at the rate of .096 per hour.

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12- month period that begins when you start earning vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this policy manual for information on how each type of leave affects vacation accruals.

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### Waiting Period

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in this policy. However, before you can use vacation time, you must complete a waiting period of 6 months. After the waiting period, you can request to use your earned vacation time, including the vacation time that accrued during the waiting period.

**Vacation Benefits (Continued)**

**Scheduling**

You may not take less than one hour vacation at a time. To schedule your vacation time, you should first ask for advance approval from your supervisor. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Vacation pay does not include overtime or any special forms of compensation.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation by the end of a benefit year, you may carry over up to the equivalent of one year's accrual of vacation from one year to the next.

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**At Time of  
Separation**

If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work.

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## 307 - Sick Leave Benefits

(Revised: 9/27/2007)

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### **Eligible**

The Diocese provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave:

- Regular full-time employees
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### **Accrual**

If you are eligible, you will accrue sick leave benefits at the rate of 10 days per year. Sick leave hours are prorated for employees who work less than 40 hours per week or less than 12 months per year.

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### **Usage**

You may use sick leave benefits to be absent because you or your child are ill or injured or to attend medical appointments. You can also use sick leave to be absent because of the illness of a parent or spouse when their illness or injury is a "serious health condition" as defined under the Family and Medical Leave Act, you have applied for and are on FMLA due to that serious health condition, and you are needed for the direct care of that parent or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible and on each additional day of absence.

If you are absent due to illness or injury, you may be required to give us a doctor's statement that states you are ill or injured, when it began, and when you should be able to return to work.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation.

If you are on sick leave for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as short and long-term disability. Your sick leave benefits will be used to supplement any benefit payments. The combination of these disability payments and your sick leave may not be more than your normal weekly pay. Sick leave hours will not be counted as actual hours worked when calculating overtime.

**Sick Leave Benefits** (Continued)

**Maximum**

A maximum of 30 sick days may accumulate. Maximum accruals are prorated for individuals who work less than 40 hours per week or less than 12 months per year.

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**Changing  
Locations**

If you move from one parish or diocesan institution to another, your sick leave balance will move with you to the new entity.

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**At Time of  
Separation**

Because sick leave benefits are meant to provide income protection in case of illness or injury, unused sick leave benefits are not paid out when your employment terminates.

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## 310 - Bereavement Leave

(Revised: 9/27/2007)

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### **Paid Leave**

The Diocese provides bereavement leave to employees who need to take time off because an immediate family member died. For bereavement leave, "immediate family" means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchildren. We will also consider requests for bereavement leave if someone dies who was as close to you as an immediate family member. To ask for bereavement leave, see your supervisor.

Employees are eligible for up to 3 days of bereavement leave with pay. With your supervisor's approval, you can use available vacation if you need more time off.

There may be legitimate reasons, while rare, that require you to be at work and may limit your bereavement your bereavement benefit.

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## 313 - Jury Duty

(Revised: 9/27/2007)

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### **Paid Leave**

The Diocese encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees serving on a jury are eligible for up to 3 months of paid jury duty leave over any 1 year period.

If you stay on jury duty longer than paid jury duty allows, you may use any available vacation to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

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### **Benefits Coverage**

The Diocese will continue to provide medical insurance benefits until the end of the month in which unpaid jury duty leave begins. In the unlikely event that your jury duty leave extends beyond paid time, you will be responsible for the full cost of your insurance benefits in order for your coverage to continue. When you return from unpaid jury duty leave, the Diocese will again provide those benefits according to the applicable plans.

Anyone who is serving on Jury duty is expected to report to work for the balance of your work shift when released by the court.

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## 316 - Time Off to Vote

(Revised: 9/27/2007)

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### **Benefit**

The Diocese wants employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, we will give you up to 3 hours' time off to vote during working hours. You will be paid for the time off.

If you need time off to vote, see your supervisor for the time off at least two days before election day. In order to receive pay for time off to vote, you may be required to provide proof that you did indeed vote.

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## 319 - Military Leave

(Revised: 9/27/2007)

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<b>Overview</b>	<p>The Diocese will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.</p>
<b>Leave Payment</b>	<p>You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.</p>
<b>Effect on Benefits</b>	<p>Continuation of medical insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.</p> <p>Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.</p>
<b>Returning From Leave</b>	<p>If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.</p> <p>When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.</p> <p>If you have questions about military leave, contact the Human Resources Director for more information.</p>



## 322 - Personal Leave

(Revised: 9/27/2007)

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### **Eligibility**

Eligible employees may ask for an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request personal leave:

- All employees
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### **Request**

If you wish to take a personal leave, give a written request to your supervisor as far in advance as possible.

You must use any available vacation time as part of your personal leave period.

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### **Approval**

We may not approve every request for personal leave. We will look at each request individually. The business priorities of the Diocese must come first. We will make our decision based on a number of factors such as our business needs, workload, and staffing requirements during the requested time period. Subject to the terms, conditions, and limitations of the applicable plans, the Diocese will provide medical insurance benefits until the end of the month in which a personal leave begins. At that time, you will be responsible for the full cost of those benefits in order for your coverage to continue. When you return from personal leave, the Diocese will again provide those benefits according to the applicable plans.

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### **Benefits**

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a personal leave. When you return from leave, the benefits will start accruing again.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, the Diocese cannot guarantee that you will be reinstated in all cases.

If you do not come back to work promptly at the end of a personal leave, we will assume that you have resigned.

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## 325 - Family and Medical Leave (FMLA)

(Revised: 9/27/2007)

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### **FMLA**

The Diocese provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, or parent with a serious health condition or for your own serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

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### **Eligibility**

Employees in the following employment classifications are eligible to request family leave:

- All employees who have worked at least 1250 hours in the previous 12 months and who have been employed by the diocese for at least 1 year.
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### **Request**

If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to a serious health condition, you will be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

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### **Maximum**

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12-month Fiscal Year period. The 12-week maximum applies to any combination of both family leave and medical leave during the 12-month period. If this initial period of leave is not enough, we will consider your written request for an extension. While on unpaid FMLA Leave, any available benefits (i.e. vacation, sick leave, disability) will be paid consistent with Diocesan policies until the benefits are exhausted.

If your spouse is also employed by the Diocese, as a couple you may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

**FMLA (Continued)**

**Benefits**

Subject to the terms, conditions, and limitations of the applicable plans, the Diocese will continue to provide medical insurance benefits for the full period of an approved family leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

When practical, please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job for which you are qualified.

If you do not come back to work at the end of a family leave, we will assume that you have resigned.

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## 401 - Workplace Etiquette

(Revised: 9/27/2007)

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### **Communication**

The Diocese can be a better place to work when all employees are polite and show respect, professionalism and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If perceived, you should first try to solve the problem by politely telling your co-worker what is distressing you.

In most cases, if you use common sense, the problem can be fixed. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

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## 404 - Business Ethics and Conduct

(Revised: 9/26/2007)

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### **Conduct**

We expect our employees to be ethical in their conduct. It affects our reputation and success and it is a moral obligation to our work. The Diocese requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

As an organization, the Diocese will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice and consultation.

It is the responsibility of every employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of work ethics and conduct shall be subject to disciplinary action, up to and including possible termination of employment.

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### **Reporting**

No employee who in good faith reports a violation of business ethics shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the Diocese prior to seeking resolution outside the organization.

Anyone launching a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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## 407 - Personal Appearance

(Revised: 9/27/2007)

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### **Overview**

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what parishioners and visitors think about the Diocese. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent the Diocese, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with parishioners or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, the Diocese may make a reasonable accommodation to this policy for a person with a disability.

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## 410 - Attendance and Punctuality

(Revised: 9/27/2007)

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### **Overview**

Employees are expected to maintain good attendance. When absent from work on a scheduled workday, employees must notify the immediate supervisor (or the office secretary if the immediate supervisor cannot be reached) of the reason for their absence. This notification should be given at the beginning of the work day so as to allow adjustments in staffing if necessary. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged. Absence for three consecutive days without notifying the supervisor is considered a voluntary termination.

All absences must be charged to the appropriate leave benefit bank. Only after appropriate paid leave has been used, may unpaid leave be granted.

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## 413 - Conflicts of Interest

(Revised: 9/27/2007)

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### **Guidelines**

The Diocese has guidelines to avoid real or potential conflicts of interest. It is The Diocese has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of the Diocese to follow the following guidelines about conflicts of interest. If this is not clear to you or if you have questions about conflicts of interest, contact the Human Resources Department.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of the Diocese that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell an officer of the Diocese as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which the Diocese does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving the Diocese.

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## 416 - Employee Conduct and Work Rules

(Revised: 9/27/2007)

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### Expectations

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees, parishioners, visitors, and the Diocese. We are all expected to act in an honest and forthright manner to treat others with respect for all human diversity and to act morally, ethically and consistent with Catholic principles.

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### Examples

While it is impossible to list every action that is unacceptable conduct, the following lists some examples.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs and/or alcohol or drug abuse
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Scandalous misconduct
- Criminal activity
- Dishonesty
- Conduct contrary to, disruptive, or detrimental to the religious and/or professional character of the diocesan offices or procedures
- Aggressive verbal, physical or sexual behavior toward a child, student of any other person
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or parishioner-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory job performance or conduct
- Unauthorized disclosure of confidential information

### **Employee Conduct and Rules** (continued)

By their nature, some aspects of the institution's work are confidential. These include, but are not limited to:

- Individual personal information communicated directly or indirectly to the Diocese
- Correspondence and contributions,
- Personnel and salary matters, and
- Relationships with businesses and benefactors.

Employees should not discuss these matters outside the office without the authorization from those responsible for this information. If you have a question about the confidentiality of any information, ask your department head. Abuse of confidentiality is cause for disciplinary action.

The Diocese, at its sole discretion, retains the right to implement and modify policies and rules in accordance with the interest of the Diocese and those we serve. Since your employment with the Diocese is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, the Diocese may terminate your employment at any time, with or without cause or advance notice.

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## 419 - Safety

(Revised: 9/27/2007)

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### **Intro**

Workplace safety is a top priority at the Diocese. We want the Diocese to be a safe and healthy place for employees, parishioners, and visitors. The Diocesan Risk Manager is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

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### **Reporting**

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate diocesan safety policies, you may be subject to disciplinary action up to and including termination of employment. Among other things, violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell your supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly; follow the laws, and start insurance and worker's compensation processing.

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## 422 - Smoking

(Revised: 9/27/2007)

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### **Prohibits**

The Diocese prohibits smoking in any diocesan or parish building with the exception of residential areas and locations that are specifically designated as smoking areas. We will follow the preferences of nonsmokers if there is a difference between the wishes of the smokers and nonsmokers.

This policy applies equally to all employees as well as to our parishioners and visitors.

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## 425 - Use of Equipment and Vehicles

(Revised: 9/27/2007)

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### **Overview**

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use diocesan property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

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### **Reporting Damage**

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

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### **Improper Use**

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

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## 428 - Business Travel Expenses

(Revised: 9/27/2007)

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### **Travel**

We will reimburse you for reasonable business travel expenses if the appropriate manager (i.e., Pastor, Business Manager) for your department/area approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

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### **Reimburse**

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip and with receipts. You are expected to keep expenses within reasonable amounts and to use the least expensive means of travel. When determining travel costs, consider mileage, time away from work and lodging. Sometimes driving may be less expensive than flying, but if mileage, lodging and time away from work are considered, flying may be more economical.

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### **Report**

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

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## 431 - Computer and Information

(Revised: 9/27/2007)

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### Overview

To help you do your job, the Diocese may give you access to computers, computer files, the email system, and software. All computer and information systems data is the property of the diocese. You should not use a password, access a file, or retrieve any stored communication, or allow anyone else access, without authorization. Legal authorities shall have access with a court ordered subpoena.

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### Confidentiality

NEVER assume any electronic communication to be confidential. This includes computer files, emails, internet, internet access, text messages, instant messages, etc. Internal and external individuals may be able to access these files.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

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### Prohibited Activities

You may not display, download, or email sexually explicit images, messages, and/or cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that a reasonable person might take as harassment or disrespect or anything that is not in the best interest of the Diocese.

You may not use email to ask other people to contribute to or to tell them about businesses outside of the Diocese, political causes, outside organizations, or any other non-business matters.

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### Software

The Diocese buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. The Diocese prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your Supervisor, Pastor or Department Director.

## **Computer and Information Systems** (Continued)

### **Management**

To make sure that all employees follow this policy, we may monitor computer and email usage. When an employee leaves their position, incoming electronic communications will be reviewed to maintain business continuity.

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## 434 - Internet/Electronic Communication Usage

(Revised: 9/27/2007)

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### Overview

The term "Internet," used in this policy, refers to all electronic means of communication.

The Diocese may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits as determined by your supervisor.

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### Internet Data

All Internet data that is written, sent, or received through our computer systems is part of official diocesan records. This means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business and personal information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

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### Monitoring

The equipment, services, and technology that you use to access the Internet are the property of the Diocese. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems. This policy also applies in the event personal equipment is used for the performance of work.

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### Proper Use

You may not write, send, read, or receive data through the Internet or other electronic communications device that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law or which is not consistent with the Diocese's best interests.

The Diocese does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure

### **Internet/Electronic Communication Usage** (Continued)

that anyone who sends you material over the Internet has the appropriate distribution rights.

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#### **Viruses**

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

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#### **Prohibited Activities**

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
  - Using the organization's time and resources for personal gain
  - Stealing, using, or disclosing someone else's code or password without authorization
  - Copying, pirating, or downloading software and electronic files without permission
  - Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
  - Violating copyright law
  - Failing to observe licensing agreements
  - Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
  - Sending or posting messages or material that could damage the organization's image or reputation
  - Participating in the viewing or exchange of pornography or obscene materials
  - Sending or posting messages that defame or slander other individuals
  - Attempting to break into the computer system of another organization or person
  - Refusing to cooperate with a security investigation
  - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
  - Jeopardizing the security of the organization's electronic communications systems
  - Sending or posting messages that disparage another organization's products or services
  - Passing off personal views as representing those of the organization
  - Using emails or the internet to promote any political party or candidate
  - Using the internet for any kind of gambling
  - Sending anonymous email messages
  - Engaging in any other illegal or immoral activities
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## 437 - Use of Phone and Mail Systems

(Revised: 9/27/2007)

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### **Overview**

The telephones provided at work are for business use. We do not intend to prohibit the personal use of telephones; however excessive use that interferes with your ability to perform your job should be avoided. You will be required to pay the cost of toll calls made for personal reasons.

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### **Etiquette**

Our telephone communications are an important reflection of our image and ministerial service to parishioners and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, be concise, repeat information back to the caller, and only hang up after the caller hangs up.

The use of personal cell phones during business hours is discouraged. Calls that interfere with your work or the work of others, as determined by your supervisor, are prohibited. Never use a cell phone while driving.

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### **Mail**

You may not use the diocesan postage or metering for your personal mail. The postage is intended only for official business-related mail.

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## 440 - Telephone Usage

(Revised: 9/27/2007)

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### **Calls**

Personal calls (business telephones or personal cell phones) should be infrequent and not interfere with business activities as determined by your supervisor.

The Diocese prohibits employees using cell phones for business while they are driving. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone.

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## 443 - Drug and Alcohol Use

(Revised: 9/27/2007)

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### Overview

The Diocese is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily. Employees who are suspected of using or being under the influence of drugs or alcohol may be subject to substance testing as a condition of continued employment.

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### Prohibited

Diocesan employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Diocesan premises or while conducting any work activity away from Diocesan premises. You may consume reasonable amounts of alcohol at sanctioned functions, and use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

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### Consequences

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions or concerns about substance dependency or abuse, you are encouraged to discuss these matters with your supervisor to get help and referrals to community resources.

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### Treatment

If you have a drug or alcohol problem, you may request unpaid time off to participate in a rehabilitation or treatment program, if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action. We may approve the time off if you agree to stop using the problem substance; follow all Diocesan policies and rules relating to conduct at work; and if giving the time off will not cause an undue hardship within the Diocese. We reserve the right to require substance testing.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor without fear of reprisal.

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## 446 - Child Abuse and Neglect

(Revised: 9/27/2007)

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### Reporting

All staff are required by Missouri law to report, or cause to be reported, any actual and/or suspected instances of child abuse or neglect to the Division of Family Services.

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### Abuse

Under Missouri law, child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (a person under eighteen [18] years of age at the time of the report) other than by accidental means by those responsible for his/her care, custody and control, except that discipline, including spanking, administered in a reasonable manner is not considered to be child abuse under State law. In this Diocese it is strictly forbidden for any employee to inflict corporal punishment.

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### Neglect

Under Missouri law, child neglect is defined as any failure to provide the proper and necessary support, education to the extent required by law, nutrition, medical, surgical or any other care necessary for a child's well-being.

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### REPORTING REQUIREMENTS FOR CHILD ABUSE OR NEGLECT

Any teacher, care giver, or other school or parish employee shall report any suspected, observed or reported incident of child abuse or neglect in the following manner:

1. Immediately report the incident to the Pastor, Pastoral Administrator or Principal. In the case that the Pastor, Pastoral Administrator or Principal is suspected of the abuse, immediately report the incident to the Human Resources Director.
2. The Pastor or Pastoral Administrator will immediately report the incident to the Director of Personnel. The Principal will immediately report the incident to the Superintendent of Schools. The Director of Personnel, the Superintendent of Schools or legal counsel will assist the Pastor, Pastoral Administrator or Principal if there is doubt as to whether an incident is reportable under Missouri law.
3. If there is reason to believe that there has been or may be a reportable incident of child abuse or neglect, the Pastor, Pastoral Administrator or Principal must ensure that the incident is reported within 24 hours of the initial notice to the Missouri Division of Family Services. The report may, and usually should, be made by telephone to the hot line number, 1-800-392-3738.

**Child Abuse and Neglect** (Continued)

4. The Pastor, Pastoral Administrator or Principal will arrange for full cooperation of all staff having knowledge of the incident with (a) the Director of Personnel, (b) the Superintendent of Schools, (c) any task force established by the Diocese to deal with the incident, and (d) the State Division of Family Services.
  5. Any suspected, observed or reported incidents of sexual abuse must also be reported to the Vicar General.
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## 449 - Workplace Violence Prevention

(Revised: 9/27/2007)

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### Overview

We are committed to preventing workplace violence and making the Diocese a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

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### Expectations

You are expected to treat your co-workers, including supervisors, temporary employees, and all parishioners and visitors, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. It is prohibited for any employee to be in possession of a prohibited material on diocesan premises.

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### Prohibited

“Prohibited material” means firearms or other weapons or replications thereof; explosives; illegal drugs or other illegally obtained controlled substances; or drug-related paraphernalia. “Diocesan premises” includes all premises and locations owned or leased by the Diocese and/or institution or entity under the control of the Diocese, but not limited to, parking lots, lockers and storage areas. “Possession” means having the property on one’s person or otherwise under one’s control.

The Diocese does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

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### Reporting

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.



**Workplace Violence Prevention (Continued)**

If you are having a dispute with another employee, we *encourage* you to talk it over with your Supervisor, Pastor, or the Human Resources Director. The Diocese wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for simply bringing these types of problems to our attention.

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## 452 - Sexual and Other Unlawful Harassment

(Revised: 9/27/2007)

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### Overview

The Diocese is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The Diocese will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

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### Definition

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**Harassment** (continued)

**Reporting**

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

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**Investigation**

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation, but will not be informed of specific actions taken.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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## 455 -Personal Relationships in the Workplace

(Revised: 9/27/2007)

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### **Definition**

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative.

Our policy is that an employee shall not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. The Diocese also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

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### **Disclosure**

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, the Diocese will decide which one will be transferred or, if necessary, terminated from employment. In very rare cases, with the consultation of both the pastor/bishop and the human resources director, an exception may be made.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

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## 458 - Outside Employment

(Revised: 9/27/2007)

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### **Overview**

You may hold an outside job as long as you can satisfactorily perform your job, the job does not interfere with our scheduling demands and the nature of the work is consistent with Catholic teachings.

We hold all employees to the same performance standards and scheduling expectations regardless of other employment. In order to remain employed at the Diocese, we will ask you to terminate an outside job if we determine that it is impacting your performance or we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with the Diocese. Also, you may not get paid or get anything in return from a person outside the Diocese in exchange for something you produce or a service you provide as part of your job without expressed authorization from the Human Resources Department.

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## 461 - Visitors in the Workplace

(Revised: 9/27/2007)

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### **Rules**

To reduce potential distractions and disturbances, safeguard employee and parishioner's welfare, protect our property and facilities, guard confidential information, and maintain safety standards, we discourage non-business related visitors in the work place. We ask that you discourage visitors who may be disruptive to the work environment from visiting you.

All visitors should enter through the main entrance. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person at work, notify your supervisor immediately or direct the person to the main entrance.

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## 465 - Immigration Law

(Revised: 9/27/2007)

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### **Compliance**

The Diocese is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at the Diocese is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Diocese and are rehired, you must complete another Form I-9 if the previous I-9 with the Diocese is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Human Resources Department.

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## 468 - Emergency Closings

(Revised: 9/27/2007)

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### **Reasons**

There may be times when emergencies, such as severe weather, snow or ice storms, fires, or power failures, disrupt normal business operations at the Diocese. We may even have to close a work facility.

When you do not report to work, report to work late, or leave early, due to emergency conditions you will not be paid for the time off. However, you may request to use any available vacation benefit.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

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## 501 - Job Descriptions

(Revised: 9/27/2007)

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### **Overview**

We try to have accurate job descriptions for all jobs at the Diocese. Your job description should include the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); Physical demands; and work environment.

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### **Purpose**

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

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### **Process**

The Pastor, Business Manager or Supervisor prepares a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact the Pastor, Business Manager or Supervisor.

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## 504 - Job Posting and Employee Referrals

(Revised: 9/27/2007)

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### **Postings**

Our job posting program gives you the opportunity to show your interest in open jobs and to advance within the diocese according to your skills and experience. In general, we attempt to post all regular, full-time job openings, although the Diocese reserves its right to not post a particular opening. Job openings will be posted on the diocesan website.

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### **Eligibility**

To be eligible to apply for a posted job, you must have performed competently for at least 1 calendar year in your current position or have the approval of your current supervisor. You are not eligible to apply for a posted job if you have a written warning on file (within 6 months), or are on probation or suspension. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications.

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### **Applying**

To apply for an open position, submit a job posting application to the Human Resources Department. List your job-related skills and accomplishments on the application. Also tell how your education and your work experience here or elsewhere make you qualified for the new job.

We encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support your efforts to gain experience and advance within the Diocese.

After you apply for a job, your supervisor may be contacted for information about your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a possible transfer may also be discussed.

Job posting is a way to inform you of open jobs. It is also a way for the hiring manager to find out about qualified and interested applicants. In addition to posting, the Diocese may use other recruiting sources to fill open jobs.

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### **Referral**

We encourage you to refer friends who may be interested in working at the Diocese if they are qualified for an open position. You should first get your friend's permission to make the referral. You can give information about working at the Diocese but be sure to not make any commitments or promises about employment. You should submit your friend's resume or a completed application form to the Human Resources Department for a posted job.

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## 507 - Performance Evaluation

(Revised: 9/27/2007)

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### **Overview**

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

We may give merit-based pay adjustments based on a number of factors including the information documented by the formal performance evaluations.

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## 510 - Problem Resolution

(Revised: 9/27/2007)

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### Overview

The Diocese encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from supervisors and management. The Diocese tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect.

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### Conflict

It is almost inevitable in any setting where people work together that there will be conflicts among personnel. Employees are encouraged to resolve these conflicts directly with the others involved and in a Christian spirit. The Diocese is counting on all who work for it to work together cooperatively. If, however, two or more staff members are not able to resolve their conflict, they are encouraged to approach their supervisor for assistance or for resources they could call on to do so. If the conflict involves their supervisor, they should approach the Director or Human Resources for assistance.

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### Procedure

If you disagree with the rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, Christian, business-like manner. You will also not be penalized for using this problem resolution procedure. If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor within 15 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the Human Resources Director or any other member of management.
2. Your supervisor responds to the problem after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. You present the problem to the Human Resources Director within 15 calendar days if the problem is not resolved.

**Problem Resolution (Continued)**

4. The Human Resources Director counsels and advises you, visits with your managers, if necessary, and directs you to the Pastor, Superintendent of Schools, or Vicar General for a review of the problem.
5. You present the problem to the appropriate individual, as stated above, in writing.
6. The Pastor, Superintendent of School or Vicar General reviews and considers the problem. You will be informed of their decision within 15 calendar days. The Pastor, Superintendent of Schools and/or Vicar General has full authority to make any adjustment that is determined to be appropriate to resolve the problem. The decision made at this level is final.

Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make the Diocese a better place to work.

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## 513 - Progressive Discipline

(Revised: 9/27/2007)

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### Policy

This policy describes the process for administering fair and consistent discipline for unsatisfactory conduct/work performance at the Diocese.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and the Diocese have the right to terminate employment at will, with or without cause or advance notice, the Diocese may use progressive discipline at its discretion.

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### Actions

Disciplinary action may be any of the following four steps:

- 1) Verbal warning,
- 2) Written warning,
- 3) Suspension with or without pay, or
- 4) Termination of employment.

We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order:

- 1) A first offense may call for a verbal warning;
- 2) A next offense may be followed by a written warning;
- 3) Another offense may lead to a suspension and/or a final written warning; and,
- 4) Still another offense may then lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progression.

You should also look at the Employee Conduct and Work Rules (Policy 701) in this manual. Policy 701 lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

**Progressive Discipline** (continued)

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Diocese.

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## 601 - Resignation

(Revised: 9/27/2007)

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### **Procedure**

Resignation means that you voluntarily terminate your employment at the Diocese. If you decide to resign, please inform us in writing at least 2 weeks before the date you will leave.

Before an employee leaves, we may schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

If you do not give enough advance notice before leaving, you may be ineligible for rehire and could/may be denied unused vacation benefits.

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## 604 - Employment Termination

(Revised: 9/27/2007)

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### Reasons

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- Resignation - voluntary employment termination initiated by an employee.
  - Discharge - involuntary employment termination initiated by the organization.
  - Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
  - Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
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### Final Wages

The State of Missouri permits payment of final wages on the next payday except in the event of a discharge or layoff, in which cases final wages are paid on the last day of employment.

Your benefits are affected by termination in several ways. Accrued and unused vacation benefits that are due and payable at termination may be paid out, subject to the terms of the Vacation Policy. You may be allowed to continue some benefits by paying for them yourself. The Diocesan Benefits Office will notify you in writing about which benefits you can continue and the limitations and details of how to continue them.

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## 607 - Severance Pay

(Revised: 9/27/2007)

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### **Eligibility**

In exchange for a release of any and all employment related claims against the Diocese, the Diocese provides severance pay to regular full-time employees who have completed at least one full year of employment.

Severance pay is not available to individuals whose employment ends due to any of the following reasons:

- non-renewal of employment contract
  - inability to continue work due to health concerns
  - transfer to another position within the Diocese
  - facility closure with less than 90 days' notice
  - voluntary termination
  - misconduct
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Severance pay is not available to individuals who are offered a position with comparable responsibilities and wages within the Diocese but refused it.

Severance pay is equal to one week per completed year of continuous diocesan employment up to a maximum of 12 weeks.

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## 610 - Return of Property

(Revised: 9/27/2007)

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### **Property**

The Diocese may loan you items to help you do your job such as:

- software
- church property
- computer files
- cell phones/PDA
- computers
- credit cards
- equipment
- identification badges
- keys
- pagers
- security passes
- tools
- vehicles
- written materials

You are responsible for protecting and controlling any property we loan you.

You must also return it promptly upon request but no later than the last day worked.

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## Employee Handbook ACKNOWLEDGEMENT FORM

The employee policy manual (handbook) describes important information about working at one of the Parishes, Schools or Cemeteries affiliated with and located within the Diocese of Kansas City - St. Joseph.

I understand that I have access to the full Employee Handbook online, and can be assisted by someone at my particular location.

I became an employee at my location voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that my employer may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws or the terms of my employment contract, if one exists.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the policy manual. I understand that my employer may add new policies to the policy manual as well as replace, change, or cancel existing policies. I understand that I will be told about any policy manual changes. I understand that I should consult my supervisor if I have any questions that are not answered in the policy manual.

I understand and acknowledge that this policy manual is not a contract of employment or a legal document. I have been given access to the policy manual and I understand that it is my responsibility to read and follow the policies contained in this policy manual and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_