

**Entity Name Here**  
**Diocese of St Petersburg**  
**EMPLOYEE HANDBOOK**

**July 2012**

**Based on diocesan policies promulgated in January 2010**

The **Entity Name Here**, Diocese of St Petersburg reserves the right to make changes in this Handbook at any time. The policies contained in this Handbook apply to all lay employees, supersede any other previous policies, and will not be negated by any other Diocesan or Parish/School policy issued before this date.

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**Entity Contact Information Here (Address and Phone)**

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# THE IDENTITY OF **ENTITY NAME HERE**

## Mission Statement

The people of God, in the Roman Catholic Diocese of St. Petersburg, in union with our bishop, are transformed by Baptism, sealed with the Holy Spirit and nourished by the Word and Eucharist to promote the incarnation of the Gospel of Jesus Christ.

## Vision Statement

We, the Roman Catholic community in west central Florida, respect, honor and celebrate the image of God revealed in human uniqueness, dignity and diversity. God's grace guides and strengthens us as we encounter Jesus daily in our sisters and brothers, especially the poor and most in need; lead people to experience the Gospel, through prayer, stewardship and evangelization; serve each other in Faith, Hope and Love

## Working for the Church

All employees of the **Entity Name Here** (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. 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 thus be held to a high standard of accountability.

## Catholic Social Teaching

The truths of the Church are outlined in the Creed and explained in the Catholic Church's teachings. The seven (7) 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 tenants 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, and shelter. 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.
- 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.

## 1. EMPLOYMENT REQUIREMENTS AND PROCEDURES

### a) Overall Employment Relationship

The policies contained in this document, as well as other policies issued by the Pastor from time to time, form the basis of the employment relationship between the Employer and staff, whether working at the Parish or School or other off-site departments and offices.

As an integral part of these policies, the Employer retains the right to exercise all administrative and managerial functions related to the operation of the Diocese and its various programs. No person, in any capacity, is authorized to alter this employment relationship, except in an individual case and with the written authorization of the Employer.

In keeping with the laws of the State of Florida, the employment relationship is at-will. Therefore, just as an employee may resign at any time with or without reason, the Employer retains the right to dismiss an employee at any time with or without reason, provided it is not a reason prohibited by law.

### b) Applicability

The policies contained in this document apply to all lay employees. Although it is desirable for these policies to apply to the relationship between clergy, men and women religious, certain lay positions and the Employer, it is recognized that certain prior relationships exist under Canon Law that restrict full compliance. In those instances, appropriate policies and procedures will be included in documents that govern those relationships.

### c) Equal Opportunity

The Employer is fully committed to a policy of equal opportunity in all of its employment practices.

**Since a person's faith and Church participation may be preferred in his/her role on behalf of the Employer, religion will not be a protected category for purposes of non-discrimination.**

### d) Disabilities

The Employer is committed to providing equal employment opportunity to qualified individuals with disabilities, and will employ, advance in employment and otherwise treat qualified individuals without discrimination with regard to disability in all employment practices including the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or terminations, rates of pay or other forms of compensation and benefits, and selection for training.

The Employer will attempt to reasonably accommodate employees and job applicants needing accommodation to permit them to perform the essential functions of their jobs in a safe and efficient manner. The Employer will afford reasonable accommodation to qualified applicants and employees with known disabilities provided that the accommodation does not cause undue hardship to the Employer or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

If the applicant or employee requests reasonable accommodation, the Employer may require medical confirmation either from the employee's health care provider or one chosen by the Employer to evaluate the employee's condition, applicable work limitations and potential accommodations as a part of this process. All information will be kept confidential. Employees are expected to cooperate with colleagues with disabilities.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department for information.

## e) **Employment Eligibility Verification**

After the hiring decision has been made, proof of U.S. citizenship or the right to remain in the country must be established. Therefore, an employee's eligibility for employment must be verified according to the Immigration Reform and Control Act of 1986. The appropriate forms (I-9) must be completed prior to commencing employment and kept in a separate file with the personnel files.

## f) **Harassment in the Working Environment**

The purpose of this policy is to promote and insure a Christian professional and supportive work environment for all employees and volunteers which is free from physical, psychological, or verbal intimidation and harassment. The policy intends that each employee and volunteer maintain and further develop attitudes and behaviors which express respect for others and are reflective of each person's God-given dignity. It further intends to encourage a heightened sensitivity toward behaviors that others may find offensive and intimidating, whether these behaviors refer to race, religion, color, gender, sexual orientation, national origin, age, marital status, familial status, veteran status, disability. Lastly, this policy provides sanctions against behaviors which others may find offensive or intimidating.

The Employer prohibits any form of harassment by employees, volunteers, supervisors or third parties. Harassment can result from a single incident or from a pattern of behavior involving verbal, written or physical conduct or written communication.

Harassment encompasses a broad range of behaviors, which could include but are not limited to:

- Physical or mental abuse
- Insults or derogatory slurs based on one or more of the individual's protected statuses
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Comments or jokes based on an individual's protected status
- Requests for sexual favors implicitly or explicitly used as a condition of employment or affecting any personnel decisions or action.

When an employee believes that he/she is being harassed or feels uncomfortable with the actions or comments of another, the employee must report his/her concerns, in writing, to the employee's immediate supervisor or the Pastor. In the event the conduct involves or if the employee is uncomfortable discussing the situation with either one of these individuals, then the report should be made to the HR Department. Any person who observes conduct by an employee, which he or she believes to be harassing, retaliatory or discriminatory should report such conduct as outlined above.

Once a report of offensive comments or actions is received, it will be promptly and carefully investigated. The confidentiality of each party involved in a harassment investigation, complaint, or charge will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.

**Persons who engage in prohibited harassment are subject to disciplinary actions up to and including discharge.**

Retaliation against persons who report harassment is prohibited. Any person who feels that he/she has been subjected to retaliation for making a complaint under this policy is encouraged to report such conduct as outlined above.

Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and should not be done.

## g) **Offer of Employment**

The offer of employment may only be made in writing by the Employer after appropriate consultation, setting forth the job description, beginning date of employment, starting pay, and any special conditions relating to the position, including ending date of employment when necessary.

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

The Diocese of St. Petersburg requires that all employees working within any entity of the Diocese undergo a Florida Department of Law Enforcement (FDLE) Level 2 (FBI) criminal history background screen and must meet minimum standards of moral conduct. All new employees must be screened prior to beginning employment. All employees will be required to undergo a criminal history background screening conducted through the Diocese of St. Petersburg every 5 years subsequent to the initial background screening.

## **i) Safe Environment Training**

All employees must be trained in safe environment issues and procedures. For new employees, this training must be accomplished as soon as practical after an offer of employment. For current employees who have already attended the classroom training, recertification is required every five years and can be completed on-line.

## **j) 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.

## **k) Orientation**

In addition to general information about the employer and this specific location, the appropriate supervisor and the Business Office will provide new staff members with information about personnel policies, procedures, benefit programs, and other related matters. Enrollment forms will be made available to eligible employees at this time.

## **2. STATUS OF EMPLOYMENT AND EVALUATION**

### **a) Employment Status**

All employees will hold one of the following designations of employment status as determined by the Business Office in accordance with the Federal Fair Labor Standards Act of 1938:

- **Exempt Employees** – Supervisors and administrators are not covered by the FLSA and do not receive overtime pay or compensatory time. To be exempt, a person's work must be executive, administrative, or professional in nature, requiring the regular exercise of discretion and independent judgment. **Exempt** means that you are not paid overtime if you work more than 40 hours a week. A salaried exempt employee is paid for doing a job no matter how long it takes to complete the job. Exempt employees must submit time records approved by their immediate supervisor which will be retained by the Employer for three years.

There is no comp time policy by the Employer for *full-time, exempt employees*. Full-time employees are paid their regular rate of pay assuming a Thirty seven and one half (37.5) hour work week with a one (1) hour unpaid lunch. Regular work week hours are contained in each job description. Deviations from the regular work week must be approved by the immediate supervisor.

- **Non-exempt Employees** – Employees who perform work other than executive, administrative, or professional are defined by the FLSA as non-exempt employees. Such employees must be compensated at least the Government defined minimum wage and at a rate of one and one half times their respective hourly rate for overtime worked in excess of 40 hours per week. (Vacation, sick-time, holidays and other time off are not considered as time worked). Non-Exempt employees must submit time records approved by their immediate supervisor which will be retained by the Employer for three years.

### **b) Types of Positions**

Each employee's position will be designated according to the following criteria:

- **Full-time with Benefits -- (Salary/Hourly)** An employee who is regularly scheduled to work 30 hours per week on a continuous basis during the calendar year will be compensated on a salaried or hourly basis and will receive full benefits.

- **Part-time with Benefits** -- (Salary/Hourly) An employee who is regularly scheduled to work 25 or more hours per week and was hired prior to February 28, 2010 or regularly scheduled for 30 hours per week and hired after March 1, 2010 will be compensated on a salaried/hourly basis and will receive full benefits.
- **Part-time No Benefits** -- (Salary/Hourly) An employee hired after March 1, 2010 who is regularly scheduled for less than 30 hours per week will be compensated on a salaried/hourly basis and will receive no benefits other than pension credit (if earned)\*\* and those that are required by State or Federal statute.
- **Temporary** -- An employee who is hired into one of the above categories but for a limited and specified period of time not to exceed six (6) months. During this time the employee is eligible only for Unemployment, Worker's Compensation, and Social Security benefits. Beyond six months, they will be considered a regular employee and receive benefits as outlined in the employee benefit memorandum.
- **Contract** -- An Employee who is hired for a specific position or role but for a limited and specified period of time. During the period of the contract, the employee is eligible for Unemployment, Worker's Compensation, and Social Security benefits. Further, they may be eligible for other employee benefits depending upon the length of their regularly schedule work week and total hours worked in a plan year.

\*\* **Pension Eligible Employee** – (Salary/Hourly) Any employee who is scheduled to work 1,000 hours per plan year (July 1 – June 30) and is compensated on a salaried/hourly basis. These employees will earn a Credited Year of Service and be eligible to participate in Pension and other Retirement Programs [401(k) or 403(b) plans].

### c) Probation Period

Each new employee is subject to an initial probation period of at least 90 calendar days. This permits the Employer to evaluate the employee's performance and it also provides an opportunity for the employee to assess whether the position is appropriate for his/her professional interests and skills.

Before the end of the probation period, the appropriate supervisor should evaluate the employee and a formal notation placed in his/her personnel file ending the probation period or, if the probation period is to be extended, defining the length of an additional period.

### d) Performance Evaluations

Evaluations should be done for the purpose of promoting the continual growth and development of the employee and may be used in determining promotions, raises, and training opportunities.

- **Probationary Employees** -- Written evaluations by the employee's immediate supervisor should be made prior to the completion of the 90-day period and prior to change of status to regular employee.
- **Regular Employees** – All employees should receive periodic evaluations, at least annually, by their immediate supervisors.
- **Unfavorable Evaluations** – In the event that an employee receives an unfavorable evaluation, the employee may respond to that evaluation in writing and that response will be kept as part of the employee's personnel file. Employees receiving an unfavorable evaluation should be re-evaluated in no more than 90 calendar days. A second unfavorable evaluation will be considered as a written disciplinary statement as described in Section 4 of this handbook.

### e) Personnel Records

A cumulative personnel record is maintained for each employee by the Employer.

All personnel records are confidential and available only to the employee and appropriate supervisory personnel. No information is released without authorization. Employees may review their personnel file during regular business hours, provided they make a reasonable and timely request.

All employees will promptly inform the Employer of any change in address, telephone number or other changes in demographic information.



## f) Outside Employment and Appointments

Although the Employer does not discourage outside employment and does encourage civic involvement, such activities could occasionally create a conflict of interest or adversely affect job performance. An employee considering such activities should consult with the Employer and obtain approval from his/her immediate supervisor prior to making any significant commitments.

## 3. ATTENDANCE AND WORK RULES

### a) Attendance and Absences

Employees are expected to maintain good attendance records. When absent from work on a scheduled workday, an employee must notify his/her immediate supervisor of the reason for an absence. Further, supervisors should be notified at the beginning of the workday 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 with a satisfactory explanation unless otherwise arranged. **Absence for two consecutive workdays without notifying the supervisor is considered a voluntary resignation.**

All absences must be charged to the appropriate accrued sick or vacation time. After appropriate paid leave has been used, unpaid leave may be granted.

**An absence is unexcused if not approved by the immediate supervisor.**

### b) Overtime

All employees, except those exempted as executive, administrative, or professional employees, are covered by the overtime provisions of the Federal Fair Labor Standards Act of 1938. All non-exempt employees who work beyond 40 hours per week will be compensated at a rate of time and one-half their regular hourly rate for their overtime. Employees may not authorize their own overtime. **All overtime work must receive prior authorization from the employee's supervisor.**

### c) Time Records

All employees must fill out and submit the appropriate time sheets.. Their respective supervisors will approve and submit the time record to the Business Office. Employees are required to report all time worked on these time cards. Changes to time records, if necessary due to a unforeseen differences in actual work schedule after approval by the supervisor, can be made by contacting the Business Office. Working, without reporting the time, is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

### d) Meals/Breaks

Hourly employees are provided an unpaid 60 minute meal break for each 6 hour work day and a paid 15 minute break for each four hour work period. Exempt employees are not subjected to these provisions. Employees are expected to utilize meal and break periods for smoking in designated areas. Employees must notify his/her supervisor before taking a meal or break period or if they wish to skip the lunch period and adjust their work day schedule..

### e) Personal Appearance

This is a professional worksites and employees provide a public service. Employees often come into contact with many persons from both the Church community and the general public. All employees are expected to be neat in appearance and dress in a manner consistent with the responsibilities of their position. Supervisors are responsible for determining the appropriate attire for their employees. By extension, one's work space must be kept clean and neat at all times.

## 4. DISCIPLINARY PROCEDURES

The Employer reserves the right to address unacceptable work behaviors. Generally, the Employer believes in progressive discipline, meaning that, where possible, it is usually best to deal with problems with friendly reminders first, and then more formal discipline if the problem continues. However, immediate discharge from employment may become necessary, if the infraction warrants it.

If any action is needed, the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter will always be taken into account.

Actions will also depend on a number of other factors such as the nature and responsibility of the employee's job, the nature of the conduct in question, job performance and, whether all the circumstances suggest that the employee is likely to make a meaningful contribution to the work of the Employer in the future.

All disciplinary actions require consultation with the Executive Director of Human Resources and approval of the Pastor.

The following is a non-exclusive list of the disciplinary measures used by the Employer.

### a) **Verbal Counseling**

The supervisor meets with the employee, identifies and discusses the concerns, and then involves the employee in identifying ways to correct these concerns. A time frame for improvement is usually established and agreed upon between the supervisor and the employee.

### b) **Written Warning**

The supervisor meets with the employee and describes the significance of the issues and the consequences of insufficient improvement. Such consequences may include probation or termination. The supervisor will then prepare a statement summarizing the discussion. Both the supervisor and employee will sign this as the "written disciplinary statement". The employee signs it to signify that he/she has read and does understand the statement. If the employee declines to sign the statement, the supervisor will so indicate. The statement will include a place for employee response and will indicate that if the employee disagrees with the assessment, he/she has access to the disputes and grievance resolutions process.

### c) **Disciplinary Leave**

A supervisor may place an employee on a paid or unpaid "disciplinary leave". The leave is implemented by the supervisor meeting with the employee on the morning of the leave day. During this meeting, the situation is reviewed and the employee is instructed when to return with a decision either to correct the problem behavior and continue in the position or to resign his/her position. Upon returning, the employee informs the supervisor of his/her decision. Failure to return from the "disciplinary leave" shall be considered a voluntary resignation.

### d) **Probationary Status**

In the formal probation process, the supervisor may set specific goals, develop an action plan, and set timelines to change the problem behaviors and improve performances. A probation meeting is initiated and a detailed improvement strategy is outlined. At the end of the meeting, the supervisor may prepare a written statement, summarizing the employee's performance improvement plan. The employee and supervisor will sign this statement. A copy of the signed statement will be placed in the employee's personnel file. The probation period may be extended, if necessary. The employee may be dismissed, transferred or demoted during or at the end of this period if there is no satisfactory improvement.

### e) **Demotions and Termination of Employment**

Depending on the conduct involved and the prior employment history of the employee, supervisors may demote or terminate the employment of an employee with or without using any of the prior mentioned disciplinary actions. Demotions and terminations are described in more detail in Section 5.

## 5. CHANGES IN EMPLOYMENT STATUS

### a) Promotions and Transfers

All employees are eligible for promotions after satisfactorily completing their probationary period. Promotions will be based on meritorious work for the Employer, as well as possession of the general qualifications and competence for the position under consideration. Promotions will only be effective when recommended in writing by the immediate supervisor and approved by the Employer. (A copy of this recommendation will be placed in the employee's personnel file.)

As vacancies or new positions become available, announcements will usually be posted on the Employer website and advertised publicly. Current employees interested in a vacant position are welcome to apply for consideration and should notify their current supervisor of their interest. Prior service time and an excellent work record may be factors that would favor employees over external applicants who are similarly qualified.

Although employees are hired for a particular position, occasionally the overall staffing needs of the Employer will require the transfer of an individual to another position. In such cases, and in consultation with the affected parties, transfers will be at the Employer's discretion.

### b) Demotions

Demotion shall be understood as removal from a particular position to a position of lesser responsibility and pay. A demotion may occur as a result of a decision by either the Employer or the employee, or it may be a mutual decision. The Employer reserves the right to demote an employee with or without cause and with or without notice. If an employee chooses to appeal a demotion decision made by the Employer, the appeal must be through the internal dispute and grievance process prior to mediation.

### c) Termination of Employment

When the employment relationship is terminated due to any of the following circumstances, the employer shall conduct an exit interview when possible.

- **Resignations** – Resignations are those instances where an employee chooses to leave employment on his/her own accord. In such cases, the employee shall notify his/her supervisor of such intent. Exempt employees should provide a minimum of one-month notice and non-exempt employees a two-week notice.
- **Retirement** – In situations where an employee is qualified for and is considering retirement, he/she should follow the same notification schedule as noted above in the discussion of resignations. In addition, he/she should contact the Diocese Retirement Services Office to secure the necessary paperwork to apply for pension benefits.
- **Layoff** – An employee may be removed from a position due to ministry or business considerations. This may be either a temporary or a permanent layoff. Among the factors that could be considered in determining the layoff process would be need for the position, job performance, qualifications and service time with the Employer. An employee who has been laid off on a temporary basis may be re-hired when reorganization or expansion makes rehiring feasible.
- **Dismissal** – Dismissal refers to the termination of employment at the Employer's discretion. The decision to dismiss an employee shall be made by the immediate supervisor in consultation with the Director of Human Resources or General Counsel's Office and requires approval of the Pastor.

### d) Termination Benefits

Upon termination, an employee is eligible for any salary earned but not yet received, compensation for all vacation and ½ sick days earned (up to 15 days max) but not yet taken and health insurance for two months beyond their separation date. Short and Long Term Disability, Workers Compensation and Group Life/AD&D Insurance ends on the last day worked.

## 6. SETTLING DISPUTES AND GRIEVANCES

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.

## 7. LAY EMPLOYEE COMPENSATION AND BENEFITS

The following is a description of the compensation and benefits that are provided for lay employees. Please note that eligibility for the various benefits is governed by an employee's status, as described in Section 2 (Status of Employment and Evaluation), and by the specific language contained in each of the insurance policies and/or summary plan descriptions. Where differences in language might occur, the language of the individual policy or summary plan description will govern the benefit.

### a. Spiritual Retreats

Members of religious congregations and clergy who are employed by the Employer are expected to participate in a retreat at least once a year. Due to the nature and mission of the church, all lay staff are encouraged, annually, to participate in a spiritual retreat.

The cost may be shared between the employee and the employer. Depending upon the specific circumstances, time off and/or financial assistance may be provided at the discretion of the employer.

### b. Holiday Leave (Not applicable for Contract Instructional Employees)

The following twelve (12) days are recognized as paid holidays:

- New Year's Day (Federal)
- Martin Luther King's Birthday (Federal)
- Presidents Day (Federal)
- Good Friday
- Memorial Day (Federal)
- Independence Day (Federal)
- Labor Day (Federal)
- Veterans Day (Federal)
- Thanksgiving Day (Federal)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (Federal)

As ministers of the church, it may be impossible to take a vacation or a holiday listed above. In these cases, staff members should arrange with their supervisors for an alternative date.

If a holiday occurs when an employee is on vacation, the day will not be charged as a vacation day. If a holiday occurs on a part-time employee's regularly scheduled workday, the employee shall be paid for that holiday. Employees not regularly scheduled to work on the day on which a holiday falls are not paid holiday pay. If a holiday falls on a weekend, either the Friday before or the Monday after (whichever is closest) will be taken as the holiday.

**c. Vacation Leave (Not applicable for Contract Instructional Employees)**

Eligible employees who have successfully completed 60 days of continuous employment are eligible for paid vacation days. Employees are granted and are eligible to use a set number of vacation days per year. One half the total annual vacation days will be granted on July 1<sup>st</sup> of each year and the other half will be awarded on Jan 1<sup>st</sup> of each year. Employees who begin their employment in between these times will be awarded a prorated amount of time to be used until they are able to work into the regular vacation allotment cycle.

Vacation time may be used at the employee's discretion, provided that it does not conflict with work schedules and that it receives prior approval of the employee's immediate supervisor. Employees are asked to schedule vacation time as early as possible in the work year, in order to allow adequate planning arrangements for substitute personnel if needed.

It is expected that the full amount of vacation time allotted be used each year. Carrying vacation time over from one year to another is discouraged. There are, however, occasions when an employee may not be able to use their entire allotment in a given year and in these instances, they may carry over an amount equal to one year's allotment of their vacation leave with the approval of their supervisor. No salary payment may be made in lieu of vacation as long as the employee remains with the employing entity; however, unused vacation time is compensable upon termination of employment, provided proper notification is given.

With verification from a doctor, vacation leave may be converted to sick leave, should an employee become temporarily ill or injured.

For 12-month employees, the vacation time allotments are as follows:

**Non-exempt Personnel:**

Employment in Years	Vacation in Days
Up to 5 years	10 days
6-15 years	15 days
16 years and over	20 days

**Exempt Personnel:**

Employment in Years	Vacation in Days
Up to 10 years	15 days
11-20 years	20 days
21 years and over	+1day to a max of 25 days

For certain executive positions, the initial vacation allotment may be determined by the Employer.

**d. Sick Leave**

It is recognized that short-term absences from the workplace occur, from time to time, for reasons related to the illness of an employee, a member of their immediate family or for doctor appointments. The intent of this policy is to allow time for these absences with no interruption to the employee's pay. In these instances, the requested sick leave is to be approved by the employee's supervisor and the Employer reserves the right to require evidence of the illness.

Eligible employees who have successfully completed 30 days of continuous employment are eligible for paid sick days. **Ten (10) sick days are awarded per year; one half on January 1 and the other half July 1<sup>st</sup>.**

Sick-time for benefit eligible part-time employees will be prorated on the basis of the employee's average workweek.

If such an employee has at least one (1) year of service and terminates employment, he/she will be entitled to be paid half of his/her accumulated sick time to a maximum of fifteen (15) days. Employees may accumulate up to thirty (30) sick days.

## **e. Family and Medical Leave**

1. An employee who has worked at least twelve months for an entity in the diocese and who has accumulated at least 1,250 hours during the twelve months preceding the date that the leave is requested to begin is eligible for these benefits.
2. A leave may be requested for up to twelve weeks during a rolling twelve-month period from the date that a previous leave began.
3. Married couples who are both employed within the diocese will be limited to 12 weeks total between them unless the leave is required for the personal illness of one or both of the employees or a child, in which case each would be eligible for a 12 week leave period.
4. Family and Medical Leave are considered to be leave without pay; however, employees may use accumulated paid vacation and sick time for any time off to allow continuation of pay.
5. Family Leave may be requested for the following reasons:
  - because of the birth of a child to the employee
  - because of adoption of a child by the employee
  - because a child has been placed with the employee for foster care
  - to care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition
6. Eligibility for leave for the birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.
7. Medical Leave may be requested for a serious health condition that makes the employee unable to perform his or her job duties. A serious health condition is considered to be an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.
8. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave; they must also provide medical documentation of their ability to return to work at the conclusion of the approved leave.
9. The request for leave must be in writing and should be presented to the employer at least thirty days in advance of the requested departure date when practicable. The Diocese will continue health insurance coverage during an approved leave under the same terms and conditions as if the employee had continued working. If the employee fails to return to work following the approved leave, however, their "Last Day Worked" date will be considered to be their first day of leave.
10. Employees on Family or Medical Leave will not continue to accumulate service time or benefits while on leave.

## **f. Bereavement Leave**

In cases of a death in the immediate family, an employee will be granted a paid absence of up to three (3) days if necessary, for the purpose of attending the funeral and attending to local arrangements. If the funeral is out of state, five (5) days will be provided. The employee's immediate family is understood as being the employee's spouse, children, parents, grandparents, brothers and sisters, and in-laws such as mother, father, brother, or sister. All employees are eligible for funeral leave at the time of their hire.

## **g. Military Leave**

Full-time employees will be granted a military leave of absence to engage in a temporary tour of duty with the National Guard or Reserve unit of any recognized branch of the military service. Employees participating in such temporary leaves shall be paid the difference between their military pay and their salary, if the military pay is less, for up to ten working days per event.

FMLA may be taken by an employee in the event of a Military Deployment by a spouse (see FMLA). Appropriate notice shall be given and rehire and reemployment will be according to the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

A military leave of absence must be approved by the employee's immediate supervisor and the Pastor. Records of military leaves of absence will be maintained in the employee's personnel file.

## **h. Jury Duty**

Employees are encouraged to cooperate in performing their civic responsibilities by serving in the jury system when requested. Recognizing that this service could result in being a financial burden, employees will be paid the difference between their Jury pay and regular salary/wage. Employees who are selected for jury duty should immediately notify their immediate supervisor. Records of their service will be maintained in their personnel file.

## **i. Performance Reviews**

The Employer intends that all employees, exempt and non-exempt, should be reviewed once every twelve months by their immediate supervisor

## **j. Expense Reimbursement**

Reasonable and approved out-of-pocket expenses, when incurred while performing work related duties, will be reimbursed when documentation is presented to the supervisor. Expense requisitions are available in the office and are to be turned in within three (3) business days along with receipts. Tax Exempt forms should be used when purchasing items.

## **k. Wage and Salary Administration**

All lay employees will be paid twice monthly on the 15<sup>th</sup> and last day of the month. If a payday falls on a holiday and the offices are closed, the date of check distribution will be at the discretion of the employer. Time Sheets will be submitted by all employees. Approval of the time sheet by the direct supervisor is required. The Employer will retain these reports for three years from date of submittal.

## **l. 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.

## **m. Social Security**

Social Security is a statutory benefit that is required by Federal Law. It is a multi-purpose program that addresses retirement income, survivor benefits, disability, Medicare, hospital insurance and supplementary medical insurance. Participation in the program is automatic upon employment. Contributions to the program (FICA) are based on gross wages and are paid by the Employer and the individual employee. Benefits are administered by the Social Security Administration.

## **n. Pension Plan**

All entities within the Diocese of St. Petersburg are required to participate in a pension plan entitled, “**Diocese of St Petersburg Pension Plan**”. All lay employees are eligible to participate, and may earn pension benefit credit by working 1,000 hours or more from July 1<sup>st</sup> to June 30<sup>th</sup> of each year. Employees are 100% vested in the plan once they have completed five years of credited service. The plan is a non-contributory, defined benefit plan in which pension benefits are determined based on a factor of salary and years of credited service at the time of retirement. Normal retirement is age 65 or when age plus years of service equal 85. Early retirement with reduced benefits is allowed at age 55 for those with 10 years credited service. Certain disability benefits are also available under this plan for those with 10 years credited service.

The Plan Document governs all matters concerning the plan. The plan is currently administered by the firm of Gabriel, Roeder, Smith and Company of Ft. Lauderdale, FL, and is governed by the board of trustees. Details and additional information are available in the Diocesan Retirement Services Office

**o. Tax Deferred Payroll Investment 401 (k)**

In addition to the pension plan, employees may participate in the Diocesan Tax Deferred Payroll Investment 401(k) Plan. This plan allows employees with 1000 hours in a plan year to participation in tax deferred investments under Internal Revenue Code Section 401(k). This section allows employees to invest a portion of their pre-tax pay in tax deferred investment programs. Within allowable limits, the employee may specify the amount or a percentage of his/her pay to be contributed to the program, and authorize the Employer to withhold such amount from his/her paycheck, and remit it to the program. The Diocese 401(k) program is administered by IOI Payroll System and managed by Morgan Stanley Smith Barney with oversight by Concord Advisory Group, LTD. Further information about this program is available in the Human Resources Office.

There is no Diocesan wide Retirement Annuity 403(b) plan. Some of the 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.

**p. Health Care Insurance**

All Full-time and Part-time with Benefits employees are enrolled to participate in and are automatically provided basic health insurance coverage (Plan B) – through the Diocese of St. Petersburg Self-Funded Health Plan. This plan is a **PPO PLAN PROVIDING MEDICAL, DENTAL, VISION, AND PRESCRIPTION COVERAGE, AND ADMINISTERED BY UNITED HEALTH CARE**. Premiums for this coverage are paid by the Employer. Employees may purchase an enhanced health care benefit (Plan A) and dependent health care insurance with premiums which can be paid as a pre-tax deduction. Coverage will become effective after one month of continuous active employment.

Employees are advised to consult their copy of the Health and Dental Plans / Summary Plan Description for details. Additional information is available in the Employer’s Office or the Diocesan Benefits Office.

**q. Group Life and Accidental Death & Dismemberment Insurance**

All Full-time and Part-time with Benefits employees are provided life insurance in an amount equal to an employee’s basic annual earnings up to a maximum of \$100,000. Accidental death and dismemberment insurance is provided, as well, according to the terms outlined in the policy. These programs are underwritten by **SUN LIFE FINANCIAL INSURANCE COMPANY**. The amount of benefit paid is based upon the salary as reported in the Common Payroll System in IOI. Premiums for this coverage are paid by the Employer. Coverage will become effective after one month of continuous active employment. Employees are advised to consult their copy of Group Life & AD & D Insurance Plans for additional details or contact the Diocesan Benefits Office. Details and additional information are available in the Employer’s Office or the Diocesan Benefits Office.

**r. Disability Insurance (Long Term)**

All Full-time and Part-time with Benefits employees are provided Long-Term Disability insurance. The disability insurance program is underwritten by **SUN LIFE FINANCIAL INSURANCE COMPANY** and will provide totally disabled employees with 60% of their regular monthly income after the 90-day elimination period. The monthly benefit is based upon the salary as reported in the IOI Payroll System. Premiums for this coverage are paid by the Employer. Employees are advised to consult their copy of the Long-Term Disability Plan booklet for additional details or contact the Diocesan Benefits Office. Coverage will become effective after one month of continuous active employment.

**s. Disability Insurance (Short Term)**

All Full-time and Part-time with Benefits employees are provided Short-Term Disability insurance. The disability insurance program is administered by **SUN LIFE FINANCIAL INSURANCE COMPANY** and will provide disabled employees with 60% of their regular monthly income up to a maximum of \$1,250/week after the 30-day elimination period. The monthly benefit is based upon the salary as reported in the IOI Payroll System. Premiums for this coverage are paid by the Employer. Employees are advised to consult their copy of the Short-Term Disability Plan booklet for additional details or contact the Diocesan Benefits Office. Coverage will become effective after one month of continuous active employment. Employees qualifying for this benefit will be required to submit an application for Medical Leave (See e. above)



#### **t. Employee Assistance Program**

All Full-time and Part-time with Benefits employees are eligible to participate in the Employee Assistance Program which is sponsored by **SUN LIFE FINANCIAL INSURANCE COMPANY**. This benefit is provided to eligible employees at no cost. This program entitles participants to the following benefits:

- 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

**Call Toll Free 877-327-4753 Company ID: ZB3042Q**

#### **u. Optional Life Insurance**

Eligible employees wishing additional life insurance for themselves or their families may purchase it through a program arranged with **SUN LIFE FINANCIAL INSURANCE COMPANY**. This is a voluntary program and employees requesting the coverage would be responsible for the premiums. Coverage will become effective after one month of continuous active employment. Employees are advised to consult their copy of Group Life & AD & D Insurance Plans.

#### **v. Workers' Compensation Insurance**

The Workers' Compensation program is a statutory requirement for Employers in Florida and provides basic income and medical protection for employees who are injured on the job or have a job-related illness. Such injuries or illnesses must be reported immediately TO OUR WORKERS' COMPENSATION CARRIER, COMMERCIAL RISK MANAGEMENT, INC. at 1-800-786-6070 or 813-289-3900 and the Risk management Office at ext 393. Employees qualifying for this benefit will be required to submit an application for Medical Leave (See e. above)

#### **w. Unemployment Insurance**

The Church is exempt from the Federal Laws relating to unemployment insurance. The Employer, however, voluntarily participates in the program offered by the State of Florida through the Diocesan plan. The Employer will comply with the laws and has set up a mechanism to fund and provide for unemployment claims. Individuals, wishing to make a claim, must file for Unemployment Compensation directly with the Unemployment Compensation Division of the State of Florida.

### **8. WORK POLICIES AND PRACTICES**

#### **a. Safe Work Place Policy**

It is the policy of the Employer to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment that is free from recognized hazards. We strive to maintain a safe and healthy work environment. Our success, however, depends on the safety consciousness and intelligent cooperation of everyone. Each of us must observe safety regulations and report any unsafe or potentially unsafe condition to your supervisor or the school principal. You will be informed on an individual basis if there are special safety regulations or equipment requirements for your particular job.

##### **1. Safety**

In any business, safety on the job is very important. Both management and the individual employee are responsible for safety in the Employer's operations. All employees are expected to participate in safety and health matters beyond an expression of self-interest.

Employees are expected to conduct themselves in a safe manner during the performance of their assigned work whenever they are on the Employer's property, or engaged in the Employer's business. Accordingly, compliance with all established rules, regulations, and procedures that ensure safe and healthy working conditions is required of all employees. Failure to comply with safety regulations may result in disciplinary action up to, and including, termination.

Should it become necessary to evacuate the premises for any reason, all employees will be notified by his/her supervisor of how to accomplish the evacuation. Employees must familiarize themselves with the emergency exits nearest each work area and use any designated exits and stairways.

## **2. Security**

Security regulations, safety regulations, and other rules of conduct are matters of good management and common sense. It is the responsibility of all supervisors to make sure that his/her employees are familiar with and understand these regulations. You may be subject to disciplinary measures if you fail to comply with security regulations.

Security procedures are in effect to protect the people we serve, you, your property, as well as to safeguard the Employer's property. Awareness of the importance of security procedures during your daily work activities and compliance with Diocese security policies are important parts of your job. You are urged to immediately report any improper activity to your supervisor. The Employer's property is the direct responsibility of all employees.

## **3. Medical Emergencies**

In the event of a medical emergency, your supervisor (or designated person in your area) will arrange for you to be transported by ambulance to the nearest health facility. When in doubt, call 911 without hesitation.

## **4. Work-related Accidents, Injuries or Illnesses**

If an injury occurs while you are at work, and you require urgent medical attention, seek treatment first. Transport by ambulance to the health facility designated by Commercial Risk Management will be arranged for you. You or someone you designate should report the incident to your supervisor and to the Risk Management Office at 1-800-786-6070 as soon as possible. You should also report any medical condition that you attribute to the workplace.

## **5. Evacuation Plan**

In the event of an emergency that warrants evacuating the building, your responsibility is simple: leave the building using the nearest available exit and assemble with your department in the designated area of the parking lot.

### **b. Other Work Place Policies**

#### **1. Drivers' Policy**

The Employer recognizes the necessity for individuals to travel in order to conduct Church Business. There is, therefore, a necessity to establish requirements for licensing, screening and insurance for anyone driving a vehicle. These requirements should conform to practical risk management standards used by our Property and Liability Insurance Carriers. The requirements will also complement the existing policies for the Protection of Children and Vulnerable Adults. The safety and well being of our employees is of critical importance to the Employer. Each employee is obliged to drive responsibly for the protection of others and ourselves. Employees that are required to drive on Employer business at any time will be expected to consistently follow the policies below.

- Employees are expected to wear seat belts at all times while in a moving vehicle being used for church business, whether they are the driver or a passenger.
- Drivers and passengers of Employer vehicles will not smoke in vehicles.
- Engaging in other distracting activities including, but not limited to, using cellular/mobile phones, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
- Employees must promptly report any accidents to local law enforcement as well as to the Employer in accordance with established procedures.
- Employees are also expected to report any moving or parking violations received while driving on Employer business and/or in Employer's vehicles.
- Failure to adhere to these procedures may result in disciplinary action.

## Requirements

- A. 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.
- B. 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.
- C. Individuals driving vehicles to transport children, youth or vulnerable adults will be required to pass a Level II Fingerprint Background Screening.
- D. 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.
- E. 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.
- F. Contract Transportation services hired to provide services to the Employer must have:
  - 1. Valid driver's license for the class of vehicle to be used
  - 2. Verification of safe driving record
  - 3. 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.
- G. Questions should be directed to the Director of Insurance and Risk Management of the Diocese of St. Petersburg.

## Definitions

**Proof of Insurance:** a declarations page from an Auto Policy, or Auto Insurance ID card displaying effective dates and policy limits, which is current for the vehicle to be used.

**Church Business:** Scheduled or assigned duties for an employee or volunteer required as part of the essential functions of a Ministry, Parish, School or Office within the Diocese of St Petersburg.

**Youth:** Generally, a person less than eighteen (18) years of age. Minors and the combined term "children and youth" are used interchangeably.

**Vulnerable Adult:** A person 18 years or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, physical, developmental disability dysfunction, brain damage, or the infirmities of aging.

### **Church Personnel:**

**Clergy:** All priests and deacons who have faculties of the Diocese of St. Petersburg.

**Employee:** Any lay individual who is employed by or engaged in ministry who is given payment for services (any form of compensation, whether monetary or otherwise) rendered in which the obligation to withhold for payroll tax (FICA, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, nursing home, group home, or other Diocesan entity that is controlled by or operated by the Bishop. "Personnel" as defined herein, has reference only to the applicability of this policy, and is not indicative of any agency or employment relationship between the Diocese and the party whose compliance with this policy is sought.

**Volunteer:** Any unpaid person who is engaged or involved in any diocesan institution or parish/school activity.

## 2. Firearms/Weapons

Possession or carrying of firearms or weapons on Employer's property is prohibited. The possession, use, sale or distribution of firearms or weapons during business or other functions, or knowingly transporting firearms or weapons to the workplace, will result in immediate dismissal and as necessary notification of the proper authorities.

### **3. Office Equipment/Electronic Media/Computers**

#### **a. Introduction**

The Employer recognizes that use of the Internet has many benefits for the employer and its employees. The Internet and e-mail make communication more efficient and effective. Employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the Employer and others at risk. This policy discusses acceptable usage of the Internet.

#### **b. Guidelines**

The following guidelines establish use of the Internet and e-mail in an appropriate, ethical and professional manner.

1. Employer computers and terminals will be password protected. It is critical that all employees protect these passwords to prevent unauthorized access to office equipment and electronic media (e.g., computers, voicemail boxes, etc.). All employees are responsible for the use and storage of material on his/her assigned computer or workstation.
2. Employer Internet, e-mail, or voicemail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the Church or be contrary to its best interests; and any illegal activities -- including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet, e-mail, or voicemail box - are forbidden.
4. Copyrighted materials belonging to entities other than the Employer may not be transmitted by employees on the Employer network.
5. The system may not be used in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
6. In order to avoid downloading viruses, employees must receive approval before downloading software or items on his/her local computer or to the local network.
7. Employees are responsible for the content of all text, audio or images that he/she places or sends over the Employer's Internet, e-mail, and voicemail systems. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. The Employer's name is attached to all computer generated messages.
8. E-mail is not guaranteed to be private or confidential. All electronic communications are the Employer's property. Therefore, the Employer reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. The Internet is not secure. It is possible for others to read and even alter sent messages.
9. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation.

#### **c. Employer Right to Monitor and Consequences**

All Employer-supplied technology, including computer systems and related work records, belong to the Employer and not the employee. The Employer may routinely monitor usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are Employer-owned, all policies are in effect at all times. Any employee who abuses the privilege of facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

#### **d. Questions Regarding the Use of the Internet or E-mail**

If an employee has questions regarding the appropriate use of the Internet or e-mail, contact the IT department, Human Resources or your immediate supervisor.

#### **4. Confidentiality**

Employees may have access to information about the people they serve or coworkers that is confidential. Confidential information learned in the capacity as an employee should be held in confidential trust and released to authorized persons only. Confidential information includes, but is not limited to: personal information such as age, ethnicity, gender, health, financial, income, educational and grading information.

#### **5. Housekeeping**

Employees are expected to make every effort to keep work areas and property clean and orderly. Willfully damaging or defacing Employer's property or furniture/equipment that is owned or leased, will be subject to disciplinary action up to, and including, termination.

#### **6. Personal Property**

The Employer does not assume responsibility for personal property left on our premises. Please leave all valuables and items of a personal nature at home. Every effort should be made to keep personal property in a secure place. Please report any lost property to your supervisor.

#### **7. Smoking Policy**

Smoking is prohibited, except in designated smoking areas. Violation of this policy is a major safety hazard and may result in disciplinary action.

#### **8. Exit Interview**

Employees who leave the Employer for any reason will be encouraged to participate in an exit interview with their immediate supervisor or the Executive Director of HR. This provides an excellent opportunity for the employees to candidly speak about their employment experience.

#### **9. Return of Employer Property**

On or before the last day of active employment, employees must return all property or items belonging to the Employer, including, but not limited to, keys, credit cards, pagers, cell phones, computer equipment, and all Employer property, tools, and/or supplies. Additionally, terminating employees will return to the Employer all records, data, plans, programs, magnetic tapes, diskettes, discs, rolodex cards, passwords, letters, lists, electronic mail, or other documents or materials of any nature which are in their possession or control which they obtained during their employment.

### **CONCLUSION**

Rooted in the gospel and common sense, the policies and procedures in this manual are especially important because of the sacred nature of our work in the Catholic Church. Since they will affect every aspect of the work environment, it is important that the content is familiar to you and sufficiently comprehended. If you have any questions or want more information, the Employer or Human Resources Office will be happy to help you with questions or problems. Please sign the acknowledgement of receipt on the next page and submit it to the Business Office in a timely fashion. Thank you for your commitment to serving our students and families.

# Acknowledgement of Receipt

Name: \_\_\_\_\_ Position: \_\_\_\_\_

This is to acknowledge that I have received a copy of the Employee Handbook that has been adopted for use by the **Entity Name Here**, Diocese of St Petersburg. I understand that the Handbook is not intended to include all policies of the Employer, and the Employer reserves the right to interpret and modify any of its policies or practices in its sole discretion. I also understand that while the Employer will normally attempt to provide me with advance notice of any change, it reserves the right to alter these policies at any time without advance notice. I further understand that the contents of and the provisions contained in this Handbook are for informational purposes only and do not constitute a contract of employment, express or implied. I understand that they may be changed when, in the opinion of the Employer, circumstances so require.

Nothing in this Handbook is to be interpreted to mean that I will be required to remain employed, should I desire to unilaterally resign my employment for whatever reason I think appropriate. Similarly, nothing in this Handbook is to be interpreted to mean that the Employer will be required to continue to employ me, should it desire to unilaterally terminate my employment, with or without notice or reason and for whatever lawful reason it deems appropriate. I understand that nothing contained in this Handbook is intended to provide or guarantee me with employment for any specified period of time, and that this at-will employment relationship can only be modified by a signed written agreement.

I also understand and agree that if I dispute any issue or action that arises out of or relates to my employment and I wish to appeal, I will do so through the internal grievance process. To resolve major employment disputes, I agree to submit the issue for mediation pursuant to the mediation procedures contained in the Employee Handbook.

I have received, read (or have had it read to me), understand, and will voluntarily comply with the aforementioned policies and procedures contained in the Employee Handbook.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**