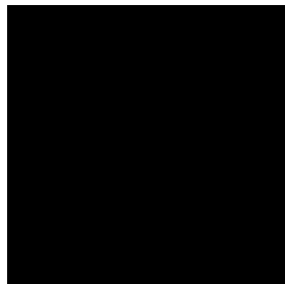
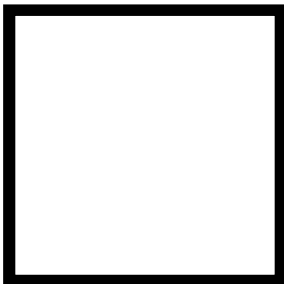
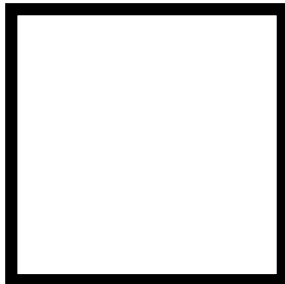


# Diocese of St Petersburg

## Employee Handbook

Revised & Effective as of  
**March 1, 2018**



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## **Welcome**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

## **Working for the Church**

All employees of Diocese of St Petersburg, hereafter “the Employer”, are called to extend God’s love, as revealed in Jesus Christ, to all people. All employees must strive to enhance the quality of life of those they serve by working collaboratively, by treating each with dignity and respect, and by assisting each to reach full potential by offering leadership, service, and resources. Urged by the Gospel, we are to make our priority to share the Good News of Jesus Christ through word and deed.

## **Employment Philosophy**

The Employer asks employees to work in an atmosphere based on Catholic, Christian beliefs even if you are not Catholic. Among the factors considered in employing an individual, selection will be based on education, experience, personal qualities, and specific qualifications for the position. This is much more than a job – it is a ministry. We encourage a deep faith life amongst all of our staff and that they be conscious of being a witness to Christ regardless of their position or the task being performed. All employees working within any entity of the Diocese must realize that they represent more than just themselves and will be held to a high standard of accountability, whether on or off campus. Our philosophy is founded upon the core values of the Holy Roman Catholic Church and the Sacraments, which recognize and define that marriage is between a man and a woman. All employees are expected to conduct themselves in a manner consistent with this philosophy.

## **Catholic Social Teaching**

The truths of the Church are outlined in the Creed and explained in the Catholic Church’s teachings. The seven Catholic Social Principles are applications of the Gospel and Doctrine to the issues of Social Justice. Employment is contingent on an employee’s acceptance that by his/her word and example they are commissioned to teach and serve as ministers of the teachings and tenets of the Roman Catholic Church.

- 1. Life and Dignity of the Human Person.** All people are sacred, made in the image and likeness of God. People do not lose dignity because of disability, poverty, sex, age, addiction, homelessness, lack of success, race, or way of life. This principle emphasizes “people over things” and “being over having”.
- 2. Call to Family, Community, and Participation.** The human person is both sacred and social. We realize our dignity and rights in relationship with others, in community. “We are one body; when one suffers, we all suffer.” We are called to respect all of God’s gifts of creation, to be good stewards of the earth and each other.
- 3. Rights and Responsibilities.** People have a fundamental right to life, food, shelter, education and employment. All people have a right to participate in decisions that affect their lives. Corresponding to these rights are duties and responsibilities to respect the rights of others in the wider society and to work for the common good.
- 4. Preferential Option for the Poor and Vulnerable.** The moral test of a society is how it treats its most vulnerable members. The poor have the most urgent moral claim on the conscience of the nation. We are called to look at public policy decisions in terms of how they affect the poor.

This document is for informational purposes only and is not to be construed as an employment agreement or contract.  
**The Employer** retains the right to amend or change policies contained here-within at any time without prior notice.



5. **Dignity of Work and the Rights of Workers.** If the dignity of work is to be protected, then the basic rights of workers must be respected: the right to productive work, decent and fair wages and safe working conditions.
6. **Solidarity.** We are our brothers' and sisters' keepers, wherever they live. Learning to practice the virtues of solidarity means learning that "loving our neighbor" has global dimensions in this interdependent world in which we live. We are called to work globally for justice.
7. **Care for God's Creation.** We show our respect for the Creator by our stewardship of creation. Care for the earth is a requirement of faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.



## **010 Employee Acknowledgement Form**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

This employee handbook contains important key policies, goals, benefits, and expectations of the Employer as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this handbook cannot contemplate every possible situation that I may encounter at the Employer. Accordingly, I will contact Human Resources if I have any questions about the policies or procedures contained in this handbook.

I understand that this handbook is not a contract for employment, nor is it an invitation to contract.

I also understand and acknowledge that my employment with the Employer is at-will. I became an employee voluntarily. I understand and acknowledge that there is no specified length to my employment at the Church. I may terminate my employment at any time for any reason, with or without notice. Additionally, the Employer may terminate my employment at any time.

I understand and acknowledge that there may be changes to the policies, goals, benefits and expectations in this handbook. There also may be additions to these policies. The only exception is that the Employer's employment-at-will policy will never be changed. I understand that handbook changes can only be authorized by the Senior Pastor of the Church.

I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept and agree to comply with and be bound by its terms, and any changes made hereafter, including but not limited to **exhibiting conduct that is consistent with the teachings and tenets of the Catholic faith, confidentiality, drug and alcohol use, drug testing, e-mail and internet use, harassment and safety, and any changes made to it.**

I also understand that a copy of this signed form will be kept in my personnel file.

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

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

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



## **020 Introductory Statement**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

Welcome! We are very happy to have you join our team.

This employee handbook contains important key policies, goals, benefits, and expectations of the Employer as well as other information that you will need. It has been designed as a reference to many aspects of your employment. It is not a contract nor is it an invitation to contract. This manual supersedes all previous manuals, policies and memos that have been issued on policies covered in this manual.

This employee handbook cannot cover every situation or answer every question about policies and benefits at the Church. The policies in this handbook are subject to change and may change at any time at the sole discretion of the Employer. Occasionally you may receive updated information regarding policies changes and will sign an acknowledgment form verifying your receipt. A copy of this signed form will be kept in your personnel file.

The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or The Church to terminate your employment at any time.

The policies in this handbook apply to all lay employees. Canon Law, which is the universal law of the Catholic Church, supersedes this handbook and may restrict full compliance for specific employees. In those instances, appropriate policies and procedures will be provided.

If you have any questions on anything contained in this manual, please contact the Human Resources Department.

### **Employment At Will**

Your relationship with the Employer is strictly voluntary. If you do not have a specific employment contract or collective bargaining agreement, employment is at-will. This means that you may terminate your employment at any time for any reason, with or without notice. Additionally, the Employer may terminate your employment at any time, for any reason, as long as we do not violate any applicable federal or state law.

This handbook is not a contract or legal document, nor is it an invitation to contract. The at-will nature of employment with the Employer may only be modified in writing, and signed by you or your representative and an authorized Church representative. The provisions in the handbook 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 Church.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the principal, director, or Pastor of the Church.





## **Employment Decisions**

The Diocese recruits, hires, and promotes on the basis of merit, competence, and qualifications without being influenced by race, color, national origin, ancestry, physical disability, mental disability, medical condition, sex, age, pregnancy, veteran status, or political affiliation.

The Diocese reserves the right to be the sole judge of merit, competence and qualifications, and may favor Catholic applicants and co-workers in employment decisions.

In addition, by applying for a position with the Employer or any Diocesan entity and accepting the position, you agree to conduct yourself in accord with the teachings of the Catholic Church as applied by the Bishop of the Diocese of St Petersburg.

We will provide reasonable accommodation to the needs of disabled applicants or staff who have a known disability, so long as this does not create an undue hardship for the church or threaten the health and/or safety of others at work.



## 100 Benefits

Effective Date: 03/01/2018

Revision Date: 03/01/2018

The Employer sponsors a benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree that the benefits program described in this Employee Manual represents a very large investment by the Church.

A good benefits program is a solid investment in the Church employees. The Church will periodically review the benefits program and will make modifications as appropriate to the Church's condition. The Church reserves the right to modify, add or delete the benefits it offers.

The Employer complies with the Health Insurance Portability and Accountability Act (HIPAA) limits exclusions for preexisting conditions, prohibits discrimination against employees and their dependents based on their health status and allows individuals who have experienced certain events to "Special Enroll" into a Health Plan sponsored by Employer or another Church's Health Plan.

The Church offers a Section 125 Plan allowing our employees to voluntarily reduce their taxable income in exchange for nontaxable benefits provided by Employer

Details of the health insurance plan are available at all times on the Diocesan website, [www.dosp.org](http://www.dosp.org) or by contacting the Human Resources Department.

### **401(k) Plan**

The Diocesan 401(k) Plan allows eligible employees to invest a portion of their pay in tax deferred investment programs through payroll deductions.

To be eligible, employees must have 1000 hours in a plan year and meet other eligibility requirements.

There is no Diocesan wide Retirement Annuity 403(b) plan. Some entities offer this type plan locally. These plans are not transferable from entity to entity. Local 403(b) investments may be "rolled over" into the 403(b) component of the Diocese Tax Deferred Payroll Investment Plan.

Details of the 401(k) plan are available at all times on the Diocesan website, [www.dosp.org](http://www.dosp.org) or by contacting the Human Resources Department.

### **Continuing Education**

The Employer intends for all employees to pursue continuing education and formation within their field (i.e. conferences, workshops, LPMI, courses, seminars, etc.). To be eligible for time away from the job and partial or full reimbursement of expenses, prior approval in writing must be secured from both the immediate supervisor and Employer. We may require the employee to pay back reimbursement if employment is terminated within 12 months of course completion. Please contact Human Resources for further information.



## **Disability Insurance – Short and Long Term**

All full-time and eligible part-time employees are provided with Short and Long-Term Disability insurance.

Contact the Diocesan Benefits Office for more information.

## **Employee Assistance Program - EAP**

An Employee Assistance Program (EAP) is provided for all full-time and eligible part-time employees at no cost. The program provides employees and their families:

- Five free visits for confidential counseling for personal issues
- Legal Information, Resources and Consultation
- Financial Information, Resources and Tools
- Family Resource Referrals for family life changing events
- Guidance Resource OnLine
- Estate Guidance for establishing an estate and wills

**Contact Human Resources for further information.**

## **Health Insurance**

The Diocese provides full-time and eligible part-time employees health insurance coverage.

Details of the health insurance plan are available at all times on the Diocesan website, [www.dosp.org](http://www.dosp.org) or by contacting the Human Resources Department.

## **Life and Accidental Death & Dismemberment Insurance**

Full-time and eligible part-time employees are provided life insurance equal to the employee's base annual earnings up to \$100,000. Accidental death and dismemberment insurance is also provided, according to policy terms.

Eligible employees may purchase additional life insurance for themselves or eligible dependents.

For more information or contact the Diocesan Benefits Office.

## **Pension Plan**

All lay employees may participate in and earn pension benefit credit. Check with the Diocesan Retirement Services Office for hours necessary to participate.

The plan is a non-contributory, defined benefit plan in which pension benefits are determined based on a salary and years of credited service at the time of retirement. Normal retirement is age 65. Certain disability benefits are also available under this plan for those with 10 years credited service.

Additional information is available from the Diocesan Retirement Services Office.



## **Reemployment Assistance**

While not required by law, the Diocese participates in the State of Florida's Reemployment Assistance program, formerly Unemployment Insurance. Reemployment Assistance provides income to persons who lose their jobs through no fault of their own. Eligibility and benefits is determined by the program.

To file a claim for Reemployment Assistance contact the Florida Department of Economic Opportunity.

## **Social Security**

Social Security is required by Federal Law and provides retirement income, survivor benefits, disability, Medicare, hospital insurance and supplementary medical insurance. Participation is automatic upon employment. Contributions to the program (FICA) are based on gross wages and paid by the Employer and the employee. Benefits are administered by the Social Security Administration.

## **Workers' Compensation Insurance**

The Employer 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 require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately 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 allows us to investigate the matter promptly.

Workers' compensation covers only injuries and illnesses arising from or out of performance of your job duties. Neither the Church nor its insurance carrier will pay workers' compensation benefits for injuries occurring during voluntarily participation in an off-duty recreational, social, or athletic activity that we might sponsor.

If you have questions regarding your Workers' Compensation claim, please contact the Human Resources Department.

## **Return To Work Program**

Employer offers a return to work program to eligible employees recovering from a work injury. This program benefits both the employee and the Church. See Human Resources for more information.



## **110 Business Expenses**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

Reasonable out-of-pocket business expenses are eligible for reimbursement. To request reimbursement submit a completed expense requisition including receipt(s) to your supervisor as soon as administratively possible, but no later than 30 days after the expense is incurred.

Tax Exempt forms should be used when making purchases for the Diocese.

See your supervisor if you have questions about business expenses or expense reports.

Recording false or misleading information on your expense report is prohibited. You may not request reimbursement for expenses that you did not have or that were not business-related.

### **Automobile Use - Personal**

The Employer is not responsible for damage to your personal auto when you are using it for Church business. The Church reimburses employees based on actual miles driven times the rate established by the Church. This must totally compensate you for all gasoline mileage, wear and tear, and insurance costs associated with the business use of the vehicle.

### **Travel Expenses**

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance in writing. 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.

If you become ill or are involved in an accident while on business travel, immediately notify your supervisor.

Vehicles owned, leased, or rented by the Church may not be used for personal reasons without advance approval.

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

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

Recording false or misleading information on your expense report is prohibited. 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 discipline, up to and including termination.



## 200 Church Equipment

Effective Date: 03/01/2018

Revision Date: 03/01/2018

### Computer Usage

To help you do your job, Employer may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We strive to have a workplace 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.

Activities not permitted include, but are not limited to:

- Installing computer software not authorized by Employer This rule applies regardless of the ownership of the software. For example, you may not install software you personally own or have downloaded for free from the internet. This includes but is not limited to, music software, photo software, internet search software, screen savers and desktop backgrounds.
- Storing files of a personal nature on our systems. This includes but is not limited to, music, pictures, video and personal documents.
- Accessing files without permission.
- Infiltrating or attacking Employer networks.
- Utilizing our computers or data processing equipment to access, infiltrate or attack the networks of any other entity.
- Copying files or software from the Employer systems without our permission.
- Connection of equipment or devices not authorized by the Employer including, but not limited to, cameras, iPods, MP3 players, flash drives and portable hard drives.
- Printing documents, photographs or articles for personal use.

We provide internet access to some computers because we believe it is necessary to perform your job. Internet access may only be used for legitimate business purposes related to the Employer operations. If you are unsure if accessing a particular website is permissible, check with your supervisor or the Human Resources Department. Some examples of websites and services which may not be accessed include but are not limited to:

- File sharing websites or services, commonly known as IIP2P".
- Social networking sites such as MySpace, Facebook and Twitter.
- Internet chat or instant messaging services.
- Gambling or bookmaking websites.
- Pornographic or adult oriented websites
- Shopping websites (except when purchasing supplies or equipment for the Employer)
- Auction websites such as EBay (except when purchasing supplies or equipment for the Employer)
- A personal home page, blog or photo sharing site.
- News or sports websites.

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**The Employer** retains the right to amend or change policies contained here-within at any time without prior notice.



- Websites which may create a hostile work environment on the basis of age, sex, national origin, religion or disability.
- Audio or video streaming websites not authorized by the Employer such as internet radio or internet webcasts.

The Employer also provides some employees access to our church email system because we believe it is necessary for job performance. Use of our church email system is restricted to legitimate business purposes relating to the Employer operation. Your Employer email account remains the property of The Employer and may not be used as a personal email account. Examples of email use not permitted include but are not limited to:

- Emails of a personal nature, whether to other employees or outside individuals.
- Unauthorized solicitations of any kind. You may not use the Employer email system to sell items, solicit donations or offer services that are not related to our ministry.
- Emails which may discriminate or harass individuals on the basis of age, sex, national origin, religion or disability.
- Chain or forwarded emails. If someone sends you this type of email, do not open it or forward it, immediately delete it and notify your supervisor or the IT Department. This type of email message often contains files which may damage or compromise our systems.

When using our church email system to communicate with fellow employees or our suppliers and members, always use proper etiquette, spelling and grammar. Avoid slang terms or expressions, derogatory comments and inappropriate language. Messages you send using our email system reflect not only on yourself but also The Employer

Please limit the use of the Carbon Copy (cc, Bcc) function to situations where it is essential. If you are asking a question or directing a comment to an individual, it is often confusing when many other people are copied on the same message. There are very few instances requiring you to send an email to everyone in the Church. Discuss the matter with your supervisor before copying all employees. The email system can improve productivity if used properly but may also limit productivity if employees must spend a great deal of time reading messages which do not apply to them.

The Employer has implemented systems to limit the amount of "spam" and inappropriate messages delivered by our email system. Occasionally, spam or inappropriate messages may still get through. We ask that employees be responsible and delete these messages immediately. If you seem to be getting a large number of spam or inappropriate messages please immediately discuss the matter with your Supervisor or the Human Resources Department. It is the policy of The Employer to prevent unlawful harassment or discrimination in our workplace and we will work with you to block inappropriate messages.

The Employer may monitor your computer usage, internet access and email usage to ensure compliance with this and other Employer polices. You should not expect privacy when using The Employer systems. Misuse of The Employer, computers, data processing equipment, and internet access or email systems may result in discipline up to and including termination.

Any content contained within, created on or transmitted from The Employer systems by our employees is the intellectual property of The Employer. The Employer retains the right to access and review any file, email or internet log.



You may not copy, remove or destroy The Employer intellectual property without our express permission.

Copying, removal or destruction of The Employer intellectual property may result in discipline up to and including termination. Willful or intentional copying, removal and destruction of The Employer intellectual property will be prosecuted to the extent allowed by law.

### **Return of Church Property**

The Employer may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at the Church, you must return all Church property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

### **Telephones**

All The Employer equipment, including the telephone system, is the property of the Church. We encourage you to make any necessary personal phone calls during your lunch or break periods. The Church may require that you pay us for any charges associated with these calls. Long-Distance calls are not permitted.

Employees using the telephone system may have their conversations monitored or recorded and we may access and review call logs and voice mail recordings. Telephone monitoring helps us identify training needs and performance problems.

Our telephone communications are an important reflection of our image to members and the community. Always use proper telephone etiquette such as: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.

### **Cell Phones**

The Church may provide you with or allow you to use cell phones while on the job. It is the employee's responsibility to use cell phones in a safe manner to protect themselves and others. Cell phone use guidelines include, but are not limited to:

- You should fully understand and use features such as speed-dial, memory and hands free equipment when appropriate.
- Use of personal cell phones, except on breaks, should be for emergency only.
- Calls should not be made from workstations to avoid disruption in the workplace.
- Cells phones should be turned off or kept on vibrate.
- Incoming emergency calls should be kept as brief as possible.
- Unauthorized use of photo capabilities of cell phones is prohibited.

Church cell phones and other communication devices are the property of the Church and must be returned to us when requested. The Employer provides mobile service exclusively for the benefit of the Church.

This document is for informational purposes only and is not to be construed as an employment agreement or contract.

**The Employer** retains the right to amend or change policies contained here-within at any time without prior notice.





**Employee Handbook**  
Revised and Effective as of March 1, 2018

Employees are expected to refrain from making/sending or receiving calls, text messages and emails of a personal nature with Church communication devices. The Employer may review call logs, voicemail, voicemail recordings and text message or email transcripts made using a Church device to ensure compliance with this and other Church policies. If the communication device issued to you contains a GPS or similar feature, we reserve the right to monitor your location when performing your job duties.

While operating a motor vehicle, employees must refrain from using cell phones. Use hands free equipment with both hands on the wheel or safely pull to the side of the road before making or accepting calls. When possible, incoming calls should be answered by voicemail or Caller ID, returning the call when the destination is reached. Keep the cell phone in an easily accessible location.

Text messaging while driving is prohibited. Never divert your attention from driving by taking notes, checking phone books, etc.

All conversations should be suspended during heavy vehicle or pedestrian traffic, severe weather or other condition which may impede safe driving. This includes conversations using hands free equipment. Emotional or stressful conversations should be avoided.

Violation of this policy may result in disciplinary action up to and including termination and employees may also be responsible for charges The Employer incurs as a result of violation.



## **210 Church Policies**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

### **Appearance**

Employees of The Employer are expected to maintain good personal cleanliness, attire and hygiene. Employees should present a neat, professional appearance at all times and be well-groomed and dressed appropriately.

Examples of clothing and personal hygiene issues in violation of our policy include but are not limited to:

- Cause disruption or distraction in the workplace such as excessively tight, short or revealing items.
- Insufficiently concealed undergarments.
- Rude or obscene gestures, graphics or language.
- Exhibit signs of excessive wear such as holes, rips or fraying.
- Shoes which do not provide adequate protection for your job classification.
- Open toed or poorly secured shoes including, but not limited to, sandals or flip-flops.
- Large and excessive jewelry which inhibits effective job performance or safety or causes a disruption or distraction in the workplace.
- Excessive odors causing disruption or distraction in the workplace.
- Flamboyant hair styles or colors.
- Exposed facial or body piercings or tattoos.
- Hair or nails which interfere with effective job performance or safety

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. Non-exempt employees must clock out when they leave and may clock back in upon returning in acceptable dress. See your supervisor if you are not sure about the correct clothing standards for your job.

It is the policy of The Employer to accommodate employees based on disability, national origin and religion. If you have a question or request, please contact the Human Resources Department.



## **Driving for the Diocese**

Eligible employees may be required to drive while conducting Diocese business. To be eligible, employees must maintain a valid driver's license for the vehicle they are driving, a driving record acceptable to the Diocese and our Insurer and provide proof of required insurance coverage.

Our driving rules include, but are not limited to:

- Driver and passengers must wear seat belts while in a moving vehicle.
- The number of passengers and driver must not exceed the number of working seatbelts in the vehicle.
- Smoking is not permitted in Diocese vehicles.
- Distracting activities such as cell/mobile phone use, eating, putting on makeup and reading are not permitted while driving.
- Use of alcohol, drugs or other substances, including over-the-counter cold or allergy medications that impair driving ability is prohibited.
- Obey all driving laws and safety rules applicable to the vehicle such as posted speed limits, directional signs, and use of turn signals and avoid confrontational or offensive behavior while driving.
- Promptly report any accidents to local law enforcement and the Diocese according established procedures.
- Notify the Diocese of any moving or parking violations received while driving on Diocese business and/or vehicles.

## **Driving Requirements**

- Individuals driving vehicles owned by a diocesan entity, school or parish, must have a valid driver's license for the class vehicle they will be driving.
- The Employer must request and keep on file a photo copy of the valid driver's license of all employees required to drive as an essential function of their job.
- Individuals driving vehicles to transport children, youth or vulnerable adults will be required to pass a Level II Fingerprint Background Screening.
- Employees using a personal vehicle when required to by the Employer must provide proof of insurance on the vehicle with a recommended \$100,000 Bodily Injury per person; \$300,000 Bodily injury per Accident; \$50,000 Property damage per Accident coverage or minimum coverage as required by Florida Law.
- Individuals transporting other persons using a personal vehicle when required to by the Employer must provide proof of insurance on the vehicle with a recommended \$100,000 Bodily Injury per person; \$300,000 Bodily injury per Accident; \$50,000 Property damage per Accident coverage or minimum coverage as required by Florida Law.
- Contract Transportation services hired to provide services to the Employer must have:
  - Valid driver's license for the class of vehicle to be used
  - Verification of safe driving record
  - Proof of Insurance with a minimum \$1 million Combined Single Limit or \$500,000 Bodily injury per person/\$1 million Bodily Injury per Accident/\$250,000 Property Damage per Accident.
- Questions should be directed to the Director of Insurance and Risk Management of the Diocese of St. Petersburg.

Violation of this policy may result in discipline, up to and including termination. If you have questions contact the Director of Insurance and Risk Management of the Diocese of St Petersburg.

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**The Employer** retains the right to amend or change policies contained here-within at any time without prior notice.



## **Housekeeping**

Employees are expected to keep work areas and property clean and orderly. Willfully damaging or defacing the Church's owned or leased property may result in discipline up to and including, termination.

## **Personal Information Changes**

The Employer needs to have correct information about you for our records. It is your responsibility to keep us informed of any changes in your personal information including:

- Name
- Mailing address
- E-mail address
- Phone numbers
- Marital status
- Dependent information
- Emergency contacts
- Authorized payroll deductions
- Education and training

All employees' personnel data should be correct at all times. To inform us of any changes, please contact the Human Resources Department.

## **Personal Property**

The Employer provides you with tools, supplies and equipment necessary to perform your job. We believe these items are maintained in a manner allowing you to work efficiently and safely. If you do not believe they are sufficient, please discuss your concerns with your supervisor. It is not acceptable for you to bring your own tools, supplies or equipment into the workplace without the approval of your supervisor.

Although The Employer provides you with some flexibility regarding decoration of your work area, we ask that you not bring valuable personal items to work.

The Employer is not responsible for any lost, stolen or damaged personal property. Your personal property is not covered under our business insurance policy, but may be covered away from home under your Homeowners' Policy. Check with your personal insurance agent to learn about the best way to protect your personal property.

Additionally, you may not bring any of the following items onto Church premises.

- Intoxicating beverages or narcotics
- Firearms or weapons of any kind within the buildings
- Sexually suggestive objects, pictures, cartoons, or posters
- Items that are demeaning or offensive on the basis of race, color, age, sex, gender, disability, religion, national origin, ethnic background or citizenship.

The Employer reserves the right to prohibit other items that we believe may be disruptive to the workplace or constitute an unacceptable risk of loss.



In order to maintain a safe workplace, it may be necessary for lockers, desks or cabinets to be searched on occasion. These are the property of the Church and we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

The Employer reserves the right, subject to applicable law, to search any briefcases, backpacks, purses, satchels or similar items when you enter or exit our facilities.

### **Personal Vehicle**

The Employer provides parking facilities for our employees. Please park in designated employee parking places. This parking area is not actively monitored. You may not bring your motorcycle, scooter or bicycle into our buildings or block any entrance or exit. It is your responsibility to ensure that your vehicle or bicycle is locked and safely parked. We recommend that you purchase a strong chain or cable and a tamper-resistant lock for securing your bicycle.

Only employees who possess valid state-issued tags may park in designated handicapped parking areas. If you do not have a state issued tag or you are using another individual's tag, you may be subject to towing and or civil fines and penalties. These rules apply 24 hours a day, seven days a week.

When using your personal vehicle for Church business, you will be reimbursed at the rate set by the Church multiplied by the actual miles driven. This is the total compensation for the use of your vehicle including gas, wear and tear and insurance costs.

The Employer is not responsible for any damage to your personal vehicle while using our parking facilities or when you are using your personal vehicle for Church business.

### **Personnel Records**

Personnel records including application, information provided upon employment, performance reviews, discipline records, benefits information and other employment records are maintained by the Diocese and considered confidential. Access is limited to authorized employees and law enforcement.

Employees may review their personnel file during regular business hours in the presence of Human Resources or other designated staff. Submit all requests to Human Resources in advance.

### **Smoking**

Smoking is prohibited in all church facilities, except in designated smoking areas. Smoking includes, but is not limited to cigarettes, cigars, e-cigarettes, and other form of tobacco. Employees may smoke during regular scheduled breaks only. Violation of may result in discipline, up to and including termination.

### **Employee Arrests**

Any employee who is arrested for a misdemeanor or a felony must notify his or her supervisor of such arrest as soon as possible, but no later than 24 hours after the arrest. If an employee is convicted of a misdemeanor or a felony, he or she must inform his or her supervisor (including pleas of guilty and nolo contendere) as soon as possible, but no later than 24 hours after the conviction.



## **220 Complaints (Problem Resolution)**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

Employees must present any grievance (which is defined as a matter of personal concern, dissatisfaction regarding their employment, or the terms of these personnel policies) to their immediate supervisor and have the matter considered on its merits. Presentation of a complaint or grievance will not result in any retaliatory action against the employee.

### **a) Internal procedures**

Any grievance will be discussed between the employee and his/her appropriate supervisor(s). Within ten (10) working days after the issue is brought to the supervisor, a disposition should be rendered. It is expected that most problems will be resolved within normal supervisory sessions.

Failing to attain resolution between the supervisor and the employee, the employee will submit his/her grievance to the Human Resources Office where it will be referred to the next appropriate level of supervision for a final and binding decision.

Due to illness, vacation, scheduling conflicts, and other similar circumstances, any concerned party may extend the time limits indicated in this procedure for good cause. Decisions as to the establishment of good cause shall be made by the Human Resources Office and shall be final.

### **b) Mediation of Disputes**

The Employer requires a mandatory system of mediation for the resolution of employment disputes. If an employee has exhausted all internal procedures, the employee must request mediation before pursuing any other legal process. Requests shall be made to the Diocesan Department of Human Resources in writing, which shall coordinate the mediation process.

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 Church a better place to work.



## **300 Employee Conduct**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

### **Conduct and Work Rules**

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and The Employer. Further, as an employee of the Church, even if you are not Catholic, you are expected to conduct yourself in a manner consistent with the teachings of the Church, as an essential function of all employees is to help further the mission and service of the Church.

These rules are published for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, to become subject to any disciplinary action. Violation of any Employer rules cannot be ignored by Management.

Violation of work rules such as these, as well as other offenses deemed appropriate by management, may result in disciplinary action, up to and including termination of employment:

- Conduct that is not in accord with the teachings of the Catholic Church as applied by the Bishop of the Diocese of St. Petersburg
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other Church records
- Working under the influence of alcohol or with illegal drugs in your system
- 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
- Conviction of a felony
- 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 member-owned property
- Insubordination, discourteous or other disrespectful conduct toward a supervisor, member or co-worker
- Sleeping or loitering during work hours
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Bullying
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Contributing to unsanitary conditions, poor housekeeping or eating at workstations
- Excessive absenteeism or any absence without notice
- Absence for three consecutive work days without notification (except in extenuating circumstances)
- Unauthorized absence from work station during the workday

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- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized solicitation during work time or distributing unauthorized literature in work areas, posting or removal of notices, signs, or writing in any form on bulletin boards or Church property at any time
- Unauthorized disclosure of business "secrets" or confidential information
- Unauthorized presence on Church property outside of employee's scheduled work hours
- Engagement in any illegal activity on or off duty that may reflect negatively on the Church's reputation
- Violation of personnel policies
- Unsatisfactory performance or conduct

This list is an example only and is not all-inclusive.

Since your employment with the Church is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, the Church may terminate your employment at any time, with or without cause or advance notice.

### **Confidentiality (Non-Disclosure)**

The Employer has various types of confidential business information which must be protected. Employees are obligated to protect this information, even after leaving the Church.

Such confidential information includes, but is not limited to:

- Financial information;
- Compensation data;
- Marketing strategies and information;
- Technological data;
- Trade secrets; and
- Personnel data and payroll records.
- Member information

If you have access to confidential information, we may ask that you sign a non-disclosure agreement as a condition of your employment.

If you are questioned by someone outside the Church or your department, please refer the request to your manager or to the Senior Pastor. No one is permitted to remove or make copies of any Church records, reports or documents without prior Pastor, principal or director approval. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they did not actually benefit from the disclosed information.





## **Conflicts of Interest**

Employees of The Employer have a duty to avoid any actual or apparent conflict of interest with The Employer. A conflict can arise when an employee takes actions or has interests that make it difficult for him or her to perform their work objectively or properly, such as outside employment or civic responsibilities.

Conflicts also arise when an employee or a member of his or her family receive improper personal benefits as a result of the employee's position with the Church.

All employees must be guided by what is in the best interests of The Employer

If you have any questions about a current or potential conflict of interest, please contact the Human Resources Department.

## **Discipline**

The Employer's policy is to counsel and/or discipline an employee whenever he/she violates a rule, a regulation, or performs unsatisfactorily. However, employees are to be mindful that their employment is at will. The following policy describes the procedure for administering impartial and consistent discipline. The purpose of this policy is to correct the problem and prevent it from happening again.

In each instance, the counseling action taken is to be consistent and in proportion to the seriousness of the violation. Discipline is to be administered by the employee's supervisor as soon as practical. However, a violation of serious nature is to be corrected by any supervisor immediately, whether the employee is a subordinate or not.

Both you and the Employer have the right to terminate employment at-will, with or without cause or advance notice. The Employer may use this discipline policy at its discretion.

Disciplinary action may be any of the following four steps: verbal warning, written warning, suspension with or without pay, demotion or termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take.

Warning notices will be placed in the employee's personnel file.



## **Drug and Alcohol Use**

The Employer is committed to being a healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform the essential functions of your job satisfactorily, with or without reasonable accommodation.

Church employees may not use, possess, distribute, sell, or be under the influence of alcohol or have illegal drugs present in their system while on Church premises or conducting any business-related activity away from Church premises. You may 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.

Drug testing may be required when a job-related accident occurs. We may also perform testing for additional reasons including, but not limited to pre-employment, return to work, suspicious behavior and/or random selection.

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 about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Department without fear of reprisal.

## **Drug Testing**

We are committed to making The Employer a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs on the job. We may ask job applicants and employees to provide body substance samples, such as urine and/or blood, before employment begins, post-accident, randomly or for suspicious behavior. We will use the samples to check for illegal or illicit use of drugs. If you refuse to be tested for drugs, you may be subject to termination of employment.

We will provide copies of the drug testing policy to all employees. If you have questions about our drug testing policy or its administration, contact the Human Resources Director.

## **Ethics**

At The Employer, we want to achieve the highest levels of business and personal ethical standards; we will comply with all laws and regulations that apply to us.

Ethical business behavior is the responsibility of every employee. Failure to act in an ethical manner will be cause for discipline, up to and including termination.

If you have any questions about ethics involved or conduct required in a particular situation, please contact the Human Resources Department.



## Harassment

It is the long established policy of The Employer to extend equal employment and advancement opportunities to all qualified individuals regardless of race, color, age, sex, pregnancy, gender, disability, religion, national origin, genetic information, military service, citizenship or any other characteristic protected by law. All personnel are reminded that each employee is to always be treated courteously by fellow employees so that he or she is free from harassment or interference based on factors such as those mentioned above. Any form of harassment will not be tolerated.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment. Some examples include, but are not limited to:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials or gestures. Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests or demands, explicit or implicit, for sexual favors.

Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of the Church that sexual harassment will not be tolerated. It is a violation of Church policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including termination.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.



Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for the Church must immediately report such conduct to Human Resources or the Office of the Bishop.

The Church prohibits retaliation against any employee who complains of sexual harassment or participates in an investigation. All aspects of the complaint procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All reported incidents of prohibited harassment will be investigated. The Diocese will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.



## **Bullying**

The Employer prohibits bullying of our employees. Bullying is defined as acts or verbal comments that are hurtful or isolate a person. Bullying normally involves repeated incidents or pattern of behavior intended to intimidate, offend, degrade or humiliate. It is also described as assertion of power through aggression.

Examples of bullying include, but are not limited to:

- Slander, spreading malicious rumors, gossip, or untrue innuendo
- Teasing, name calling, yelling, using profanity
- Hostile glares, intimidating gestures
- Offensive jokes
- Constant or persistent criticism, belittling a person's opinions
- Excluding or isolating socially
- Intrusion of privacy by pestering, stalking or spying
- Withholding necessary information or purposefully giving wrong information
- Physical abuse or threatening abuse, intimidation
- Tampering with a person's belongs or work equipment
- Interference with work, constantly changing guidelines
- Unreasonable assignments or workload intended to pressure or set person up for failure

Bullying can come from an employee, vendor or member and may occur during or outside work hours. It may happen in person or via email, phone, internet chat rooms and websites.

This policy does not restrict Human Resources, managers and supervisors from legitimately controlling employee's work. Coaching, counseling, discipline, evaluations, standards and goals delivered respectfully in compliance with policies and procedures is permitted.

If you feel you are being bullied tell the offender that their behavior is unwelcome and unacceptable. Do not retaliate. Keep a factual record of the events, including date, witnesses and copies of any letters, email, faxes, etc. from the person. If the offensive behavior does not stop, or if you are uncomfortable confronting the offender, you may follow the harassment complaint procedure in the Harassment Policy.

## **Member Contact**

It is the policy of The Employer to be service and member-oriented. Our employees should treat all members with courtesy and respect.

Each contact with our members and visitors, whether in person, by phone or by electronic communication should be professional. Any member-related problems, including members who are abusive or harassing, should be reported to your supervisor.



## **Social Networking**

The Employer understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents risks and carries with it responsibilities. To assist you in making responsible decisions about your social media use, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for The Employer, or one of its affiliated entities. The employer managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The Employer, as well as any other form of electronic communication. The same principles and guidelines found in The Employer policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance; the performance of fellow associates; or otherwise adversely affects members, suppliers, people who work on behalf of The Employer; may result in disciplinary action up to and including termination.

Employees should:

- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Church Equipment Policy. Do not use The Employer email addresses to register on social networks, blogs or other online tools utilized for personal use. Church equipment is monitored to ensure compliance with its policies.
- Ensure your postings comply with our confidentiality, ethics, and harassment policies. Inappropriate postings may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct.
- Always be fair and courteous to fellow associates, members, suppliers or people who work on behalf of The Employer. Work related complaints should be resolved through our Complaint-Problem Resolution Procedure.
- Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage members, members, associates or suppliers, or that might constitute harassment or bullying
- Always be honest and accurate when posting information or news, correct mistakes quickly. Be open about any previous posts you have altered. Never post false information or rumors about The Employer, fellow associates, members, members, suppliers, and people working on behalf of The Employer or competitors.
- Maintain confidentiality of The Employer trade secrets and private or confidential information. Trades secrets may include information regarding systems development, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others for buying or selling stocks or securities. Such online conduct may also violate the Insider Trading Policy.



- Do not create a link from your blog, website or other social networking site to a The Employer website without identifying yourself as a Employer associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for The Employer. If The Employer is a subject of the content you are creating, be clear and open that you are an associate and your views do not represent those of The Employer, fellow associates, members, members, suppliers or people working on behalf of The Employer. If publishing a blog or posting online about your work or a subject associated with The Employer clearly state that you are not speaking on behalf of The Employer. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of The Employer”

The Employer will delete from its website, files, computer systems, and storage media any unauthorized materials it may find, at any time and without notice. We monitor use of the Church name, trademarks, and service marks on the Internet.

This policy is not intended, nor will be used, to interfere with or limit employee’s legal rights.

The Employer prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

All employees should review the Social Media Policy on the Diocesan website. Below is a link that can accessed, typed or pasted into a browser:

<http://www.dosp.org/communications/resources-2/>



## **310 Employment Policies**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

### **Disabilities And Medical Conditions**

It is the policy of The Employer to offer employment opportunity to disabled applicants and staff in all phases of employment including the application process, promotion, performance of essential job functions, benefits, and ensure the disabled are not harassed because of their disability.

We provide reasonable accommodations if a person with a disability needs one in order to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees. We will not provide an accommodation that poses an undue hardship to The Employer or threaten the health and/or safety of others at work.

If a staff member contracts an illness or develops a physical or mental disability that limits his or her ability to successfully perform the job duties, that is communicable to others, or that threatens the health or safety of others at work, the person may be placed on a leave of absence, based on the advice of a physician and the church's leave of absence policy. Before being allowed to return to work, the staff member must provide the church with a written doctor's statement, indicating that he or she is able to perform his job duties satisfactorily, with or without accommodation, and does not pose a threat to the health and/or safety of others at work.

If a staff member contracts a non-communicable illness or disability, he or she will be allowed to continue to work as long as physically and mentally able, with or without accommodation. The church will require a doctor's statement verifying the status of the disease or disability. Management reserves the right to make all work-related decisions based on the best interests of the church and our ministry.

### **Classification of Employment**

Employees are classified according to applicable Fair Labor Standards Act (FLSA) and to determine benefits and other employment matters. Classification may only be changed upon official notice from the Diocese.

The FLSA classifies employees as exempt or non-exempt.

**Exempt** employees are paid a regular salary and are not eligible for overtime. Normally, supervisors and administrators are classified as exempt.

**Non-exempt** employees are paid hourly and are eligible for overtime.

The Diocese also classifies employees as one of the following:

**Regular full time** employees have completed the introductory period and normally work 30+ hours a week. Regular full time employees are eligible for most Diocese benefits.

**Regular part time** employees have completed the introductory period and normally less than 30 hours a week. These employees are eligible for benefits required by law and company benefits as specified.

**Part time with benefits** employees are regularly scheduled to work 25-30 hours per week and were hired prior to February 28, 2010. These employees are eligible for most Diocese benefits.

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**Temporary** employees are hired as interim replacements, vacation relief or for special projects not to exceed six (6) months. Temporary employees are eligible for benefits required by law. Employment beyond any specified period does not imply a change of classification.

### **Background Screening (Electronic Fingerprinting)**

The Diocese of St. Petersburg requires all employees working within any entity of the Diocese to successfully complete a Florida Department of Law Enforcement (FDLE)/FBI (AFRNP) Level 2 criminal history background check based on a fingerprint check of the FBI's Criminal Justice Information System (CJIS). In addition, all employees must meet the Diocese of St. Petersburg Minimum Standard of Moral Conduct. All new Employees must be screened prior to beginning employment and be re-screened every 5 years thereafter.

### **Safe Environment Training**

All employees must be Safe Environment Program (SEP) trained as a condition of employment. For new employees, this training must be accomplished as soon as practical after an offer of employment is extended. For current employees who have already attended an initial live SEP session or have taken the initial course online must re-certify their SEP training every 5 years.

### **Relatives of Employees**

The policy of the Diocese is to not hire immediate family members within the same location or department. Immediate family members may be employed at different locations within the Diocese of St Petersburg.

### **Introductory Period**

The first 90 calendar days of employment is an introductory period for new and rehired employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Employment during and after the introductory period is at-will, you or the Employer may terminate your employment at any time, with or without cause or advance notice.

If you are absent for a significant amount of time during your introductory period, the length of the absence will normally extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

After you have been employed for 90 days, you will be reviewed by your supervisor. If you have satisfactorily completed the introductory period, you will be classified as a regular employee.

### **Performance Appraisals**

We encourage you and your supervisor to discuss job performance and goals on an informal, daily basis. In addition, you and your supervisor may have formal performance evaluations to discuss your work and goals, to identify and correct areas for improvement, and to encourage and recognize your strengths.



## **Promotion and Transfer**

Employees who have satisfactorily completed the introductory period are eligible to apply for transfer or promotion. Open positions are normally posted on the employee website and publically. Eligible employees may apply by notifying their Supervisor. Qualifications, experience, performance and other factors are considered when hiring.

Occasionally, the Diocese may transfer employees due to ministry or business requirements.

## **Leaves**

The Employer may provide time off leave to eligible employees for things such as bereavement, holidays, sick time, vacation, and jury duty. Please refer to the separate Time Off Policy at [www.dosp.org](http://www.dosp.org) at any time, or by contacting the Human Resources Department.



## **Termination of Employment**

Lay employees are employed at-will; either the employee or the Diocese may terminate employment at any time.

Resigning employees are requested to provide notice as follows: exempt employees one month, non-exempt employees two weeks.

Retiring employees should also notify the Diocese Retirement Services Office for pension benefits forms.

An exit interview may be scheduled to discuss their employment experience.



## **Leaves Of Absence**

### ***Domestic Violence Leave Law***

Effective July 2007 the State of Florida requires all employers with more than 50 employees to grant eligible employees up to three days unpaid leave to deal with issues of domestic violence.

Domestic violence is defined as “any assault, aggravated assault, battery, aggravated battery, sexual assault, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offence resulting in physical injury or death of one family or household member by another family or household member.”

The Employer will grant unpaid Domestic Violence Leave up to three days in a “rolling” 12 month period, measured backward, to an eligible employee if the employee or a family or household member has been a victim of domestic violence. Eligible employees are those who have completed three months employment.

For the purpose of this policy, eligible family and household member is defined as spouse, former spouse, persons related by blood or marriage, persons who presently or previously reside together as if a family in the same single dwelling unit, and persons who are parents of a child in common regardless of whether they have been married.

The purpose of Leave is to:

- Seek an injunction for protection against or in cases of dating, domestic, sexual and repeat violence.
- Obtain medical care and/or mental health counseling to address physical or psychological injuries resulting from the act of domestic violence.
- Obtain services from a victim-services organization;
- Make the employee's home safe/secure from the perpetrator or to seek new housing.
- Seek legal assistance or attend and prepare for court-related proceedings concerning the situation.

Employees must request leave 24 hours advance, unless in imminent danger. Requests must include sufficient documentation including, but not limited to, a report by a law enforcement official, a domestic violence shelter, and/or a medical care or mental health professional. Information is considered confidential to the extent directed by statute.

Employees may use any accrued leave benefits concurrently with Domestic Violence Leave.

To request leave contact any member of management or Human Resources

The Employer will not deny, restrain, or interfere, with covered employee’s rights to take Domestic Violence Leave. We will also not discharge or discriminate against employees who take leave related to domestic or sexual violence.



## **Military Leave**

The Employer is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may be reemployed. Upon completing military service, you must notify us of your intent to return to your position by reporting to work or submitting a timely application for reemployment.

You may elect to continue your existing health insurance coverage offered by The Employer up to 24 months while on military leave. Even if you do not elect to continue coverage you may be reinstated in The Employer's health plan upon reemployment.

Military leave is unpaid; however, you may use any granted or accrued benefits that you have.

Please contact the Human Resources Department if you have any questions.



## **500 Safety**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

The Employer strives to maintain a safe work environment which complies with federal and state safety requirements. We want the Church to be a safe and healthy place for employees, members, and visitors. A successful safety program depends on everyone being alert and committed to safety.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition or accident, no matter how minor, to the appropriate supervisor. If you violate Church safety standards, you may be subject to disciplinary action, up to and including termination of employment. 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.

When you report accidents quickly, we can investigate the accident promptly; follow the laws, and start insurance and worker's compensation processing.

### **Evacuation**

When necessary, employees will be instructed of evacuation by their supervisor. Employees must be aware of designated evacuation routes and the evacuation meeting area assigned to their department.

### **First Aid**

Call 911, the emergency phone number, if required. Do not assume that someone else has already called. If an accident or illness should occur, no matter how slight, notify your supervisor immediately so that appropriate medical treatment can be administered. It is very important to protect yourself from the transfer of body fluids. First aid kits should contain gloves that should be used when assisting fellow employees. A strong disinfectant should be used to clean up.

Supplies in the first aid kits are the property of the Church and are solely provided for treatment of workplace injuries. Removal of first aid supplies for personal use is a violation of Church policy and may inhibit proper treatment of a workplace injury. On the job injuries and accidents may be covered under Workers' Compensation.

As part of our safe and healthful workplace, you may be required to submit to drug testing if you are injured on the job.



## **Violence In The Workplace**

Violence is strictly prohibited in the workplace. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide or attempted suicide, shooting, rape and psychological trauma, such as threats and obscene phone calls.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing or using a weapon that is not required by the individual's position;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;  
and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

The Employer prohibits possession, transfer, sale, or use of firearms, explosives, and other improper materials. In compliance with Florida law, legally owned firearms are only permitted within the employee's vehicle for self-defense or other lawful purpose.

Employees who violate this policy will be subject to disciplinary action, up to and including termination. You should report any unusual, violent, or threatening behavior immediately to your supervisor or any member of management.

Employees should promptly inform the Human Resources of any protective or restraining order they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns regarding domestic violence. The Employer will not retaliate against employees making good-faith reports. The Employer is committed to supporting victims of domestic partner violence by providing referrals to The Employer's Employee Assistance Program (EAP) and community resources and providing time off for reasons related to domestic violence.



## **600 Workplace Monitoring**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

The Employer may conduct workplace monitoring to help ensure quality control, employee safety, security, and member satisfaction.

Employees who regularly communicate with members may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of the Church. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

Because we are sensitive to employees' legitimate privacy rights, we strive to ensure that workplace monitoring is always done ethically and with respect.

### **Security Inspections**

The Employer wants to have a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit possession, transfer, sale, or use of these materials on our premises. In compliance with Florida law, legally owned firearms are only permitted within the employee's vehicle for self-defense or other lawful purpose.

We may provide you with desks, lockers, and other storage devices for your convenience. These are always the sole property of the Employer; we may allow our representative or authorized agents to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

We also want to discourage theft and unauthorized possession of property belonging to our employees, the Employer, visitors, and members. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, please do not bring them to work.

### **Security Procedures**

Security procedures protect the people we serve, employees, and property. Compliance with Diocese security policies is required. Employees must immediately report any improper activity to their supervisor.





## **610 Work Hours and Pay**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

### **Attendance and Punctuality**

We expect The Employer employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late, you must notify your Supervisor prior to your scheduled start time, unless in extenuating circumstances.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action up to and including termination of employment.

### **Breaks and Meal Periods**

Non-exempt employees receive one unpaid 30 minute meal break per 6 hour work day and a paid 15 minute break per four hour work period.

Employees must notify their supervisor of any change in agreed upon meal periods or breaks.

### **Overtime**

There may be times when we cannot meet our operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

All overtime work performed by non-exempt workers must be pre-approved by their supervisor.

Nonexempt hourly employees will receive overtime pay at a rate of one and one-half the employee's regular rate of pay for all hours worked over 40 in a workweek. Overtime pay is based on the actual hours worked. Time off for sick leave, holiday, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime.

### **Pay**

Pay dates vary by location so please check with your supervisor if you have any questions regarding your pay date schedule.

### **Timekeeping**

All employees are required to accurately record their time worked. Falsification of timekeeping records, working off the clock or recording another employee's time may result in disciplinary action, up to and including termination.



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This document is for informational purposes only and is not to be construed as an employment agreement or contract.  
**The Employer** retains the right to amend or change policies contained here-within at any time without prior notice.



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## **Employee Acknowledgment Form – File Copy**

Effective Date: 03/01/2018  
Revision Date: 03/01/2018

This employee handbook contains important key policies, goals, benefits, and expectations of the Employer as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this handbook cannot contemplate every possible situation that I may encounter at the Employer. Accordingly, I will contact Human Resources if I have any questions about the policies or procedures contained in this handbook.

I understand that this handbook is not a contract for employment, nor is it an invitation to contract.

I also understand and acknowledge that my employment with the Employer is at-will. I became an employee voluntarily. I understand and acknowledge that there is no specified length to my employment at the Church. I may terminate my employment at any time for any reason, with or without notice. Additionally, the Employer may terminate my employment at any time.

I understand and acknowledge that there may be changes to the policies, goals, benefits and expectations in this handbook. There also may be additions to these policies. The only exception is that the Employer's employment-at-will policy will never be changed. I understand that handbook changes can only be authorized by the Senior Pastor of the Church.

I understand that it is my responsibility to read this handbook. I acknowledge, understand, accept and agree to comply with and be bound by its terms, and any changes made hereafter, including but not limited to **exhibiting conduct that is consistent with the teachings and tenets of the Catholic Faith, confidentiality, drug and alcohol use, drug testing, e-mail and internet use, harassment and safety, and any changes made to it.**

I also understand that a copy of this signed form will be kept in my personnel file.

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

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

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



## **Harassment Acknowledgement Form- File Copy**

Effective Date: 03/01/2018

Revision Date: 03/01/2018

It is the long established policy of The Employer to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age, sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service, citizenship or any other characteristic protected by law. All personnel are reminded that each employee is at all times to be treated courteously by fellow employees so that he or she is free from harassment or interference based on factors such as those mentioned above. Any form of harassment will not be tolerated.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee's job performance or which creates an intimidating, offensive or hostile work environment. Some examples include, but are not limited to:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age, sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials or gestures. Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.
- Unsolicited sexual advances, requests or demands, explicit or implicit, for sexual favors.

Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of the Church that sexual harassment will not be tolerated. It is a violation of Church policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.



Some examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for the Church should tell the offender that such conduct is unwelcome and unacceptable.

If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to any member of management or Human Resources

The Church prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Compliance officers listed above will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

By my signature below, I acknowledge that I have read the above sexual harassment policy and will comply with all of the provisions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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