

**ST.** \_\_\_\_\_  
**PARISH**

**PERSONNEL POLICY HANDBOOK**

**JULY, 1994**

**(Revised September 2002)**

ST. \_\_\_\_\_ PARISH

To Our Staff:

August 1, 1994

As a member of our Parish staff, we believe it is important that you have up-to-date information about our obligations towards each other. This Personnel Policy Handbook is for your reference and will give you some information about what you can expect from our Parish, as well as what is expected of you. The information provided in this Manual represents the policies that will guide us in managing our human resources. As circumstances require, changes will be made to this document to insure it properly defines our ongoing needs. Parish management (i.e., Pastor) welcomes input from you concerning comments and recommendations regarding its contents.

These policies are not contracts, however, and the Parish retains the right to administer them in its discretion. Neither these policies nor any other statements limit the right of you or the Parish to terminate employment at will.

Our Parish recognizes and respects the individual worth of all its staff and their contribution to its overall goals and interests. We believe in drawing upon strength in the experience of our past and diligently pursue those elements which have become part of our operating philosophy including:

- Providing a high level of quality in serving our parishioners;
- Maintaining a team of professionals who are committed to bringing excellence to their respective responsibilities and those of our Parish;
- Assuring a safe and healthy environment for visitors as well as every member of our organization;
- Providing a workplace that encourages staff to achieve to the fullest of their ability.

We are committed to a philosophy of fair and unbiased treatment of people, a treatment that will attract, retain and motivate those who desire to secure employment with us.

Welcome to our Parish. We look forward to working with you toward the mutual success of our personal and Parish goals.

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Parish Pastor

ST. \_\_\_\_\_ PARISH

PERSONNEL POLICY HANDBOOK

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## SECTION 10.0

### INTRODUCTION

10.1 **Scope of Personnel Policies and Procedures.** These personnel policies apply to all staff members, full- or part-time and temporary, within the St. \_\_\_\_\_ Parish.

10.2 **Rights and Obligations.** Employees recognize and accept that working within our Parish structure implies understanding the Diocese of Grand Rapids mission and our Parish orientation, and agree to conduct themselves personally and professionally so as to reflect consistently the operational standards of our Parish.

Our Parish's employment philosophy is that mutual satisfaction is essential in working effectively within the scope of the Diocese of Grand Rapids' mission, philosophy, ethical standards and practices which distinguish it from other employers.

While the policies in this personnel handbook do not constitute a legal contract, and do not modify the at-will employment relationship stated in Section 20.0, Parish management believes these policies represent a sound basis for a productive relationship between all its employees. For this reason, management is committed to the full support of the policies stated in this Handbook.

10.3 **Amendment.** The policies contained in this Handbook supersede all other policies. Parish management reserves the right unilaterally to modify the policies stated in this Handbook. Modifications will be made at management's sole discretion and in writing and will be distributed to all employees accordingly.

## **SECTION 20.0**

### **AT-WILL EMPLOYMENT**

It is the policy of our Parish to employ those whom it believes best qualified to perform essential functions of the position for which they are hired. Our Parish supports and complies with applicable state and federal laws prohibiting discrimination in hiring, training, promotion, compensation, benefits, layoff or other conditions of employment on the basis of race, religion, color, sex, age, disabilities or national origin, or other legally protected characteristics.

Employment with our Parish shall be at such compensation and conditions as Parish management shall determine and may change from time to time. Such employment shall be of no definite term and may be terminated by either party at will, with or without cause and with or without notice.

This statement of the at-will status of employment with our Parish may not be orally amended or altered, and no representative, supervisor or other staff of our Parish is authorized to make any promises or statements which would amend, alter or change this status. In addition, this statement of the nature of employment with our Parish supersedes all prior written and oral communications and prior practices concerning such employment.

## **SECTION 30.0**

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Our Parish supports and complies with applicable laws, is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, disability, height/weight, or marital or veteran status, or other legally protected characteristics. Our Parish's goal is to select appropriately qualified individuals in a manner that will achieve integration of all people at all levels within the organization. As a result, our Parish will continue to ensure that all matters related to recruiting, hiring, training, promotions, demotions, transfers, corrective actions, layoffs and recalls are free of prohibited discriminatory practices. It should be recognized, however, that there are certain positions which require adherence to the Catholic Church teaching in order to fulfill the responsibilities of the position.

Our Parish condemns and will not tolerate any conduct calculated to intimidate, retaliate, harass, or otherwise discriminate against any staff member. Employees who feel that their rights have been violated under this important policy should contact their immediate supervisor or, if necessary, Parish management.

## **SECTION 40.0**

### **EMPLOYMENT**

Our Parish's procedures for employee selection strive to provide the most qualified applicant for each available position. All selection procedures and practices must be strictly adhered to and applied without regard to the applicant's race, religion, color, national origin, sex, age or disability, height/weight (except where height/weight requirements are bona fide qualifications for the position), or marital status, and the requirements of the position available. It should be recognized, however, that certain positions require adherence to the Catholic Church teaching in order to fulfill associated responsibilities.

40.1 **Treatment of Staff.** Our Parish's employment policies are based on the following principle:

*Our Parish recognizes that all staff members are entitled to be treated with respect, dignity and courtesy.*

40.2 **Fair Wages.** Each person is entitled to a fair wage in return for fulfilling the requirements of the position held. Job enrichment opportunities will be based on performance, objective evaluations and organizational requirements.

40.2.1 Our Parish's wage, salary, and benefit policy shall be consistent for all in keeping with the Parish's wage and benefit programs.

40.2.2 Fringe benefits are provided to all eligible employees with all eligible employees being treated alike.

40.3 **Employment Policy Commitment.** Our Parish shall apply each employment policy in a manner it considers most fair, in accordance with the Equal Employment Opportunity law.

40.3.1 **Selection.** Our Parish will consider all applicants meeting the minimum qualifications of the openings for which they apply. Standard interviewing techniques will apply to all applicants. Once a minority, disabled, or veteran applicant becomes an employee, that employee will be treated as fairly as all other personnel.

40.3.1 **Training.** It is the responsibility of the supervisor to ensure that the individual receives the necessary training and instruction for tasks assigned.

40.3.2 **Advancement.** Periodic evaluation of work performance will be completed by the employee's supervisor and will be made primarily on the basis of the supervisor's view of job performance. Evaluation reports will be discussed with the employee so there is adequate communication as to the fairness of the report.

40.3.3 **Terminations.** Discharge of employees for cause after all attempts have been made to remedy existing problem is permissible. There shall be no differentiation of cause, and cause shall be the same for all employees.

In the case of a voluntary termination, an in-depth exit interview (see Section 180.1) to determine whether or not the employee's termination could have been prevented should be held in order to determine what actions are necessary to prevent future terminations of this type. When a fair determination has been made, there shall be no hesitation to effect that termination. To continue to employ an unsatisfactory employee would be a disservice to the employee and to our Parish, including our other employees.

- 40.4 **Work Environment.** Our Parish is committed to providing safe, healthful and satisfactory working conditions. Each person has the responsibility to observe safety precautions and help maintain the facilities and equipment in a safe and healthful condition.

Any employee involved in a work-related accident causing personal injury must report it immediately and may be required to undergo a controlled substance and alcohol test. Employees failing to submit to required work-related accident drug or alcohol tests will result in immediate suspension and eventual termination.

- 40.5 **Harassment Policy.** Our Parish maintains an environment that nourishes respect for the dignity of each individual. Therefore, our Parish does not condone nor will it tolerate sexual harassment, discrimination, intimidation, or harassment of any employee based on sex, race, color, national origin, disability, religion, height, weight, marital status, age or any other legally protected characteristic.

An employee who believes he or she has been a subject of harassment should report the alleged act immediately to their supervisor. An investigation of all complaints will be undertaken as soon as possible. Any supervisor, agent or other staff who has been found by our Parish, after appropriate investigation, to have harassed another employee or to have condoned the harassment of another employee will be subject to disciplinary action, from a warning up to and including immediate termination, depending on the circumstances. However, false accusations of sexual harassment will also result in up to and including immediate termination. Each complaint will be evaluated on the facts and in compliance with local, state and federal laws and guidelines.

40.5.1 Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

40.5.2 Other prohibited harassment includes jokes or comments regarding a person's personal characteristics, such as racial or disability related jokes or comments. Prohibited harassment also includes any act or statement indicating that a person should be viewed or treated less favorably because of a protected personal characteristic.

40.5.3 Any employee who has a complaint of discrimination, intimidation, or harassment in violation of this policy or applicable law by anyone, including supervisors, co-workers, or visitors should bring the matter to the attention of his or her supervisor. If the

complaint involves someone in the employee's direct line of command, then the employee should go to Parish management.

- 40.5.4 All complaints of harassment will be handled promptly and thoroughly. The privacy of the charging party and the person accused of harassment will be respected consistent with the need for investigation. Parish management will take appropriate disciplinary action up to and including discharge for violations of this policy.
- 40.4.5 Our Parish encourages a victim of harassment to come forward. At no time is the victim required to complain first to an offending supervisor.
- 40.5.6 Supervisors shall make appropriate efforts to ensure that all employees understand this policy and recognize and correct speech and behavior patterns that may be offensive with or without the intent to offend.
- 40.6 **Discrimination Based on Disability.** Our Parish prohibits all unlawful discrimination based on disability and is committed to provide reasonable accommodations to individuals with disabilities in compliance with the Americans with Disabilities Act of 1990 and the Michigan Handicappers Civil Rights Act. In this regard, our Parish specifically prohibits discrimination against those with disabilities who are qualified for a position.
  - 40.6.1 Our Parish gives full consideration to employment of disabled applicants who are able to fulfill the essential requirements and qualifications for the position, with or without reasonable accommodation. Our Parish will not establish arbitrary or unjustified physical requirements for disabled applicants.
- 40.7 **Hiring of Relatives.** Parish management discourages relatives working in a direct reporting, subordinate/ supervisor capacity. Exception to this policy may occur when assistance is needed for temporary assignments or special short-term projects. Such exceptions require the prior approval of Parish management.
  - 40.7.1 For the purposes of this policy, "relative" means spouse, mother or father, father- and mother-in-law, sons and daughters, brothers and sisters, sons- and daughters-in-law, aunts and uncles, and first cousins.
  - 40.7.2 No supervisor or other employee with hiring authority may hire a relative or a relative of their superiors. No relative can be employed in the same department where that supervisor or manager works or has hiring authority.
  - 40.7.3 Relatives may be hired in the same department for temporary or special project basis, and only with prior approval of Parish management.

40.8 **Personnel Records.** A cumulative personnel record will be maintained by our Parish for each employee. No personnel information shall be released without authorization by Parish management.

It is important that all personnel inform their respective supervisor promptly of any change in address, telephone number, marital status, number of dependents, emergency contact person, etc.

40.8.1 Our Parish will maintain a complete personnel file on each employee, containing only appropriate information such as:

- < Information pertaining to employment application
- < Copies of pertinent documents (i.e., military discharge, etc.)
- < Insurance information
- < I-9 Immigration and Naturalization Form
- < Written performance evaluations
- < Letters of commendation or other indications of excellent performance
- < Notices of suspension or written disciplinary records

40.8.2 All information about employees in the personnel files will be kept confidential except to those officials or Parish executives with a business need to know.

40.8.3 Any employee may choose to see his or her personnel file by appointment.

40.8.4 An employee who wishes to see his/ her personal records should notify the immediate supervisor. The employee may inspect the files in the presence of his/her supervisor, and may take notes or make single copies of each page in the files. No employee is allowed to remove anything from any personnel file.

40.8.5 An employee has the right to correct or request deletion of inaccurate information. In case of a disagreement, the employee may add a statement of disagreement to the file.

## **SECTION 50.0**

### **INTRODUCTORY PERIOD FOR NEW EMPLOYEES**

There is an introductory period of employment for all new employees. This introductory period gives our Parish an opportunity to make an initial decision as to whether the new staff member appears to be properly qualified to be placed in the position assigned, and it gives the new employee an opportunity to decide whether to continue employment.

All newly hired employees have a     -**day** introductory period. During this time, the immediate supervisor will help the new staff person to become familiar with all aspects of the job.

At the end of the introductory period, supervisors will complete the Performance Evaluation form, and the employee's work performance will be discussed.

## SECTION 60.0

### EMPLOYEE CLASSIFICATIONS

To promote fairness in salary and wage administration, employment benefits and other matters, our Parish classifies staff into specific categories. Employee members who question their classification should discuss the matter with their supervisor. For consistency purposes it is important to define employee status and benefit eligibility in the same manner for a parish and a school within a parish.

60.1 Employees are classified according to their normal scheduled work hours. Following are employee classifications at our Parish:

- < **Regular Full-Time** - Employees who are normally scheduled to work 30 through 40 hours per week over a twelve-month period. Such employees receive full-time benefits. This applies to employees working 52 weeks per year in a parish setting and 41 weeks per year in a school setting. (Employees in a school setting do not receive paid vacation or paid holiday).
- < **Regular Part-Time** - Employees who are normally scheduled to work at least 20 hours per week through 29 hours per week over a twelve-month period. Such employees are eligible for health and pension benefits; all other benefits are pro-rated accordingly. This applies to employees working 52 weeks per year in a parish setting and 41 weeks per year in a school setting. (Employees in a school setting do not receive paid vacation or paid holiday).
- < **Part-Time** - Employees who are normally scheduled to work less than twenty (20) hours per week. Such employees are not eligible for benefits.
- < **Temporary** - Employees hired to work as an interim replacement or for temporary work which does not extend beyond 120 calendar days. Such employees are not eligible for benefits.

60.2 Our Parish reserves the right to terminate employment for reasons it deems appropriate. (See Section 20.0 regarding At-Will Employment.)

An employee's status does not automatically change from Temporary or Part Time to Regular status even if the employee's scheduled hours increase or the employee works a longer period than anticipated. Regular status becomes effective only when officially classified as "Regular" status in Parish records.

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## **SECTION 70.0**

### **ORIENTATION PROGRAMS**

In order to help new employees understand Parish policies, benefits and practices, our Parish conducts orientation programs under direction of the respective supervisor. The purpose of orientation is to help give new staff members an understanding of their duties and responsibilities as quickly as possible, give them confidence and enhance productivity and goodwill within the organization.

## **SECTION 80.0**

### **POSITION DESCRIPTIONS**

Position descriptions provide a uniform and consistent framework in which to define the precise duties and responsibilities of each position within our Parish. When each position description, whether new or revised, is prepared and approved, it becomes official. Management requests new employees to become thoroughly familiar not only with their own position description, but with those of their immediate subordinates, including job performance, accountability and responsibility.

## **SECTION 90.0**

### **EMPLOYEE PERFORMANCE APPRAISALS**

Parish management advocates evaluating overall staff performance at least annually. The purpose of the appraisal is to gauge staff performance objectively as compared to mutually agreed upon personal goals and objectives developed.

An employee's initial performance review will take place after 90 days, or earlier in the discretion of the supervisor. Compensation adjustments normally will not occur in conjunction with this evaluation, but will be considered at the annual performance review.

## SECTION 100.0

### EMPLOYEE COMPENSATION

It is the policy of our Parish to provide compensation that compares favorably with that of other organizations in our community, for similar work under similar conditions. Compensation is periodically reviewed and adjusted based on market demand for the positions, and other relevant factors.

100.1 **Pay Period.** Compensation is paid bi-weekly. Employees shall ensure that paid time-off (i.e., sick, personal, vacation, holidays, and other time-off classifications) taken during the preceding pay period is properly recorded and submitted with timesheets to their supervisor to ensure proper recording of paid time-off taken.

- Pay day is \_\_\_\_\_, which means there are \_\_\_\_ pay days each year. On each pay day, the employee will receive a check for the number of hours worked during the previous two weeks.
- In the event a national holiday should fall on pay day, \_\_\_\_\_, checks will be issued the preceding day, \_\_\_\_\_.
- All pay checks are void after sixty (60) days.
- Our Parish cannot cash pay checks, and an employee cannot draw money in advance of regular pay.
- Pay checks will not be mailed or given out prior to the respective pay day unless arrangements have been made for advance vacation pay.

## SECTION 110.0

### EXPENSE REIMBURSEMENT

110.1 **Tuition Reimbursement.** Parish management encourages its regular full-time staff to continue to develop professional skills by taking courses which contribute directly to the employee's job effectiveness or advancement possibilities. However, these courses should not conflict with the employee's normal work schedule.

110.1.1 Regularly scheduled full-time employees may be eligible for reimbursement at 100% of tuition cost not to exceed \$\_\_\_\_\_ per year.

110.1.2 A new employee may begin participating in the tuition reimbursement program after one year of continuous employment.

110.1.3 Permission to take a course must be obtained in writing and **in advance** from employee's supervisor prior to registration.

110.1.4 Successful completion of the course is required prior to reimbursement. Successful completion of a course will be defined as a minimum grade of "B" for undergraduate and graduate courses. The employee must submit his/her grade(s) to his/her supervisor after the semester ends to receive payment for tuition reimbursement. A Tuition Reimbursement Form is included as an attachment to this policy.

110.1.5 Employees seeking reimbursement for course work must sign a copy of the Tuition Reimbursement Form which contains the following stipulations:

< That the employee agrees to continue working at our Parish in a regularly full-time schedule status for at least six months following completion of the course for which the employee has been reimbursed.

< That if the employee terminates or voluntarily reduces his/her hours to part-time or temporary status, during six (6) months after completing the course, an amount equal to tuition reimbursement

paid by our Parish will be deducted from the employee's pay. This requires a written consent by the employee.

110.1.6 Requests will be reviewed on an individual basis by date submitted until budgetary limitations have been reached. An "application period" will be designated and employees will be notified concerning these dates. Applications will be accepted only during these designated "application periods".

Approval for undertaking these courses is subject to the discretion of the supervisor and Parish management as well as budget restrictions.

110.1.7 An employee may be reimbursed for the cost of tuition only. Any other expenses associated with his/her education are the individual's responsibility.

110.1.8 There will be no advance payment for course work.

110.1.9 Classes are to be scheduled during non-working hours.

110.1.10 Employees receiving any type of outside educational assistance must have the amount of this aid certified by the educational institution. This amount will be subtracted from the tuition assistance provided by our Parish.

110.2 **Conferences, Seminars and Workshops.** Our Parish encourages the growth and development of employees through participation and attendance at professional, technical and educational meetings and conferences. Not only does participation enhance the professional development of the individual, but promotes the public relations message and image of our Parish.

110.2.1 Permission from the employee's supervisor must be obtained **in advance** for all workshop, seminar and professional meetings and conferences attended on Parish time.

110.2.2 Reimbursement for attendance at professional meetings must be approved **in advance** by the supervisor.

110.2.3 It is the responsibility of the employee to notify his/her supervisor of his/her attendance at professional development meetings for inclusion in the employee's personnel file.

110.3 **Travel Expense Reimbursement.** Expense reimbursement. (e.g., lodging, meals, travel, etc.) incurred while performing Parish-related duties (i.e., authorized attendance at meetings,

conferences, and luncheons) will be reimbursed when corresponding documentation is presented and approved by the supervisor. Our Parish assumes no responsibility for expenses which have been incurred 60 days or more prior to being submitted for reimbursement, after which such expenses will become the personal responsibility of the employee.

110.4 **Mileage Reimbursement.** Employees who receive approval by supervision to drive their vehicles to Parish-approved meetings, seminars, Parish business, etc. more than ten-mile radius of Parish offices will be reimbursed for mileage at the prevailing mileage allowance provided by the Federal Internal Revenue Service.

Local travel within a ten mile radius of Parish office is not reimbursed except for unusual circumstances where prior approval is given by the supervisor.

# TUITION REIMBURSEMENT

Name \_\_\_\_\_ Date\_  
Address\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code\_

**Circle One:** GRADUATE UNDERGRADUATE

Educational Institution\_  
Course Title and #\_  
Start Date \_\_\_/\_\_\_/\_\_\_ Completion \_\_\_/\_\_\_/\_\_\_  
Final Grade \_\_\_\_\_  
Credit Hours \_\_\_\_\_ Cost Per Credit \_\_\_\_\_ Tuition\_  
Day(s) \_\_\_\_\_ Time(s)\_

How is this course related to better job performance?

-  
-

## AGREEMENT

In consideration for tuition and fees paid by  
St. \_\_\_\_\_ Parish, I agree to  
remain in the employ of St. \_\_\_\_\_  
Parish for at least six (6) months following  
completion of this course. If I terminate or  
voluntarily transfer to part-time status within  
six (6) months, this **AGREEMENT** authorizes  
St. \_\_\_\_\_ Parish to deduct from  
all pay or benefits due me an amount equal to  
the tuition paid.

Employee's Signature: \_\_\_\_\_

=

## PRE-APPROVAL

(Must be signed before course is taken.)

Supervisor \_\_\_\_\_ Date\_  
Parish Management \_\_\_\_\_ Date\_  
Recommend **Non-Approval**\_  
Reason\_

=

## FINAL APPROVAL

(After course completion)

Approved \_\_\_\_\_ Amount\_

This form must be completed and approved **prior to** the start date of class and must be forwarded to your supervisor for filing. Upon completion of course, submit follow-up paperwork in accordance with policy.

## SECTION 120.0

### **BENEFITS AVAILABLE TO FULL-TIME AND REGULAR PART-TIME EMPLOYEES**

Our Parish provides a fringe benefit program that offers a wide range of coverage to full-time and regular part-time employees. In any situation in which insurance is provided, terms of the insurance policy are binding regardless of any statement contained in this Handbook, or any other statements or policies of our Parish.

120.1 **Health Insurance.** All regular full-time and regular part-time employees, after having met employment eligibility requirements may be enrolled in the health care plan paid \_\_\_\_% by our Parish. Coverage under the plan includes the employee and his/her eligible dependents.

#### **Health and Dental if Parish opts to offer dental:**

##### Single Coverage:

<u>Hours Per Week</u>	<u>Eligibility</u>	<u>Employer Pays</u>	<u>Employee Pays</u>
20 hours	Single Coverage	60%	40%
25 hours	Single Coverage	80%	20%
30+ hours	Single Coverage	100%	0%

##### Family Coverage:

<u>Hours Per Week</u>	<u>Eligibility</u>	<u>Employer Pays</u>	<u>Employee Pays</u>
20 hours	Family	40%	60%
25 hours	Family	50%	50%
30+ hours	Family	80%	20%

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120.2 **Life and Accidental Death and Dismemberment Insurance.** All regular full-time employees are covered under group term life/accidental death and dismemberment insurance after having been continuously employed by our Parish for \_\_\_\_\_ calendar days. Coverage is equal to one and one-half times annual earnings.

Should an eligible full-time employee become disabled preventing him/her to work for an extended period of time, life insurance coverage is continued for the period and on the terms provided in the policy.

120.3 **Long-Term Disability Insurance.** Terms and conditions outlined in the insurance booklet apply.

120.4 **Pension Plan.** Regular full-time and regular part-time employees are covered under the provisions of the Michigan Catholic Conference's Lay Employees' Retirement Plan. Total cost of participation in the Retirement Plan is paid by our Parish on behalf of all eligible employees.

120.5 **Worker's Compensation Insurance, Social Security and Unemployment Insurance.** Each employee is covered by Worker's Compensation Insurance, Social Security and Unemployment Insurance in accordance with state and federal statutes.

120.6 **Leave of Absence.** When a full-time employee goes on leave of absence, it is his/her responsibility to make arrangements with his/her supervisor concerning payment of insurance premiums. If no arrangements are made, benefits will automatically be canceled (see also Section 140.0 regarding Leaves of Absence.)

**Important:** The above is intended to be only a brief synopsis of the benefit plan and is not intended to be all inclusive. In case of any difference between this and the official plan document, the plan document will always prevail. Additional details regarding health care benefits are available from your supervisor.

## SECTION 130.0

### EMPLOYEE ATTENDANCE, WORKING HOURS AND TIME OFF

- 130.1 **General Statement.** Our Parish's successful operation depends in large part upon the regular attendance of each of its staff. Unnecessary and unexcused absences, therefore, are not acceptable because they affect not only our Parish operations but also the way in which fellow employees are able to do their jobs.

Employees are expected to report for work on time and when scheduled. While certain allowances will be made for occurrences beyond the control of an employee, chronic or excessive violations will result in disciplinary action up to and including dismissal.

Any employee who is unable to report for work or who will be delayed must notify his/her supervisor within 30 minutes after the regularly scheduled starting time or, in an emergency, as soon as is practical.

Management may require a doctor's certificate from a staff member who has been absent for three or more consecutive days before being permitted to return to work. In cases of continued unsatisfactory employee attendance or punctuality, the immediate supervisor, upon concurrence by Parish management, will issue a written warning to the staff member and a copy will be placed in the employee's personnel file. Further incidence of tardiness or absence will result in disciplinary action.

- 130.2 **Unexcused Absence.** Any absence that is not approved by the immediate supervisor is an unexcused absence.

Three consecutive days of unexcused absence will result in termination of employment.

If an unexcused absence occurs on the day preceding or following a scheduled holiday, the employee will not receive pay for the holiday.

- 130.3 **Workday and Week.** The business office hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., Monday through Friday.

Employees are provided \_\_\_\_\_ hour for lunch.

Lunch breaks and work schedules may be developed by the appropriate supervisor, as necessary, to maintain minimal disruption in work.

Under no circumstances shall these breaks be abused. Abuses may result in disciplinary action by an employee's immediate supervisor.

130.4 **Overtime.** On occasion, staff workload requires more than the usual workday to maintain our Parish's high standards of service. While staff are not usually required to work overtime, cooperation under these circumstances is appreciated.

All overtime must be authorized by the supervisor prior to working the overtime hours. In all cases, it is the duty of the supervisors to exercise their control over all overtime work.

130.4.1 **Hourly non-exempt employees** are entitled to overtime pay and will be paid at the rate of one-and-a-half (1-1/2) times regular hourly rates for hours worked in excess of 40 hours in the established seven-day (7) work week.

130.4.2 **Exempt staff** are not eligible for overtime compensation.

130.5 **Record of Hours Worked - Time Reports.** It is the responsibility of each employee to accurately record actual time worked. Supervisors are expected to enforce the following procedures within their department:

- Employees shall record **only** their own time on their own time sheets, and must record all time worked. Time sheets are not to be tampered with or falsified.
- Falsifying time sheets will result in immediate dismissal for all employees involved.

130.6 **Stipends for Diocesan and Parish Staff.** Employees and religious are not to use their position with diocesan institutions for personal gain or advantage in any manner that would create a conflict of interest. Diocesan institutions have a right to a full workweek from their workers and workers have a right to be compensated fairly for work done above and beyond the workweek.

1. When an employee or religious gives a workshop at diocesan, parish or school sponsored events that is within the scope of his/her job description or responsibility, he/she will not receive a stipend, regardless of the institution sponsoring the event.

In this case, it is understood that the employee or religious makes use of his/her regular weekly work schedule for the preparation and presentation involved.

2. When an employee or religious uses his/her regular work time to prepare and give programs, workshops or consultations for any group other than diocesan departments or offices (e.g. parishes or schools) or in the case of a parish employee for groups

other than the parish (e.g. diocesan departments or offices), any stipend paid by the institution must be given to the employer. In this case, the employer has paid for the time and should receive the compensation.

3. When an employee or religious uses time other than his/her regular weekly work time to prepare and give programs, workshops or consultations for any group other than diocesan departments/offices or parish, the stipend given belongs to the employee doing the work.

## SECTION 140.0

### VACATIONS, HOLIDAYS AND LEAVES OF ABSENCE

140.1 **Vacations.** Regular full-time employees accrue vacation on the employee's anniversary date according to the following schedule:

<u>Length of Service</u>	<u>Number of Accrued Vacation Days</u>
One Year Through Five Years	5
Six Years Through Fifteen Years	10
Sixteen Years and Over	15

Years of service includes actual employment as a full- or part-time employee.

140.1.1 Each supervisor schedules vacations based on employee requests, subject to continuing orderly operations.

140.1.2 Vacations should generally be taken one full week at a time. Daily vacation days are generally not allowed.

140.1.3 Requests for vacation time should be made at least four (4) weeks in advance, and are normally granted on a first come, first served basis.

140.1.4 When a paid holiday falls within an employee's scheduled vacation, the paid holiday will not be counted as a day of vacation.

140.1.5 All earned vacations should be used by the end of the calendar year. Vacation carry-over is **not** allowed. Vacation benefit not used during the allotted time will be paid at the end of the payroll period following the employee's anniversary date.

140.1.6 **Vacation Pay.** Eligible employee's vacation pay will be computed on the basis of the employee's base hourly/ salary rate (straight time) only.

140.2 **Sick Days.** Regular full-time employees who have completed the introductory period are entitled to a maximum of six (6) paid sick leave days per calendar year. Earned sick leave days are **cumulative** up to a maximum of fourteen (14) days. However, upon resignation or employment termination, our Parish will **not** compensate any accrued and unused sick days.

An employee who is eligible for benefits under the Worker's Compensation Law, may use his/her accumulated sick leave to make up any difference between the amount of weekly Worker's Compensation benefits and his/her regular net pay.

Upon return to work from an illness lasting three (3) working days or longer, the employee must furnish his/her supervisor with satisfactory medical documentation of illness or incapacity and a statement from his/her physician qualifying him/her return to work.

Sick days do not accrue while an employee is on leave of absence or other inactive status.

140.3 **Personal Days.** Full-time employees are eligible for two (2) personal days each calendar year of employment. Newly hired personnel are not eligible for personal days until after six (6) months of continuous service with our Parish. Personal days do not accrue when an employee is on leave of absence or other inactive status.

140.3.1 Personal days may be taken for occasions such as birthdays, religious purposes, etc.

140.3.2 Personal days are **non-cumulative**. Employees will not be compensated for unused personal days at the end of the calendar year or when employment is terminated.

140.4 **Bereavement Leave.** In the unfortunate event of the death of an immediate family member (father, mother, sibling, spouse, child, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandparents, grandchildren, and legal guardians), full-time employees will be eligible for up to four (4) consecutive leave days. An occasional absence may be necessary because of the death of other than a member of the immediate family. Subject to the supervisor's approval, an excused absence of up to one (1) day with pay may be granted. All supervisors will be responsible for the application and enforcement of the policy within their department.

140.5 **Military Leave of Absence.** A staff member with ready reserve or National Guard military reserve status may take time off for required active or training duty. Our Parish may require confirmation of the military orders requiring the time off.

An employee taking a military leave of absence will be reinstated at the conclusion of such leave in accordance with applicable state and federal law.

Our Parish will pay regular full-time employees for regular work days missed due to reserve or National Guard military training leave in the amount of the difference between military base pay and normal weekly pay, up to two weeks in a calendar year.

140.6 **Jury Duty.** Our Parish encourages its employees to cooperate in the performance of their civic duty by serving in the jury system when summoned. Employees will be compensated at regular base rate of pay for jury duty. However, any jury pay received (excluding travel

expenses) will be turned in to the business operations' office. In order to receive compensation, an employee must give his/her supervisor prior notice that he/she has been summoned for jury/witness duty.

In most cases, jury duty does not necessitate full-time absence from work and, therefore, the employee is required to report to work and is expected to fulfill position requirements to the greatest extent possible.

This policy does not apply to an employee appearing in court or before administrative agencies on personal matters (i.e., divorces, lawsuits initiated by the employee, family problems, lawsuits on behalf of past employers, etc.).

140.7 **Holidays.** The following are holidays observed at our Parish:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday shall be observed the Friday preceding the holiday, or on the date recognized by law. Holidays falling on a Sunday shall be observed the Monday following as the official day.

Employees are required to work their last scheduled workday prior to, and their first scheduled workday following a recognized holiday. Employees on inactive status are not eligible for holiday pay.

## SECTION 150.0

### WORK ENVIRONMENT

- 150.1 **Appearance.** Our Parish is a highly visible organization in the community. Appearance is important when dealing with our constituents, the public, as well as within the organization. Therefore, every effort should be taken to make a positive impression with every personal contact made by an employee.

Employees are expected to use good judgment about appropriate clothing and appearance according to weather, fashion, etc. Questions of propriety should be directed to the immediate supervisor.

- 150.2 **Confidentiality.** Employees must use discretion in discussing our Parish and its affairs, particularly outside the office.

Information may be discussed in communication between appropriate, qualified individuals, based upon their need to know, and in a manner that will not compromise the confidentiality of that information.

Breach of confidentiality via word or action, as determined by Parish management, may result in disciplinary action up to and including discharge.

- 150.3 **Information Releases.** All information released from the Parish, about our Parish or parishioners must be cleared through and approved by Parish management. This applies to release of any information to the news media, publication and/or distribution of any printed material which will be read by the general public, and articles which include information about our Parish.

- 150.4 **No Smoking.** Our Parish maintains a smoke-free environment in the interest of public and co-employees' health. Smoking is prohibited in the building(s) and property(s) of our Parish. This policy applies to all employees and visitors.

- 150.5 **Housekeeping.** Because our Parish is a highly visible organization, all employees shall maintain a neat, clean work area.

- 150.6 **Personal Property.** Our Parish is not liable for loss of, or damage to, personal property on its premises. Our Parish strongly recommends that staff members not bring any valuable items or possessions to work.

- 150.7 **Patents and Copyright.** All literature/software developed and copyrighted on behalf of our Parish, and any patentable component developed by an employee while working for our Parish shall become the property of our Parish.
- 150.8 **Solicitations.** Our Parish wishes to protect its staff from distracting requests for contributions, solicitations, bothersome advertising or literature from co-employees. Accordingly, solicitation and distribution of literature by staff members is not permitted during the working time of any involved employee. Distribution of literature is prohibited in working areas at all times. Solicitation and/or distribution of literature by visitors to our facility is also prohibited at any time on Parish premises.
- 150.9 **Building Security.** Our Parish asks that all employees be responsible to ensure security of its premises. Any employee remaining beyond the end of the regular working day shall ensure that exit doors are securely locked
- 150.10 **Personal Mail.** Our Parish discourages staff members using its premises to send or receive from carriers any personal letters, packages, etc.
- 150.11 **Personal Telephone Calls.** Our Parish recognizes that employees may occasionally need to make or receive important personal telephone calls during the work day. Our Parish encourages employees to keep personal telephone calls to a minimum.

Urgent calls may be made when necessary; other necessary calls should be made during a break period.

Personal long distance calls are not permitted on Parish telephone equipment.

- 150.12 **Electronic Media.** The electronic mail system, including hardware, software and messages, is the property of the Parish. This e-mail system is to be used for business purposes only. The Parish may delete inappropriate or non work- related content, and employees who use the e-mail system for personal or messages will be subject to discipline up to and including discharge. No communication in the e-mail system will be deemed personal, confidential or private, except to the extent that the Parish determines that information should be kept confidential for the benefit of the Parish. The Parish may monitor e-mail messages and the use of this system constitutes employee's consent to Parish review of electronic messages for the purposes of state and federal wiretapping statutes. Employees may not encode messages or otherwise make them inaccessible by the Parish. The Parish reserves the right to disclose e-mail messages to law enforcement officials or third parties without notice to any of the parties to the message.

### **Computer Policies and Procedures For The Parish.**

**INTRODUCTION:** The policies and procedures presented herein apply to all staff members, full-or part-time and temporary (volunteers), and to all church organizations. These policies will address standards for utilization of electronic media; security;

authorization to access by a parish, school or individual; purchase agreements; standards for equipment (hardware); and, standards for operating systems (software).

The policies contained in the handbook supersede all other policies. The Parish reserves the right to change them at any time with such prior notice, if any, as may be reasonable under the circumstances.

### **Standards for Utilization of Electronic Media:**

**Basic Policy.** In the advocacy of public policy and the provision of services, the Parish increasingly uses electronic forms of communication and information exchange. Employees may have access to one or more forms of electronic media and services (computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, Local Area Network, and the World Wide Web, etc.)

The Parish encourages the use of these media and associated services because they make communication more efficient and effective, and because they are valuable sources of information. The Parish recognizes that these communications and services can provide great benefits to individuals, the Church, and society as a whole. On the other hand, their inappropriate use can result in much harm. This policy is intended to deter employees from harmful (illegal, immoral, and inappropriate) use of these services, while allowing them the freedom necessary for productive, beneficial use.

Electronic media and services provided by the Parish is the said employer's property. Its purpose is to facilitate the business of the Parish.

With the rapidly changing nature of electronic media, and the net etiquette (a.k.a. "netiquette") which is developing among users of external on-line services and the Internet, this policy can not lay down rules to cover every possible situation. Instead, it expresses the Parish's philosophy and sets forth general principles to be applied to use of electronic media and services.

The following procedures apply to all electronic media and services which are:

- accessed on or from the Parish premises,
- accessed using the Parish computer equipment, or via Parish paid access methods, and/or
- used in a manner, which identifies the individual with the Parish.

**Procedures.** Electronic media may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against the Parish policy or contrary to the interest of the Parish. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes;

unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, age, national origin, or religious or political beliefs.

Electronic media and services are primarily for Parish business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable as is the case with personal phone calls. Employees must, however, use their own personal Internet service provider and need to demonstrate a sense of responsibility and may not abuse the privilege.

At no such time should Parish property be used for personal commercial transactions nor for the establishment of personal Web pages.

Electronic information created and/or communicated by an employee using e-mail word processing, spreadsheets, voice mail, telephones, Internet/BBS access, etc. will not generally be monitored by the Parish. The following conditions, however, should be noted:

All messages and related files are property and records of the Parish.

Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or Internet) are statements identifiable and attributable to the Parish. While some users include personal “disclaimers” in electronic messages, it should be noted that there would still be a connection with the Parish, and the statement might still be legally imputed to the Parish. All electronic communications sent by employees must comply with this and other Parish policies, and may not disclose any confidential or proprietary Parish information. Employees are responsible for protecting the Parish property, including, but not limited to, data files and intellectual property.

The Parish routinely monitors usage patterns for both voice and data communications (e.g. number called or site accessed; call length; times of day of calls). Reasons include cost analysis/allocation and the management of Parish communication equipment and services.

The Parish also reserves the right, in its discretion, to review any employee’s electronic files and messages and usage to the extent necessary to ensure that electronic media and services is being used in compliance with the law and with this and other Parish policies. There may also be other business or legal reasons for the Parish to access or disclose any employee’s electronic files or messages. Employees should not assume electronic communications are totally private and confidential.

Since personal messages can be accessed by the Parish without prior notice, individuals should not use electronic communications to transmit any messages that should not be read by a third party. For example, individuals should not use Parish e-mail for gossip, including personal information about oneself or others, for forwarding messages under circumstances likely to embarrass the sender, or for emotional responses to business correspondence or

work situations. In any event, use of electronic media for such purposes as soliciting or proselytizing for commercial ventures, or personal causes or outside organizations or other similar, non-job related solicitations is prohibited.

Employees must respect the confidentiality of other persons' electronic communications and may not attempt to hack into other systems, or use other persons' login IDs without authorization, or crack passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except by explicit direction of company management.

Each employee who changes any passwords or settings on a Parish supplied computer or information service must submit a copy to the Network/System Administrator of all of his/her computer or information service passwords for the Parish uses if required. (Example: there may be a need for the Parish to access an employee's system or files when they are away from the office.)

No e-mail or other electronic communication may be sent which attempts to hide the identity of the sender, or represents the sender as someone else or from another company.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system. Employees must not deliberately or willfully use electronic media or services to cause damage to computer equipment or software, or assist others in doing so. (Example: deliberately spreading a computer virus.)

It is a violation of Parish policy for any employee, including system administrators and supervisors, to use outside materials (games, disks, personal software, and internet software) on Parish office and laptop computers.

Electronic games may be used during a regular scheduled break or during the lunch hour. Employees need to demonstrate, however, a sense of responsibility and may not abuse the privilege.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner or a single copy for reference use only.

Network services and World Wide Web sites can identify at least which company Band often which specific individual B is accessing their services. Thus accessing a particular bulletin board or Web site leaves Parish identifiable electronic tracks even if the employee merely reviews or downloads the material and does not post any message. All activities must be kept in good taste, presenting a positive, professional image of both the employee and the Parish. Employees must practice appropriate "netiquette" customs. Use of inflammatory language (a.k.a. "flaming") must be avoided.

An employee's access privileges to electronic media and services are determined by the Parish management.

Each employee must limit the time spent using electronic media and services to an amount appropriate to his/her task or job responsibilities.

All information created for broad public dissemination through electronic media must have prior approval by an employee's immediate supervisor.

The Parish may create forms to facilitate the flow of information through electronic media. Modification of forms is prohibited without management approval.

Laptop computer available for staff use: Use of a laptop must gain the approval of an employee's immediate supervisor. All information related to the Parish must not be stored on the hard drive of the laptop but should be appropriately stored on a diskette. Laptop users shall adhere to all policies described in this document. When traveling, laptop computers should be under the control of the employee at all times.

Computers may be provided to certain Parish staff for facilitation of Parish business. Usage of Parish-provided computer in the home is to be guided by the policies described in this document. Personal use of the Internet is the responsibility of the employee.

Access to the Parish system through home and/or private computers is allowed only after agreement by the immediate supervisor and the Parish Information Systems Department.

Any employee found to be abusing the privilege of Parish facilitated access to electronic media or services will be subject to corrective action, up to and including discharge, and/or risk having the privilege removed from him/her and possibly other employees.

**150.13 The Protection of Children & Young People.** Diocesan ministries, parishes, institutions, and agencies will evaluate the background of all employees and volunteers who have regular contact with minors. Background checks on such individuals will be conducted utilizing the appropriate law enforcement and other community agencies. All applicants for such related employment or volunteer activities will be notified of these background checks and their employment will be conditional upon the securing of such checks. Appendix A of this policy presents a non-taxative list of those employees and for whom a background check is mandatory.

Diocesan ministries, parishes, institutions, and agencies will cooperate with parents, civil authorities, education and community organizations to provide appropriate education and training for children, youth parents, ministers, educators and others about ways to make and maintain a safe environment for children.

**150.14 Standards of Ministerial Behavior in Dealing with Children and Young People.**

## **General Guidelines**

Children and young people deserve the Church's highest standard of care. As holders of positions of power, parish clergy, religious, seminarian, employee or contract staff, or volunteer adults will set appropriate boundaries to assure a safe place for children and young people in all Church ministries and programs.

Parish staff and volunteers will witness in all relationships with minors and others the chastity appropriate to each one's state in life, whether celibate, single or married.

Parish staff and volunteers will recognize that needs for affection and intimacy must be addressed outside their work with children and young people.

Recognizing that physical contact with a minor may on occasion be appropriate and in some instances unavoidable, it is acknowledged that it can be misconstrued. It should occur in work with youth (a) only when completely nonsexual and (b) never in private. In addition, parish staff or volunteers will not engage in speech, gesture or other behavior which may be construed as seductive or sexually suggestive to a minor.

When working with youth, a team approach is best. All parish staff and volunteers will, to the extent possible, avoid being alone with a minor, including transportation.

Clergy, religious, seminarian, employee, staff and volunteer adults will be accountable to a spiritual director, superior, colleague, spouse or peer to ensure proper boundaries are maintained in relationships with young persons. Perceived or actual threats to those boundaries by any adults, a youth or others must be openly discussed.

All adults with regular contact with youth or children will seek education concerning the signs of abuse and neglect of minors and take appropriate and requisite action when such signs are recognized. All staff and volunteers are to acknowledge and accept the State of Michigan's *Child Protection Law* in that regard, as well as the Diocese's *Policy on the Sexual Abuse of Minors*, and pledge support of both.

Where other civil laws or codes of ethics govern particular aspects of relationships with minors, all staff and volunteers must agree to comply implicitly with them in all respects.

## **Particular Guidelines**

Priests, unmarried deacons, religious and seminarians will not allow an unrelated minor to stay overnight in their private accommodations or residences unless a parent or guardian is present. Married deacons, staff and volunteers will not share overnight accommodations with an unrelated minor if no other adult is present.

Parish staff and volunteers will not meet with an unrelated minor in private absent

exceptional circumstances. Adults will not meet with unrelated minors, if at all possible, without notifying a superior or colleague in advance. When such a meeting occurs without such notice, the subject adult will promptly notify a superior or colleague in writing of the event, the circumstances giving rise to it and what occurred.

When meeting with an unrelated minor in a public place, but alone with her or him, adults will take the steps necessary to see that the meeting is readily observable to others, both visually and audibly unless confidentiality or the oral communication is necessary in the interest of the minor, in which case additional precautions are to be taken to assure that the meeting will be within the sight of other adults.

If a minor is sexually suggestive in speech or behavior, the adults who witnessed the occurrence are to inform the minor that such conduct is unacceptable and, when appropriate, take other remedial action to prevent harm to the minor and scandal to others.

If a minor discloses information about a sexual issue or concern involving a parent, guardian or household member, the adult(s) receiving the disclosure must ascertain whether reporting is required (see above) or appropriate, putting the minors health and safety first, and having due regard for a request for confidentiality and/or anonymity by the minor. The responsible adult(s) will consult with an appropriate professional to determine a proper response.

Apart from the limited circumstance referenced immediately above, all employees and volunteers are to encourage parents and guardians to inquire about their children's welfare and their relationships with parish adults. If any staff member or volunteer becomes aware of a danger to the health or safety of a young person, the staff member or volunteer will promptly advise the parent or guardian of the concern.

Parish staff and volunteers must never provide alcohol, tobacco, illegal drugs, pornography or other inappropriate material to a child or young person. Parish staff and volunteers must never use or be under the influence of alcohol or illegal drugs while in ministry to minors.

Staff and volunteers must follow Diocesan policies for screening, supervising and evaluating persons who work with children and young people on a regular basis. (See Policy 150.13, "*The Protection of Children and Young People.*")

All clergy, religious, seminarians, employees, contract staff, and volunteers must receive, read, understand, and accept these Standards of Ministerial Behavior, and the sign a form to indicate support and endorsement of the Diocesan Pledge and Belief with respect to relationships with minors, as well as certification of receipt and approval of the Standards.

Clergy, religious, seminarians, employees, contract staff, or volunteers may not provide pastoral counseling, spiritual direction, psychological or other mental health services to a minor or young person unless qualified to do so. Any adult providing such counseling will maintain a log showing the time and place of each session and include minimal information of the content. Such sessions are not to be audio-taped or video-taped. Information obtained from counseling sessions may be used only in educational, Homiletic or other professional settings, and only after taking effective means to safeguard the minor's identity and confidential disclosures.

***These guidelines, both general and particular, do not address or govern the Sacrament of Reconciliation. Under no circumstances shall there be disclosure, directly or indirectly, of Information received in the confessional except as provided by Canon Law.***



Diocese of Grand Rapids  
660 Burton SE  
Grand Rapids MI 49507-3290

**Standards of Ministerial Behavior**

Name \_\_\_\_\_

Organization \_\_\_\_\_ Pastor/Supervisor \_\_\_\_\_

**OUR PLEDGE AND BELIEF**

We the clergy, women and men religious, seminarians, employees, contract staff, and volunteers of the Diocese of Grand Rapids, who oversee, conduct or participate in programs or ministries involving contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature.

We support implementing the guidelines defined in the Diocesan Personnel policy “Standards of Ministerial Behavior.” We are mindful these guidelines provide a basic structure which seeks to protect children and youth from neglect and sexual abuse, but that no framework can address all the situations which may arise in our work. We believe that human sexuality, our own as well as that of the young people we seek to serve is a gift inherent in our creation in the image and likeness of our God. We pledge to honor both the spirit and the letter of these standards in light of this belief.

**CERTIFICATION AND SIGNATURE**

I the undersigned do certify I support and endorse the pledge and belief as stated above. By signing here, I also confirm and acknowledge that I have received, read, understood and agree to comply with the “Standards of Ministerial Behavior in Dealing with Children and Young People.”

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

Clergy, Religious, Seminarian, Staff or Volunteer

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

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

Pastor or Supervisor

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

-----  
Provide a copy of this signed form to the signer. Return the original to the supervisor.

## SECTION 160.0

### PERSONAL RESPONSIBILITY

160.1 **Standards of Conduct.** To maintain a productive, efficient and safe work environment, all employees are expected to perform their duties diligently and to conduct themselves professionally.

If a staff member engages in conduct unacceptable to management, the employee's supervisor will evaluate the employee's conduct and take whatever corrective action he or she deems appropriate under the circumstances.

Supervisors are responsible for maintaining day-to-day safe, healthful and satisfying work conditions. It is their responsibility to guide and counsel employees for whom he or she is responsible, and to correct, when necessary, improper behavior.

160.2 **Performance Issues/Improvement Techniques.** Our Parish expects employees to perform their assigned position duties at levels acceptable to the Parish; to render prompt, courteous, and efficient service; to conduct themselves in accordance with established policies, procedures, and directives; and to comply strictly with all laws, rules and regulations applicable to their activities.

The normal sequence of disciplinary action should occur as outlined below. The duration of each step will depend upon the seriousness of the situation.

1. Informal counseling
2. Written warning and counseling
3. Final warning
4. Suspension
5. Discharge

This discipline system is normally, but not rigidly used. In some cases, extra steps may be added, and in others steps may be skipped, depending on the supervisor's or other manager's view of the specific facts of a given case. In all cases, the Diocesan decision on whether an employee has engaged in misconduct, on the level of discipline, and on administration of this procedure (including whether an employee has adequately met performance or conduct goals or standards, will be made at will in Diocesan discretion. This discipline procedure does not limit the right of the diocese to terminate employment at will.

160.3 **Unacceptable Behavior.** While it is not possible to list all types of behavior that are unacceptable to the Parish, the following list sets forth examples of activities that are not acceptable.

- Failure to carry out the duties and responsibilities of the staff member's position to the satisfaction of Parish management.
- Failure to comply with our Parish's policies.
- Failure to comply with supervisory directives.
- Moral misconduct including but not limited to words or actions, and defamatory public statements.
- Breach of confidentiality.
- Use of obscene or abusive language or fighting or threatening on our Parish premises.
- Falsifying records, reports, or information relating to the Parish or its activities, or relating to employment.
- Theft, misappropriation, unauthorized possession or use of Parish property.
- Destruction, mishandling or defacing of Parish property and equipment.
- Intoxication or the use, sale, or possession of intoxicating beverages while on duty, on Parish premises, or in operation of Parish-owned equipment.
- Illegal use, sale or possession of narcotics, drugs, or other mood-altering substances.
- Unauthorized possession of a weapon on Parish premises.
- Conviction for a criminal offense which the Parish concludes may pose a risk to Parish security or reputation or reflect adversely on the Parish.
- Willful and open disregard of the tenets and laws of the Roman Catholic Church where in the view of the Parish the employee's duties require compliance with the same.
- Immoral or indecent conduct.
- Derogatory or defamatory public statements about fellow employees or others, which the Parish concludes may reflect adversely on the Diocese.

- Excessive absenteeism or tardiness.
- Sleeping on the job.
- Neglect of Parish property.
- Violation of safety rules.
- Unauthorized personal telephone calls.
- Violation of solicitation policy.
- Other conduct which may disrupt business activities.
- Willful misuse of Parish property.

The Parish reserves the right to determine what disciplinary action will be in any circumstance.

## **SECTION 170.0**

### **RECONCILIATION AND MEDIATION PROCEDURE**

Our Parish believes that reasonable people can solve problems. When there is a work-related problem, whether a complaint or a difference of opinion, the following procedures apply:

- If an employee has a complaint regarding any aspect of employment with our Parish, the matter should first be discussed with his/her supervisor.
- If the complaint is not resolved through discussion, the employee should submit a formal written summary of the issue to his/her supervisor. Every attempt will be made to investigate and resolve the issue.
- After fifteen (15) working days, if the matter is still unresolved, it may be subject to review by Parish management. His/Her decision will be final and will not be subject to further review or appeal either within or outside our Parish except as required by statutes providing, or requiring employers to provide, specific standards and rights in employment.

## SECTION 180.0

### EMPLOYMENT TERMINATION

- 180.1 **Notice of Resignation.** Written notification of voluntary termination by an employee is required two (2) weeks in advance. Employee's who fail to give appropriate notice of resignation will be ineligible for rehire, nor will be paid any accumulated sick leave benefits.
- 180.2 **Exit Interview.** The supervisor and/or Parish management will conduct an exit interview with each terminating staff. This interview will strive to determine reasons why the person is leaving the organization, including grievances or issues related to policies, practices and operations. The exit interview will also serve as the prime opportunity to outline what compensation, allowances and benefits the terminated staff member is eligible to receive, and to identify and correct any misunderstandings. All Parish property shall be returned at the time of the exit interview.

Our **Parish Exit Interview Checklist** is included as an attachment to this policy.

ST. \_\_\_\_\_ PARISH

### EXIT INTERVIEW CHECKLIST

An Exit Interview Checklist must be prepared for all employees choosing to leave employment. The immediate supervisor is responsible for completing the checklist. Once completed, this document must be reviewed by Parish management before becoming part of the terminating employee's personnel file.

Terminating Employee: \_\_\_\_\_

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

Date of Hire: \_\_\_\_\_ Termination: \_\_\_\_\_

1. Reason(s) for leaving:

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2. Terminating employee's impression of the following:

a. **Value of Experience Gained with our Parish**

b. **Challenge and Variety Offered in the Position**

c. **Adequacy of Compensation and Benefits Provided**

d. **Adequacy of Direction and Supervision Provided by Superiors**

3. Given the opportunity, will you rehire the terminating employee? **YES**\_\_\_\_ **NO**\_\_\_\_  
If **not**, explain.

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4. Could employee's termination from our Parish be prevented? **YES**\_\_\_\_ **NO**\_\_\_\_  
Explain.

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5. Other comments regarding employee's overall experience working at our Parish:

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All comments made by the terminating employee will be held in strict confidence. They will only be discussed with Parish management involved to help him/her evaluate comments provided during the exit interview.

\_\_\_\_\_  
Exit Interviewer

\_\_\_\_\_  
Date

ST. \_\_\_\_\_ PARISH

**EXIT INTERVIEW CHECKLIST**

		Person(s) Responsible	Date
1.	Benefits determination:		
	a. Insurance Coverage Conversion		
	b. Unemployment Insurance Forms		
	c. Accrued Vacation Days		
	d. Accrued Sick Leave Days		
2.	Security:		
	a. Keys		
	b. Personnel Policy Handbook		
	c. Others		
3.	Checking employee's personnel records for accuracy and completeness		
4.	Would employee like to receive future Parish newsletters? <b>YES</b> _____ <b>NO</b> _____		

## **SECTION 190.0**

### **CONCLUSION**

Our Parish is continually engaged in reviewing and adjusting its policies and benefits to reflect changes in its environment and the economy. This Handbook is intended only as a guide to current personnel policies and benefits. Neither this Handbook nor any other document, usage or practice should be construed or relied upon as restricting our Parish from future changes it deems necessary or appropriate, nor should they be construed or relied upon as a contract.

**SECTION 200.0**

**ST. \_\_\_\_\_ PARISH**

**SIGN OFF FOR RECEIPT OF  
PERSONNEL POLICY HANDBOOK**

I hereby certify that I have been provided with a copy of the St. \_\_\_\_\_ Parish Personnel Policy Handbook, and that I understand and agree to these policies as presented. I understand that the Handbook supersedes all previous manuals or handbooks and replaces any oral or written representations contrary to the provisions in the Handbook. I understand that the Handbook may be amended or revised in whole or in part at any time by our Parish at its sole discretion.

I also understand and agree that my employment is at-will and that both our Parish and I remain free to choose to end our working relationship with or without cause, and with or without notice, at any time.

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

\_\_\_\_\_  
Date

This signature page should be removed from the Personnel Policies Handbook, signed and placed in the respective personnel file within thirty (30) days of hiring.