

Table of Contents

- INTRODUCTION7
- Mission statement7
- A welcome policy7
- Word about this handbook.....7
- DEFINITIONS:9
- CHAPTER 1: Our expectations11
 - 1.1 Our expectations11
 - 1.2 Confidentiality.....11
 - 1.3 Solicitation and distribution11
 - 1.4 Work attire.....12
 - 1.5 Work schedule.....12
 - 1.6 Attendance guidelines.....13
 - 1.7 Absenteeism.....13
 - 1.8 Arriving late for work13
- CHAPTER 2: Workplace environment15
 - 2.1 Controlled Substances.....15
 - 2.11 Drug-free workplace15
 - 2.12 Smoking and tobacco use15
 - 2.2 Workplace behavioral guidelines15
 - 2.21 Policy on sexual harassment and other types of harassment.....15
 - 2.211 Other types of harassment.....16
 - 2.212 Reporting and investigation.....17
 - 2.213 False reporting17
 - 2.214 Retaliation.....18
 - 2.22 Workplace bullying18
 - 2.23 Workplace violence.....19
 - 2.3 Use of ORGANIZATION facilities, equipment, and grounds.....20
 - 2.31 ORGANIZATION and personal property20
 - 2.32 Electronic communications.....20
 - 2.33 Social Media Policy20
 - 2.331 Guidelines20
 - 2.332 Using social media at work.....21
 - 2.333 Using social media outside of work21

2.334	Know and follow the rules	21
2.335	Be respectful.....	21
2.336	Maintain accuracy and confidentiality	21
2.337	Retaliation and the employee’s rights.....	22
2.338	Personal blogs/social networking.....	22
2.34	Telephone calls	23
2.35	Vehicle use.....	23
2.36	Parking	23
CHAPTER 3: Workplace safety		25
3.1	Our commitment.....	25
3.2	Good housekeeping	25
3.3	Reporting of accidents at work.....	25
3.4	Safety guidelines	26
3.5	Security.....	26
3.6	Visitors and building security	26
3.7	Closings due to severe weather and emergencies	27
CHAPTER 4: Work-life cycles.....		29
4.1	Beginning employment.....	29
4.11	Hiring practices.....	29
4.111	Exempt and non-exempt employment status	29
4.112	Employment of relatives.....	29
4.113	Reference checks	30
4.114	Introductory period.....	30
4.115	Employment at will.....	30
4.116	Equal employment opportunity	30
4.117	Immigration Reform and Control Act	31
4.2	During employment.....	31
4.21	Job performance	31
4.211	Job descriptions.....	31
4.212	Job assignments.....	31
4.213	Performance evaluation program	32
4.22	Public statements.....	32
4.23	Conflict of interest	32
4.24	Job advancement	33

4.25	Length of service.....	33
4.26	Outside employment	33
4.27	Personal data changes	34
4.28	Access to information	34
4.281	Access to personnel files	34
4.282	Confidentiality of performance evaluations and disciplinary actions.....	34
4.283	Employee records	35
4.3	Ending employment.....	35
4.31	Termination of employment	36
4.311	Voluntary termination — resignation.....	36
4.312	Involuntary termination — not for cause.....	36
4.313	Workforce reduction	36
4.3131	Criteria	37
4.314	Involuntary termination — with cause.....	37
4.315	Exit interview.....	37
CHAPTER 5:	Problem solving	39
5.1	Problem solving.....	39
5.2	Performance or behavior issues	40
5.21	Progressive discipline	40
5.22	Work conduct and disciplinary action	41
5.3	Whistleblower protection.....	42
5.4	Open door	43
5.5	Workplace accommodations	43
5.51	Americans with Disabilities Act (ADA) accommodation process	43
5.511	Accommodations process.....	43
5.512	Steps to request a reasonable accommodation:.....	44
5.513	Appeal process.....	44
5.52	Accommodations for nursing mothers.....	45
CHAPTER 6:	Leave and days away from office	47
6.1	Leave.....	47
6.11	Crime victim and witness leave policy	47
6.12	Family and Medical Leave.....	47
6.121	Eligibility requirements	48
6.122	Leaves available.....	48

6.123	General provisions.....	49
6.124	How and when leave may be taken	50
6.125	Notice requirements	50
6.126	Medical certification	51
6.127	Use of paid leave.....	51
6.128	Rights and benefits during leave	51
6.129	Employer responsibilities	52
6.1291	Returning to work.....	52
6.1292	Non-discrimination	52
6.1293	Confidentiality.....	53
6.13	Jury duty and military leave.....	53
6.2	Days away from the office.....	53
6.21	Time off for bereavement	53
6.22	Personal days with pay	53
6.23	Personal days without pay	54
6.24	Sick days.....	54
6.25	Vacation days	55
6.26	Holidays.....	56
CHAPTER 7:	Benefits.....	57
7.1	Introduction to benefits.....	57
7.2	Health benefits	57
7.21	Dental insurance	57
7.22	Disability insurance	57
7.23	Employee Assistance Program.....	58
7.24	Health insurance	58
7.25	Vision insurance	58
7.26	Benefit continuation — COBRA (Optional)	58
7.3	Life insurance	59
7.4	Professional development	59
7.5	Retirement plan.....	59
7.6	Spiritual development	60
7.7	Unemployment compensation	60
7.8	Workers compensation insurance	60
CHAPTER 8:	Protection of children	63

8.1 Protection of children.....63

CHAPTER 9: Compensation65

9.1 Direct deposit.....65

9.2 Employee pay/paydays65

9.3 Overtime for non-exempt employees65

9.4 Payroll deductions.....66

9.5 Social Security66

9.6 Time worked.....66

INTRODUCTION

Mission statement

ORGANIZATION

With faith in Jesus Christ
and commitment to living Gospel values,
the ORGANIZATION,
in communion with the universal Church,
serves the people of northwestern Pennsylvania.
Through evangelization, education, charity, service,
the proclamation of Word and the celebration of Sacrament,
the mission of our Community
is to call forth the gifts of individuals
in order to enable each person to advance the reign of God
and achieve full human potential
and salvation in Jesus Christ.

A welcome policy

Welcome! We hope that your employment with the ORGANIZATION will be rewarding and challenging. We take pride in our employees as well as in the services we provide to those whom the Lord has entrusted to our care.

Please take the time now to read this handbook carefully. After you have done so, please sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment.

If you have questions about your employment or any provisions in this handbook, contact the director of human resources/business manager.

We wish you success in your employment here at the ORGANIZATION of

Yours in Christ,

CCCCCCCC

Pastor of Leader

Word about this handbook

This Employee Handbook sets forth basic rules and policies concerning employment in the ORGANIZATION of TOWN. The rules and policies contained in this Employee Handbook are

based on the principles handed on in the social teaching of the Catholic Church and are in compliance with all applicable state and federal government regulations regarding employment.

This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The ORGANIZATION reserves the right to interpret, modify or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

This Employee Handbook applies to ORGANIZATION personnel working at BUILDING NAME, the pastor's residence, and other facilities and locations that utilize ORGANIZATION employees. Lay employees as well as clergy and religious are to comply with these rules and policies. It is understood, however, that religious and clergy have needs and responsibilities due to their membership in a religious community or the special demands of their ministry which may impact their compliance with certain aspects of this Employee Handbook, including, for example, attendance and work schedules.

The employment relationship between the ORGANIZATION and the employee is employment at will. This means that both the ORGANIZATION and the employee are free to end the employment relationship on their own at any time with or without notice and with or without cause.

This Employee Handbook is not an expressed or implied contract between the employee and the ORGANIZATION. Although the Employee Handbook describes general personnel guidelines, policies, and procedures, it is not a binding legal agreement.

The policies outlined in the Employee Handbook should be regarded as rules of conduct and operations which will require changes from time to time. The ORGANIZATION retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and those we serve. The ORGANIZATION reserves the right at its discretion to revise or discontinue any or all policies, procedures or benefits described herein.

Regarding the current benefit plans maintained by the ORGANIZATION, employees should refer to the actual plan documents and summary descriptions of the various benefit plans if there are any questions regarding benefits. These documents contain specific information regarding the plan and determine how the plan will be administered.

It is the responsibility of each employee to read and become familiar with the Employee Handbook. General questions about the Employee Handbook may be directed to the individual employee's supervisor or department head or to the human resource representative as indicated. Responsibility for the administration, implementation, or revision of the Employee Handbook ultimately rests with the bishop's administrative cabinet.

DEFINITIONS:

A **new hire** is exactly that: a person with no prior work history with the ORGANIZATION . All newly hired employees will have an introductory period of 120 calendar days. During this timeframe, overall employee performance (such as attendance, punctuality, job performance and attitude) will be evaluated and a decision will be made whether that employee will be retained and become a regular “full-time” or “part-time” employee.

A **full-time employee** is an individual hired for a position that is anticipated to continue for the indefinite future and who works the full schedule of hours for their position. For non-exempt employees, full schedule of hours is 37.5 hours weekly. ‘Full schedule of hours’ also refers to five days per week, 12 months per year.

Employees classified as full-time become eligible for ORGANIZATION sponsored benefits subject to the terms, conditions, and limitations of each benefit program.

A **part-time employee** is an individual hired to work less than 37.5 hours per week. Part-time employees accrue vacation days and sick days at a rate equivalent to their usual scheduled days. Therefore, an employee who would typically be scheduled to work a 3.5-hour day would be entitled to vacation or sick pay at that same level. No additional benefits are provided.

A **temporary employee** is an individual hired for a specific period not to exceed six months. Benefits are not provided for employees classified as temporary.

An **exempt employee** is an individual whose responsibilities are primarily executive, administrative, or professional in nature. This classification includes supervisors or similar management personnel who are responsible for budget operations and the hiring and direct supervision of employees within an area or unit. Also included in this classification are office administrators whose primary duties are directly related to providing specific ORGANIZATION programs and services and who customarily exercise discretion and independent judgment; and professional persons whose work requires advanced knowledge in a field of learning usually acquired by a particular academic degree or significant specialized studies and /or experience and who perform work that is largely intellectual, varied, and decisive in nature.

A **non-exempt employee** is an individual not included in the classification of ‘exempt employee.’ For non-exempt persons, ‘full schedule of hours’ is 37.5 hours per week, usually five days per week, usually 12 months per year.

(Note: Distinctions between exempt and non-exempt employees are determined by Federal regulations and their appropriate guidelines.)

A **department head** is the cabinet-level employee who coordinates, sets goals and agendas, and evaluates the performance of a department to ensure that the department is aligning with the goals and objectives of the ORGANIZATION and the ORGANIZATION mission.

A **director** is an employee who reports to a department head and is responsible for a specific area of the department and the goals and objectives of that area.

A **supervisor** may report to a department head or director and is responsible for the day-to-day operations in an area of the department.

CHAPTER 1: Our expectations

1.1 Our expectations

Although it is impossible to offer an exhaustive listing of acceptable standards of conduct, it is expected that all employees will:

- act honestly and with integrity always
- treat everyone with respect
- conduct themselves in a moral and ethical manner consistent with Catholic faith and morality.

1.2 Confidentiality

Employees are prohibited from disclosing confidential or proprietary information that comes to their attention because of their employment with the ORGANIZATION unless it is authorized in advance, within the normal execution of their job responsibilities or as otherwise provided by law. Confidential or proprietary information includes, but is not limited to, phone numbers, addresses, health conditions, donor and contribution data, academic records and the identity of individuals who have confidential appointments with priests or other pastoral leadership.

Employees who encounter protected health information while conducting their job duties are required to treat this information confidentially and in accordance with applicable regulations. This includes confidential personal information about employees, priests and others served by the ORGANIZATION. Employees are bound by this requirement both during and after their employment with the ORGANIZATION.

Abuse of confidentiality is cause for disciplinary action, including dismissal. If an employee is in doubt about the confidential nature of a matter, s/he should consult his/her supervisor.

1.3 Solicitation and distribution

Unauthorized solicitation by an employee of another employee is discouraged while either person is on working time. Working time does not include meal and break periods.

Trespassing, unauthorized soliciting or distribution of literature by non-employees on ORGANIZATION premises is prohibited.

1.4 Work attire

The proper attire and appearance by all employees are key for ORGANIZATION departments to be regarded in a positive and professional manner. Due to the nature of work in ORGANIZATION offices, general business attire is acceptable for office employees.

Good grooming, appropriate attire and common sense are essentials of the dress policy. Business attire or business casual, as appropriate, is the accepted norm for the dress policy.

Proper attire includes shirt and tie, suit, or sport coat (for men); dresses, skirts, or dress slacks (for women) or casual clothes, such as slacks or pants, sweaters, or collared shirts. Examples of inappropriate attire include jeans, shorts, tee shirts, sweatshirts, or tennis shoes. Obviously, this code does not apply to departments where the nature of daily responsibilities requires clothing appropriate for that work.

Priests are expected to wear clerical attire.

Fragrant products, including but not limited to perfumes, colognes and scented body lotions or hair products, should be used in moderation out of concern for those with sensitivities or allergies.

If the need arises, the employee should speak with his or her supervisor to request a reasonable accommodation.

1.5 Work schedule

ORGANIZATION departments operate on a 37.5-hour workweek from 8:00 a.m. to 4:30 p.m., Monday through Friday. Exceptions to this norm and adaptation to a flexible schedule may only be made with the prior approval of the vicar general/moderator of the curia.

The lunch period is one hour. The employee's director or department head should develop a lunch schedule to ensure adequate coverage of the office. Care should be taken to avoid a situation where there is no telephone or departmental coverage. Staggering or scheduling of breaks and lunch periods is strongly recommended.

Rest periods of 15 minutes each in the morning and afternoon are provided to employees. Waiving or shortening the lunch or rest period may not be used to shorten the workday.

Exempt employees may be required to work more than the normal 37.5-hour workweek. The employee's supervisor may arrange for the employee to take time off later, however, please keep in mind that exempt employees are compensated for performing the required duties of a job and not for working a certain number of hours.

1.6 Attendance guidelines

The key to success is working together. All employees depend on each other; that is why reporting to work on time is critically important. People who have unpredictable attendance patterns hurt themselves and fellow employees and negatively impact the services the ORGANIZATION provides.

1.7 Absenteeism

To encourage regular attendance, the ORGANIZATION has established guidelines for employees to follow:

- When an employee misses a scheduled workday, regardless of the reason, (unless on an approved leave of absence), s/he must call his/her supervisor as soon as possible.
- Excessive unexcused absenteeism will result in progressive disciplinary action up to and including termination of employment.
- An employee not reporting his/her absence for three (3) consecutive workdays will be considered a voluntary resignation.
- An employee may be required to furnish a doctor's written return to work release, for any medical related absence, when required by his/her supervisor.
- Absences are counted as a sick or personal day or part of vacation leave, jury duty or bereavement, whichever is appropriate.

1.8 Arriving late for work

Employees are considered late for work when they fail to begin their work promptly at the start of the workday. Excessive late arrivals to work will result in progressive disciplinary actions up to and including termination of employment.

**Information in Section 1.2 used with appreciation of the ORGANIZATION of Seattle.*

CHAPTER 2: Workplace Environment

2.1 *Controlled Substances*

2.11 Drug-free workplace

The ORGANIZATION has a vital interest in ensuring safe, healthful, and efficient working conditions for our employees. The unlawful or improper presence, influence or use of controlled substances or alcohol in the workplace conflicts with these vital interests. In light of this, drinking, using, possessing (except under a physician's prescription), or selling intoxicants or narcotics while on work time or on ORGANIZATION premises, including parking lots, will result in immediate discipline up to and including discharge, and may include informing law enforcement as appropriate. In addition, reporting to work under the influence of intoxicants or narcotics will result in similar disciplinary action.

If there is reasonable suspicion that an employee is under the influence of drugs or alcohol, the employee may be required to submit to drug/alcohol testing. Any employee who refuses to submit to a required drug/alcohol screening test will be terminated. Likewise, an employee who tests positive for any drug/alcohol screen will be subject to disciplinary action up to and including termination. Employees may seek appropriate confidential treatment through the employee assistance program. This may also be a requirement for continued employment.

2.12 Smoking and tobacco use

ORGANIZATION and its grounds is a designated non-smoking facility. This restriction also includes the use of chewing tobacco and e-cigarettes. Employees of the ORGANIZATION will always therefore refrain from using tobacco products when on the premises of ORGANIZATION.

2.2 *Workplace behavioral guidelines*

2.21 Policy on sexual harassment and other types of harassment

It is the policy of the ORGANIZATION that all employees have a right to work in an environment free of unlawful discrimination and from all types of harassment – whether that harassment is based on sex, age, race, national origin, religion, disability, sexual orientation, gender identification, marital status, or membership in other protected groups. The ORGANIZATION prohibits harassment of its employees in any form – by supervisors, co-workers, or non-employees.

Harassment of any kind infringes on an employee's right to a professional work environment, and is a form of misconduct, which undermines the integrity of the employment relationship. Harassment refers to conduct which is offensive to the individual and thus harms morale and interferes with the effectiveness of work on behalf of the ORGANIZATION.

Sexual harassment can occur between employees of the opposite sex or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees, and non-employees and between co-workers.

Such conduct may result in disciplinary action up to and including termination of employment of the employee who harasses others. With respect to non-employees, offenders will be asked to leave and not return to the premises.

The following conduct is illegal:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The ORGANIZATION considers the following types of repetitive behavior as examples of sexual harassment, including but not limited to:

- Unwanted sexual advances or propositions, either verbal or written.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening retaliation after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters, or other print or digital displays.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual banter or innuendoes or comments about an employee's body or manner of dress.
- Written communications of a sexual nature distributed in hard copy or electronically.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct such as touching, assault, impeding or blocking movements.
- Retaliation for making harassment reports, for threatening to report harassment or for participating in a harassment investigation.

2.211 Other types of harassment

In addition to sexual harassment, the ORGANIZATION also prohibits other forms of harassment based on race, color, national origin, religion, gender, sexual orientation, gender identity,

physical or mental disability, age, marital status, veteran status, or any other characteristic protected by applicable laws. Such prohibited harassment includes, but is not limited to, the following:

- Verbal conduct such as threats, derogatory comments, or slurs.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- Written communications containing statements that may be offensive to individuals in a protected group, such as racial or ethnic stereotypes or caricatures.
- Physical conduct such as assault, unwanted touching or blocking normal movement.
- Retaliation for making harassment reports, for threatening to report harassment or for participating in a harassment investigation.

Just as harassment is a serious situation, so, too, is the filing of a frivolous claim of harassment. Any claim proven to be unfounded or frivolous will be dealt with appropriately.

2.212 Reporting and investigation

Allegations and complaints of any type of harassment must be reported as soon as possible. All such reports should be made in writing. In most instances, allegations and complaints of harassment should be made to the employees' supervisor. Any supervisor who receives an allegation or complaint of harassment must bring the information received to the attention of the human resources representative or the vicar general immediately; failure to do so will result in disciplinary action, up to and including termination of employment.

If anyone alleging or complaining of harassment feels that there is a legitimate reason why they cannot discuss their complaint with their supervisor, they should bring their allegations or complaints to the attention of the next level of supervision immediately, for investigation and resolution. If that is not possible, complaints should be made directly to the human resources representative.

Whenever the ORGANIZATION is made aware of a situation that may violate this policy, the ORGANIZATION will ensure or facilitate an immediate, thorough, and objective investigation of any harassment claims.

If an investigation determines that prohibited harassment has occurred, then the ORGANIZATION will take appropriate action against any person found to have engaged in prohibited harassment. Employees violating this policy are subject to disciplinary action up to and including termination of employment.

2.213 False reporting

Allegations and complaints of harassment are very serious matters. Any person who knowingly files a false allegation or complaint against another to demean, harass, abuse, or embarrass that individual will be subject to appropriate disciplinary action, up to and including termination of employment.

2.214 Retaliation

The ORGANIZATION will not tolerate retaliation, including reprisals, intimidation and/or increased or continuing harassment, against any employee or other person who makes an allegation or complaint of harassment. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Anyone found to have engaged in such retaliation will be subject to termination of employment.

2.22 Workplace bullying

The ORGANIZATION will not in any instance tolerate bullying behavior.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or during employment.

Employees found in violation of this policy will be disciplined, up to and including termination of employment.

The ORGANIZATION considers the following types of repetitive behavior as examples of bullying, including but not limited to:

1. **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Examples include but are not limited to:

- Shouting or raising voice at an individual in public or in private
- Personal insults and use of offensive nicknames
- Spreading rumors and gossip
- Public reprimands
- Making accusations without proof
- Criticism unrelated or minimally related to the employee's job performance
- Encouraging others to disregard a supervisor's instructions.

2. **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

3. **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
4. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Examples include but are not limited to:

- Persistent singling out of one person.
- Deliberately interfering with the delivery of mail and/or other communications.
- Undermining the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).

2.23 Workplace violence

Violence by an employee or anyone else against an employee, supervisor or visitor will not be tolerated.

Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the company or are outsiders, and involves:

1. Physical acts against persons or employer property.
2. Verbal threats, or vicious statements that are meant to harm or cause a hostile environment.
3. Written threats, vicious cartoons or notes and other written material that is meant to threaten or create a hostile environment.
4. Visual acts that are threatening or intended to convey injury or hostility.

Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including termination of employment. If circumstances warrant, the matter will be referred to legal authorities for prosecution.

If any employee receives or overhears any threatening communications from an employee or outside third party, they should report it to their supervisor at once. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to our premises, they should immediately contact an appropriate management person or law enforcement if the situation warrants.

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate supervisor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence, or a suspicion of violence shall be subject to immediate discipline, up to and including termination of employment.

2.3 Use of ORGANIZATION facilities, equipment, and grounds

2.31 ORGANIZATION and personal property

Employees are responsible for items issued to them by the ORGANIZATION or in their possession or control, including but not limited to the following:

- office equipment, computers, etc.
- motor vehicle
- phones
- keys
- manuals.

Employees must return all ORGANIZATION property immediately upon request or upon termination of employment. Any assigned equipment or property that is lost or damaged must be reported to the employees' supervisor.

The ORGANIZATION is not responsible for employees' personal property that is stolen or damaged.

2.32 Electronic communications

The computer systems, e-mail, voice mail systems and Internet services are owned and managed by the ORGANIZATION for transmitting and receiving business-related information only. These systems include messaging systems, websites, and Internet access. The ORGANIZATION reserves the right to access, inspect and disclose all communications transmitted or received via e-mail, voice mail or the Internet, at any time.

As with other professional business communications, e-mail or voicemail containing offensive and off-color language, derogatory remarks or any language that could be construed as harassment or discrimination based on age, race, religion, disability, national origin, or gender will not be tolerated. E-mail and voicemail may be monitored by the ORGANIZATION, at its discretion, at any time and without notice.

Any violation of this policy may constitute grounds for disciplinary action, up to and including termination of employment.

2.33 Social Media Policy

2.331 Guidelines

For purposes of this policy, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including to the employees' own or someone else's Facebook page, Twitter account, Instagram account, or any other social network or chat room, whether or not it is associated or affiliated with the ORGANIZATION, as well as any other form of electronic communication.

2.332 Using social media at work

Do not use social media while on work time, unless it is work related as authorized by the supervisor or consistent with policies that cover equipment owned by the ORGANIZATION.

2.333 Using social media outside of work

The ORGANIZATION's principles, guidelines and policies apply to online activities just as they apply to other areas of work. Ultimately, the employee is solely responsible for what s/he communicates in social media. The employee may be personally responsible for any litigation that may arise should s/he make unlawful defamatory, slanderous, or libelous statements against any customer, manager, or employee of the ORGANIZATION. The ORGANIZATION expects employees to abide by the social media guidelines published by the USCCB available at www.usccb.org/about/communications/social-media-guidelines.cfm.

2.334 Know and follow the rules

Employees should ensure that postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment and threats of violence or other unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination of employment and legal prosecution.

2.335 Be respectful

Use of ORGANIZATION technology to post items reflecting negatively upon the ORGANIZATION can result disciplinary action, up to and including termination.

In any work-related postings, even on personal sites, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or St. Mark Catholic Center's policy.

2.336 Maintain accuracy and confidentiality

When posting information, even on personal sites, observe the following:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or

business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the ORGANIZATION .

- Unless the employee is explicitly authorized to do so, s/he should never represent himself or herself as spokesperson for the ORGANIZATION . The employee should make it clear in his/her social media activity that s/he is speaking on his/her own behalf. Direct all media inquiries to the ORGANIZATION Communications Office.

2.337 Retaliation and the employee's rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain or prevent an employee from communications regarding wages, hours or other terms and conditions of employment, or to restrain an employee in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

2.338 Personal blogs/social networking

Employees are not allowed to use ORGANIZATION-owned equipment, including computers, company licensed software or other electronic equipment or facilities on company time to conduct personal blogging or social network activities.

Employees may not use the ORGANIZATION seal or other ORGANIZATION or departmental insignia on their personal blogs or networks.

Employees may not post photographs of other employees, customers, or vendors on personal posts without their express written consent.

Employees are not to link from a personal blog or social network to the ORGANIZATION's internal or external websites.

Bloggers or people posting and commenting online are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory, or libelous by any offended party.

Unless specifically authorized and work-related, social networking and blogging must be done on the employee's equipment during breaks or lunch.

If an employee has any questions regarding the proper use of social networking/blogging, s/he should contact the Human Resources Department.

2.34 Telephone calls

ORGANIZATION phone services are provided for work-related activities. Employees should make or receive personal calls only when necessary and preferably during their lunch hour or while on break.

2.35 Vehicle use

ORGANIZATION cars are available for use when appropriate and approved.

Personal vehicle use in performance of the employees' job duties may sometimes occur and mileage will be reimbursed upon approval of their supervisor.

2.36 Parking

During business hours, parking in the parking lot in front of the building by the main entrance is reserved for visitors. The two south parking lots behind ORGANIZATION are for employee parking and visitor overflow.

Parking is prohibited along the driveways, on the grass or in the area between the chapel and the conference wing.

For everyone's protection, employees are asked to park their cars correctly and observe rules governing entering and leaving the parking area. If an employee is involved in an accident on ORGANIZATION property, s/he should report it to his or her supervisor immediately.

CHAPTER 3: Workplace safety

3.1 Our commitment

The ORGANIZATION is committed to providing a safe and healthy workplace. It complies with all requirements of the Occupational Safety and Health Act as administered by the Occupational Safety and Health Administration (OSHA) as well as state and local regulations.

The ORGANIZATION will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Employees have the responsibility to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected. Employees have the right to report injuries and illnesses without fear of retaliation and the ORGANIZATION supports a reasonable procedure for reporting work-related injuries that does not discourage employees from reporting.

3.2 Good housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. Employees are expected to keep their job areas organized and in good working order. An employee's cooperation is also essential in helping to keep assigned equipment in good condition. An employee should report anything that needs repair or replacement to his/her supervisor.

3.3 Reporting of accidents at work

Any work-related injury, however minor, must immediately be reported to the employee's supervisor. The supervisor must then complete an accident investigation. An employee must complete an Accident Report form for each accident occurrence. The Accident Report should then be forwarded to the human resources representative or designate. When required, the employee will receive necessary first aid or may seek treatment from a physician of his/her choice from the designated provide list.

Supervisors are responsible for the working conditions within their department. A supervisor should always remain alert to dangerous and unsafe conditions, so that s/he may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

ORGANIZATION has an emergency management committee that responds to emergency situations. Employees who have had an accident are required to cooperate with the building's emergency management committee.

3.4 Safety guidelines

The following safety norms are to be followed in the workplace:

- Each employee must understand the safest way to perform any job task. When in doubt, an employee should consult his/her supervisor.
- Practical jokes and horseplay are inappropriate and unacceptable while at work.
- Desk and file cabinet drawers must not be left open when not in use.
- Power or computer cords must not become tripping hazards when walking through office areas.
- Assistance should be requested when lifting or moving heavy objects.
- Work areas must be kept free of unnecessary obstructions or hazards.
- Driving on ORGANIZATION property should be in compliance with posted signs.

3.5 Security

The ORGANIZATION is a responsible tenant of ORGANIZATION. ORGANIZATION employees are responsible for helping to make ORGANIZATION a secure work environment. Upon leaving work, lock all desks and doors protecting valuable or sensitive material in the work area and report any lost or stolen keys or similar devices to the supervisor immediately. Refrain from discussing specifics regarding ORGANIZATION security systems, alarms, passwords, etc., with those who do not work for the ORGANIZATION.

Employees should immediately advise their supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of ORGANIZATION offices. Safety and security are the responsibility of all employees, and all must work together to keep the ORGANIZATION premises secure. (See *ORGANIZATION Facility Use Policy*)

3.6 Visitors and building security

The ORGANIZATION receives many visitors to its offices each day. All are to be treated with courtesy and respect. An employee who sees visitors in need of assistance should be as helpful to them as they can or refer them to the appropriate individual.

It is expected that relatives or personal acquaintances would not normally visit work areas to see employees unless in an emergency.

To allow for proper security and safety of our employees and residents, the following procedures are to be followed:

- Visitor notices must be provided to the switchboard via the online form at <https://www.eriercd.org/visitor.html>

- No visitor will be permitted entry without verbal authorization from the person to be visited or department representative.
- New visitors should be escorted by their host or designated representative to the appropriate meeting place.
- During normal working hours, all visitors should be directed to the main entrance. Visitors admitted through any other entrance must be escorted to the main lobby. Visitors “buzzed-in” must report to the main lobby.
- In the case of large group meetings during normal working hours, visitors should report to the reception area provided by the event coordinator.
- Security demands that no doors to the building ever be propped open to facilitate entrance to the building at any time of the day. This includes unlocking and keeping unlocked the secure entrance doors. Note: The only exception to this rule is granted if a host or hosts are placed at the entrances who can identify and allow entrance to larger group gatherings or events.
- “Drop-in” visitors will only be admitted upon the availability and authorization of the person to be visited. This includes family, friends, or relatives of the employees, especially those not readily known to our receptionists. It may be necessary to have the visitor arrange another date and time with the person/department if the person they seek is not available to meet on an unannounced basis.
- Visitors who arrive for a meeting after normal business hours must be met at the point of entry by the person/s hosting the meeting. Contingency for late arrivals should be worked out as part of the meeting plans, including a sign with a phone number to call for late arrival/access.

3.7 Closings due to severe weather and emergencies

If a severe weather condition or emergency of any kind occurs during normal office hours, the bishop or vicar general will decide whether or not to close. Should an early closing be necessary, the vicar general or the chancellor will notify the offices and departments. Directors and/or supervisors are not authorized to close their offices or departments or allow for early dismissal of their people.

If a severe weather condition or emergency occurs before the offices open for the day, the bishop or the vicar general will decide whether or not to open and will inform the chancellor and the Communications Office. Offices may be closed the entire day or simply delayed in their opening. Normally the decision will be announced via the emergency notification system.

When the decision to open is made, employees are expected to make a serious effort to report and will be given a reasonable time to arrive. If an employee fails to report, s/he has the option of

charging the day to vacation or personal leave. If the employee is a non-exempt employee and the building closes early, s/he will receive his/her regular pay for the period of the closing.

CHAPTER 4: Work-life cycles

4.1 *Beginning employment*

4.11 Hiring practices

A job description, job classification and salary range are set before recruitment begins for any approved position. Ordinarily, the supervisor first posts the position within ORGANIZATION departments before advertising publicly. For certain exempt positions, a search committee may be established by the bishop.

The bishop gives final approval for hiring. The human resources representative or the supervisor is responsible for notifying the candidate and assisting him/her with the practical details of employment.

4.111 Exempt and non-exempt employment status

An **exempt employee** is an individual whose responsibilities are primarily executive, administrative, or professional in nature. This classification includes supervisors or similar management personnel who are responsible for budget operations and the hiring and direct supervision of employees within an area or unit. Also included in this classification are office administrators whose primary duties are directly related to providing specific ORGANIZATION programs and services and who customarily exercise discretion and independent judgment. They are professionals whose work requires advanced knowledge in a field of learning usually acquired by a particular academic degree or significant specialized studies and/or experience, and who perform work that is largely intellectual, varied, and decisive in nature.

A **non-exempt employee** is an individual not included in the classification of “exempt employee.” For non-exempt persons, “full schedule of hours” is 37.5 hours per week, usually five days per week, usually twelve months per year.

(Note: Distinctions between exempt and non-exempt employees are determined by federal regulations and their appropriate guidelines.)

4.112 Employment of relatives

The employment of relatives is permissible provided the new employee is not directly supervised by his/her relative. A relative for our purpose is defined as a spouse, parent, child, sibling, father-in law, mother-in-law, sister-in law, or brother-in-law.

4.113 Reference checks

The ORGANIZATION reserves the right to share information to the extent allowed by law. For the most part, information will be limited to the confirmation of the employees' dates of employment and job title.

4.114 Introductory period

New hires begin their employment with an introductory period, normally lasting 120 days. The introductory period with the ORGANIZATION can be shortened or lengthened as deemed appropriate by management and human resources. During this period, the employee will become familiar with the ORGANIZATION and his/her job responsibilities, and the supervisor will have the opportunity to monitor the quality and value of the employee's performance and make any necessary adjustments in the job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Under no circumstances should an employee provide another individual with information regarding current or former employees of the ORGANIZATION. If an employee receives a request for reference information, he/she should discuss the appropriate response with the human resources representative.

4.115 Employment at will

According to the Commonwealth of Pennsylvania statutes, employment with the ORGANIZATION is at-will, which means the employment relationship may be terminated with or without cause and with or without notice at any time by an employee or the ORGANIZATION. In addition, the ORGANIZATION may alter an employee's position, duties, title, or compensation at any time, with or without notice and with or without cause. Nothing in this handbook or in any document or statement and nothing implied from any course of conduct shall limit the right of the ORGANIZATION or of an employee to terminate employment at-will.

4.116 Equal employment opportunity

The defense and promotion of human rights is inseparable from the Gospel mandate. The ORGANIZATION is therefore an equal opportunity employer. It is the policy of the ORGANIZATION to promote equal opportunity in the areas of recruitment, employment, training, compensation, development, transfer, and promotion. Employment in ORGANIZATION offices and subsequent development, transfer or promotion will go to those individuals whose training and experience best qualify them for positions offered without regard to the person's race, color, sex, pregnancy status, national origin, age, disability or genetic information, religion (except where ordination or religious belief or practice is determined by the ORGANIZATION, in its sole discretion, to be a bona fide occupational qualification for a position, marital or veteran status, and any other legally protected status.

The ORGANIZATION will not discriminate based on disability, and reasonable accommodation will be made for those qualified individuals with disabilities unless hardship will result.

All ORGANIZATION employees share the responsibility to foster work environments where all persons are treated with fairness, dignity, and respect.

Note: The Pennsylvania Human Relations Commission is mandated to enforce the commonwealth's laws that prohibit discrimination because of race, color, religion, ancestry, age, sex, national origin, non-job-related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test and familial status.

The ORGANIZATION abides by these laws.

4.117 Immigration Reform and Control Act

In compliance with the *Federal Immigration Reform and Control Act of 1986 (IRCA)* as amended, the ORGANIZATION is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the *Employment Eligibility Verification Form I-9* and present documentation establishing identity and employment eligibility. I-9 forms must be completed within three business days of hire.

If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed employment eligibility, prior to expiration of that period, to remain employed by the ORGANIZATION.

4.2 *During employment*

4.21 Job performance

4.211 Job descriptions

The ORGANIZATION attempts to maintain a job description for each position. If an employee does not have a current copy of his/her job description, the employee should request one from his/her supervisor.

Job descriptions prepared by the ORGANIZATION serve as an outline only. Due to business needs, an employee may be required to perform job duties that are not included in the written job description. Furthermore, the ORGANIZATION may have to revise, add to, or delete from the job duties per business needs. On occasion, the ORGANIZATION may need to revise job descriptions with or without advance notice to the employee. If an employee has any questions regarding the job description or the scope of his/her duties, s/he is to speak with his/her supervisor.

4.212 Job assignments

For various reasons, an employee may be cross-trained or temporarily transferred by his/her supervisor from one type of job to another. Occasionally, this occurs without much notice. The cause may be unexpected employee absenteeism, equipment failure, weather conditions or general ministry priorities. The employee's flexibility is expected in accommodating business needs and required transfers will be completed as fairly as possible.

4.213 Performance evaluation program

Performance evaluations are meant to assist the ORGANIZATION in evaluating its mission and the employee's performance. The first scheduled evaluation takes place near the end of an employee's introductory period (i.e., when classified as a new hire). After that, there will be annual written evaluations by the supervisor.

The results of the evaluation will be discussed with the employee and become part of the permanent personnel file. The employees' signature indicates that they have read the evaluation instrument. Employees are welcome to submit a written response and have it placed in their personnel file.

In addition to the scheduled evaluations, supervisors are responsible for the ongoing assessment of an employee's work performance. The goal of ongoing appraisals is to support and challenge all employees so that everyone properly contributes to the mission of the ORGANIZATION. Thus, careful attention must be given by both the supervisor and employee to communicate effectively concerning regular duties, special assignments and even conflict disputes.

When good work is noticed or deficiencies in performance are observed by the supervisor, through either a scheduled evaluation or an ongoing appraisal, the employee will be notified of his/her accomplishments or deficiencies and will be expected to take appropriate corrective measures as needed. The resolution of the problem through proper dialogue at the most immediate level is the primary objective.

4.22 Public statements

All employees are to enlist the help and have the approval of the director of communications before any form of communication with the media occurs unless permission or delegation has been granted in advance. Any public statement in the name of the ORGANIZATION, or which others might interpret as such, must be approved in advance by the employee's supervisor. In other situations, employees are responsible to make clear to others that the opinion they express is their own.

4.23 Conflict of interest

The integrity of each employee is of utmost importance because their ministry is not their own but is for the church. The ministry of the ORGANIZATION is conducted in the strict observance of all applicable laws and ethical standards.

Employees are prohibited from utilizing their work time, work equipment or supplies, work travel, or work produced according to their job description (including any intellectual property

such as a program, written work, or audio or video production) to further their personal gain or compensation (e.g., receiving pay from an outside source to deliver a training session or to market a program or published work that would be considered a part of the employee's normal job assignment from the ORGANIZATION).

Employees are prohibited from performing work as an independent contractor for the benefit of the ORGANIZATION or any institution within the ORGANIZATION unless approved by the department head.

Employees are prohibited from using their position with the ORGANIZATION to advance their personal interests or the interests of any other individuals or organizations.

If there is a question as to appropriateness of a gift, the employee should consult with the supervisor, department head or human resources representative.

4.24 Job advancement

The ORGANIZATION provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Employees are encouraged to talk regularly with their supervisor about their efforts to gain additional job experience.

Employees must be able to perform the essential functions of the available job and have a satisfactory job performance record to be considered for advancement.

4.25 Length of service

Length of service is based upon the employee's most recent date of regular employment and will be used to determine eligibility for certain benefits.

An employee loses all length of service upon resignation, retirement, or other termination of employment. An employee will have his or her employment terminated and lose all length of service if s/he:

- is discharged for any reason, including but not limited to, violation of ORGANIZATION work and/or safety rules, policies, or regulations, or those of any governmental agency;
- is absent for three (3) consecutive working days without reporting, or without a reason acceptable to the department head;
- falsifies the reason for requesting a leave of absence and/or engages in employment of any kind while on an approved leave of absence;
- fails to return to work on the next regular workday following an expired leave of absence without reporting off and without a reason acceptable to the ORGANIZATION.

4.26 Outside employment

An employee may hold a job with another organization provided that s/he performs his or her ORGANIZATION job responsibilities in a satisfactory manner, the outside employment does not interfere with or impact ORGANIZATION responsibilities in any way, and there are absolutely no conflicts of interest with the two positions. Should a supervisor determine that outside employment has adversely impacted performance or conflicts with ORGANIZATION responsibilities, the employee will be expected to terminate outside employment if s/he wishes to remain employed by the ORGANIZATION.

Employees on an approved leave of absence or on workers' compensation may never pursue or continue outside employment while on such leave.

4.27 Personal data changes

It is the employee's obligation to provide the ORGANIZATION with current contact information, including current mailing address and telephone number. Employees must inform the ORGANIZATION of any changes to marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact human resources or the payroll coordinator.

4.28 Access to information

4.281 Access to personnel files

The employee personnel files are maintained in a confidential manner by the Human Resources Office. Besides the employee and the human resources staff, the bishop, the supervisor and/or the vicar general will have access to it. When a request for information is made, only the employees' name, employment date and position title will be provided unless the employee personally authorizes, in writing, the release of additional information. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the ORGANIZATION or the Human Resources Office in response to the employee's request, a valid subpoena, or a valid court order.

Employees may inspect their files provided they make a timely and reasonable request to do so. It must be done during regular office hours while on the employees' non-working time and in the presence of the human resources representative. The employee may inspect his/her file at least once each calendar year. While inspecting the file, the employee is not permitted to alter, copy, remove or destroy any materials. The employee may take notes on materials found there or offer written comments about such materials. The employees' written comments may then become part of the file.

4.282 Confidentiality of performance evaluations and disciplinary actions

Supervisors are required to maintain confidentiality concerning performance evaluations, ongoing appraisals, and disciplinary matters. All information exchanged between an employee

and his/her supervisor pertaining to performance evaluations, ongoing appraisals and disciplinary actions shall be shared only with the human resources representative or vicar general, or with the bishop (should the situation require it).

Beyond that, any disclosure or release of any information relative to any disciplinary action requires the consent of the employee and the supervisor and the approval of the human resources representative or vicar general.

4.283 Employee records

Employment records must be kept current in order to provide accurate detail regarding payroll, Social Security, 401K administration, insurance, and other related programs during employment. Employees are required to notify the Human Resources Office immediately of any changes to the following:

Personal data:

- Name
- Home address
- Telephone number (where the employee may be reached)
- Person to be notified in case of emergency
- Marital status
- Number of dependents
- Insurance beneficiary
- When a dependent turns age 26
- Military status

The following information also is part of employee records and is accessible to employees by appointment with the Human Resources Office:

Performance data:

- Performance evaluations
- Position profiles
- Disciplinary actions
- Recognitions and awards.

Benefits information:

- Health/dental/vision insurance enrollments/changes
- Short-term disability enrollment
- Retirement enrollment changes
- Life insurance enrollments/changes and beneficiary forms.

4.3 Ending employment

4.31 Termination of employment

Termination of employment may be either voluntary or involuntary. Voluntary termination occurs when an employee decides to leave the ORGANIZATION for personal reasons or retirement. Involuntary termination occurs when a job position is eliminated, or an employee is terminated by the ORGANIZATION with or without cause.

Vacation days earned may be taken prior to the employment termination date, unless the ORGANIZATION requests that the employee work up to the termination date, in which case the employee will be paid for those vacation days.

4.311 Voluntary termination — resignation

Any employee who wishes to resign from his/her position at the ORGANIZATION is expected to give written notice of this intent to his/her supervisor and director. A copy of this letter is to be forwarded to the Human Resources Office. The minimum time to give notice from the employee to the ORGANIZATION is:

Regular full-time employee	14 calendar days
Part-time employee	7 calendar days

4.312 Involuntary termination — not for cause

If the decision is made not to renew or to terminate an employee either because the position is no longer available due to restructuring, budgetary constraints or any other “not for cause” reason, the employee will be notified in writing that his/her employment has been terminated. The minimum time to give notice from the ORGANIZATION to the employee will be:

Regular full-time employee	14 calendar days
Part-time employee	7 calendar days

4.313 Workforce reduction

Circumstances such as restructuring or reorganization of a work unit, discontinuation or modification of a program, function or job(s), material change in duties and/or financial reasons may occasionally result in a reduction of staff.

The decision to implement a layoff must be non-discriminatory and must comply with the provisions set forth in this policy. Specifically, race, color, religion, age, national or ethnic origin, physical or mental disability, veteran status, marital status, gender, sexual orientation, gender identity or expression, or any other category protected by applicable federal, or state law will not be considered in identifying an employee for a layoff or in implementing a layoff.

An employee who has been laid off may be considered for reemployment. It is an individual’s responsibility to review open positions on the ORGANIZATION website.

4.3131 Criteria

The ORGANIZATION reserves the right to consider any or all of the following criteria in making layoff decisions:

- The operational needs of the ORGANIZATION in fulfilling its mission
- The work history of an employee
- An employee's job qualifications, skill sets, the competencies for the position, demonstrated ability, performance and/or productivity (including attendance)
- Consideration of an employee's disciplinary records
- The employee's length of service or seniority.

4.314 Involuntary termination — with cause

The ORGANIZATION retains the right to terminate an employee for cause. Causes for termination are indicated in various places throughout the employee handbook. Some examples include:

- Failure to fulfill the duties of the position or unsatisfactory job performance
- Failure to observe the ORGANIZATION's regulations, policies, and procedures
- Personal and improper use of ORGANIZATION equipment and resources
- Abuse of ORGANIZATION sick days
- Repeated use of obscene language
- Abandonment of job for three consecutive unexcused or unauthorized absences
- Substance abuse or the use, possession, manufacture, or distribution of illegal drugs on ORGANIZATION property, including unauthorized use of alcohol
- Theft or malicious damage to ORGANIZATION property
- Physical abuse to another employee
- Insubordination
- Sexual harassment or other types of harassment
- Falsification of employment record.

Involuntary termination for cause may result in immediate termination without notice.

4.315 Exit interview

Each employee going through the termination process with the ORGANIZATION must participate in some type of exit interview with the Human Resources Office and, when warranted, his/her supervisor. The exit interview process is designed to be as helpful as possible to the existing employee and to the ORGANIZATION, and to provide information to the exiting employee regarding the effect that termination will have on his/her benefits. It also ensures that all ORGANIZATION resources have been returned. Human resources will conduct an audit of accounts prior to the exit interview and this information will be reviewed during the interview. An exiting employee is to clear all open accounts in finance and return all keys, identification cards, computer equipment, uniforms and any other items belonging to the ORGANIZATION.

Employees who intend to retire from the ORGANIZATION should inform their supervisor and the Human Resources Office of their intention as far in advance as possible.

When a full-time regular employee terminates employment with the ORGANIZATION, the employee and his or her dependents may be eligible to continue receiving group health insurance and other benefit plans. Details will be explained at the exit interview.

CHAPTER 5: Problem solving

5.1 *Problem solving*

Employees who have questions or complaints regarding any matter, or believe that they have been unjustly or unfairly treated, are free to take the following steps:

1. Employees may bring their problem or complaint to the attention of their immediate supervisor and discuss it with him/her. In most cases, the supervisor will be able to solve the problem or give the employee an explanation.
2. If the employee's immediate supervisor is unable to resolve the problem or complaint, the employee may request to discuss it with his or her supervisor's supervisor. The next level supervisor will investigate the problem and, if necessary, meet with the employee to discuss it and settle the matter, get an answer, or take whatever other action is deemed necessary. Usually, his/her decision in the matter will be final.
3. If a satisfactory resolution cannot be found, human resources presents the problem or complaint, in writing, along with his/her recommendations to the vicar general, who as moderator of the curia renders the final decision on the action to be taken. If the problem or complaint requires more findings of fact, the vicar general may appoint an ad hoc committee and ask for its recommendations before making a final decision.

All employees are encouraged to use this procedure when a problem or complaint arises and to be prompt in doing so. Employees are encouraged to:

- Resolve issues promptly.
- Bring issues to their supervisor's attention as soon as they become evident.

Under no circumstances will any disciplinary or discriminatory action be taken against any employee for the exercise of his/her rights under this problem-solving procedure.

Any personnel complaints involving charges of illegal discrimination or harassment will be handled according to the complaint procedures specified in the harassment policy.

5.2 *Performance or behavior issues*

5.21 Progressive discipline

The primary objective of the progressive approach to discipline is rehabilitation or resolution and not termination. Therefore, disciplinary actions for performance deficiencies will generally be handled in a progressive fashion. The ORGANIZATION reserves the right, however, to take disciplinary measures in a non-progressive fashion in cases of severe performance deficiencies or clear negligence.

Additionally, disciplinary actions related to breaches of ORGANIZATION policy or violations of the standards of conduct set forth in the handbook will be taken according to the severity of the infraction or violation, as well as the work history of the employee in question. In the appropriate circumstances, disciplinary action for even a first-time violation may include termination of employment.

The ordinary steps of progressive discipline are:

1. Verbal warning: If an employee's work performance is deficient for any reason, his or her supervisor will meet with the employee to explain the deficiency, set objectives for resolving it and establish a deadline to review progress. This event will be recorded by the supervisor.
2. Written notice: Should the deficiency in performance continue after the expiration of the above-mentioned deadline, the supervisor will meet with the employee and specify, in writing, the nature of the problem and cite examples. The employee may offer his/her own observations and comments in writing. The supervisor will formulate a plan or course of action for the resolution of the matter and set a date to review the employee's progress. Both the employee and the supervisor shall read and sign the action plan. Should there be unsatisfactory improvement, the supervisor will notify the human resources representative and discuss available options, including another round of consultation between the employee and the supervisor, further action plans, or even dismissal.
3. Suspension: In some cases, unsatisfactory performance or less serious infractions of the rules set forth in this handbook may result in suspension. The parameters of the suspension will be determined on a case-by-case basis based on the circumstances.
4. Dismissal: The most extreme measure for unsatisfactory performance, habitual or excessive absences, repeated lateness, insubordination, violation of ORGANIZATION policy, or inappropriate conduct is dismissal. In most cases, dismissal will follow a written warning; however, a serious infraction may warrant immediate dismissal.
5. Documentation: Any time the resolution of a deficiency requires a written notice, a copy of the deficiency notice as well as the action plan and a summary of the outcome shall be retained as a permanent part of the employee's personnel file.

5.22 Work conduct and disciplinary action

In all dealings with the public and each other, all ORGANIZATION employees are to respect the dignity of everyone. Improper or illegal conduct such as the following will result in disciplinary action up to and including termination of employment:

1. theft, vandalism, or careless destruction of ORGANIZATION property or property belonging to a fellow employee or visitor;
2. unauthorized using, possessing, or selling intoxicants or narcotics, or unauthorized use of alcohol on ORGANIZATION premises or while on work time or reporting to work under the influence of intoxicants or narcotics;
3. use or possession of weapons on ORGANIZATION premises, in ORGANIZATION vehicles or while on ORGANIZATION business;
4. making fraudulent statements on employment applications or job records;
5. performing work of a personal nature while on work time;
6. theft of ORGANIZATION revenues; willful tampering of financial records;
7. sharing of confidential information with unauthorized individuals;
8. violating the ORGANIZATION solicitation policy;
9. insubordination or willful disregard of a supervisor's instructions;
10. physical altercation on ORGANIZATION property;
11. excessive absenteeism or failure to observe work schedules regarding starting times, lunch periods and quitting times;
12. disregard for safe work practices including careless use of equipment;
13. inappropriate use of the Internet;
14. violations of the "Conflict of Interest" policy;
15. unacceptable on-the-job performance or work quality;
16. behavior beyond working hours that is determined to be scandalous and detrimental to the ORGANIZATION mission.

These work rules are not all-inclusive and may be amended at any time without notice. The ORGANIZATION reserves the right to terminate an employee immediately for any reason it considers sufficient. The severity of the incident will determine what step of progressive discipline is appropriate, including a verbal reprimand, written warning, suspension, or termination. A final decision is rendered only after the incident is thoroughly reviewed.

5.3 Whistleblower protection

This policy is to protect those individuals who want to raise issues of illegal, dishonest, or unethical behavior with the assurance of not becoming a target of subsequent recrimination.

A whistleblower is defined by this policy as an employee who reports an activity that s/he reasonably believes to be illegal or dishonest or unethical to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

“Dishonest” or “unethical” is defined as violating some objective and publicly identifiable standard of conduct, not merely the reporter’s subjective opinion. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; fraudulent financial reporting or accepting or giving bribes or kickbacks; violations of employer policies in the respective *Employee Policy Manual*, *Code of Business Conduct*, *Safe Environment Program*, *Computer and Internet Policy* or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee may contact his/her immediate supervisor or the director of human resources for the ORGANIZATION.

An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Whistleblower protections are provided in two important areas — confidentiality and against retaliation. Whenever possible, the confidentiality of the employee will be maintained. However, the whistleblower’s identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy, and to provide accused individuals their legal right of defense. The employer and associated entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes s/he is being retaliated against must contact his/her immediate supervisor or the director of human resources for the ORGANIZATION immediately, either through written or verbal communication, i.e., signed written letter, in-person visit, etc. The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

5.4 *Open door*

At times, employees may wish to speak directly with the vicar general or the human resources representative to properly resolve an issue.

Employee questions, suggestions and complaints are welcomed. Each of these will be carefully considered in a continuing effort to improve two-way communication.

Complaints involving an employee's supervisor may be brought directly to the vicar general or human resources representative, provided that they are written, are work-performance or work-environment related, and pertain to the employee himself or herself. The supervisor will be invited to submit a written reply. Both the complaint and the reply will become part of the permanent employment record. The vicar general or the human resource representative may bring the parties together to resolve their differences following the reception of the supervisor's written reply or after the right to a written reply has been waived, whichever comes first.

5.5 *Workplace accommodations*

5.51 Americans with Disabilities Act (ADA) accommodation process

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

We make leaves of absence available to employees on an equal basis. The ORGANIZATION will not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability.

The ORGANIZATION will take actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

The *Pennsylvania Human Relations Act* applies to employers of four or more employees.

5.511 Accommodations process

The ORGANIZATION values inclusion and is committed to the goal of providing equal opportunities for all. The ORGANIZATION is committed to complying with its obligations under the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973.

To receive accommodations through the ORGANIZATION, the requesting individual is required to complete the *Accommodation Request Form* and provide supporting documentation to human resources. Processing of accommodation requests begins after both the request form and the required documentation information is received. Human resources will review the information

and make a determination regarding whether a covered disability exists. In cases where a covered disability exists, human resources will begin working with the requesting individual in an interactive process to provide a reasonable accommodation.

5.512 Steps to request a reasonable accommodation:

1. Complete the *Accommodation Request Form* [<http://www.eriercd.org/internal-Forms.html>]. Supporting documentation is required for any individual requesting an accommodation. This includes documentation from a qualified medical provider such as a doctor, psychologist, psychiatrist, etc. The documentation should be on letterhead from the provider. The documentation should include the appropriate official signature and contact information for the associated medical professional or facility for verification purposes.
2. Turn in a copy of the above items via one of the options listed below:
 - Fax: (814) 824-1181 All documents must contain the individual's name and be addressed: Attn: Human Resources.
 - Email: hrinfo@eriercd.org with the individual's name in the subject line of the email (last, first).
 - In-person delivery: Human Resources Office.

The requesting individual is required to provide documentation that directly supports the request for accommodations. The documentation must state the specific disability and recommendations to allow the requesting individual to participate fully and equally as an employee. The documentation is kept on file with human resources for verification purposes.

These documents must be legible and clear.

The ORGANIZATION will carefully review information and documentation provided by the requesting individual and analyze each person's individual needs. The ORGANIZATION will engage in an interactive process to determine what accommodation may be reasonable and appropriate under the circumstances. The ORGANIZATION need not provide accommodations that would fundamentally alter the essential characteristics or nature of a program. Likewise, the ORGANIZATION need not provide the exact accommodation requested. The ORGANIZATION may provide alternate accommodations if they are reasonable and appropriate to make employment with the ORGANIZATION possible.

If the documentation provided does not meet the ORGANIZATION's requirements, it will not be accepted. The requesting individual will receive notice and will be asked to provide alternative supporting documentation. Individuals requesting additional accommodations after their initial approval may be asked to provide additional documentation.

5.513 Appeal process

If the requesting individual is not satisfied with the determination of the ORGANIZATION, that individual can submit an appeal within seven calendar days of the decision. Appeals should be

submitted to the pastor, whose email is available through the ORGANIZATION website, www.xxxxxxxx.org, or by mailing to ORGANIZATION ADDRESS.

5.52 Accommodations for nursing mothers

The ORGANIZATION will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If an employee is nursing, she will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in a personal cooler. Sufficiently mark or label the milk.

Break time should, if possible, be taken concurrently with any other break time already provided. If the employee is nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be paid in accordance with federal law.

Employees are encouraged to discuss the length and frequency of these breaks with their supervisor.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

CHAPTER 6: Leave and days away from office

6.1 Leave

6.11 Crime victim and witness leave policy

The Pennsylvania Crime Victims Employment Protection Act (CVEPA) requires employers to provide employees leave to attend court if they are:

- The victim of a crime
- A witness to a crime
- A family member of a crime victim.

For the purpose of this policy, a family member is defined as a spouse, child, parent, sibling, grandchild, son-in-law, daughter-in-law, and parent-in-law or other person residing in the same household, or someone for whom the employee is principal caregiver.

In accord with this law, if an employee is required to attend a criminal proceeding, that employee should inform the supervisor as soon as possible to make arrangements for days of absence from work.

To the extent authorized by law, the ORGANIZATION reserves the right to require employees to provide proof of the need to attend legal proceedings.

Leave under this policy is unpaid. The employee may opt to use vacation or personal days in place of unpaid leave.

Any information related to this type of leave will be kept confidential by the ORGANIZATION to the extent possible.

This policy does not apply to employees seeking leave because they have committed or are alleged to have committed a criminal act.

6.12 Family and Medical Leave

The ORGANIZATION will provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993 and its subsequent amendments. Eligibility is determined by the law itself. The employee must use FMLA leave if the employee is eligible, and the leave's other requirements are satisfied. Also, if the employee is eligible for FMLA Leave, the ORGANIZATION will designate leave as FMLA leave if the employee is off for at least five consecutive days due to any of the qualifying reasons listed below, even if the

employee has not requested FMLA leave.

6.121 Eligibility requirements

To be eligible for family and medical leave, employees must have worked for the ORGANIZATION for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave.

6.122 Leaves available

An employee who is eligible by law will be granted up to twelve (12) work weeks of unpaid, job-protected leave each twelve-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for a newborn child.
2. The placement of a child with the employee for adoption or foster care.
3. The need to care for a spouse, child, or parent with a serious health condition.
4. A serious health condition that makes the employee unable to perform the functions of the employee's job.
5. Leave rights related to military service.

6.1221.1 Entitlement and eligibility based on qualifying exigency

Employees who are the spouse, son, daughter, or parent of someone either on active duty, or who has been notified of an impending call to active-duty status in support of a contingency operation and who experience a qualifying exigency are eligible for up to 12 weeks of leave. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, arranging for care for the military member's parent who is incapable of self-care necessitated by the covered active duty, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

6.1221.2 Entitlement and eligibility based on illness or injury

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury is entitled to up to 26 weeks of leave in a single 12-month period to care for the service-member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. A covered service-member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired

list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The definition of “serious injury or illness” for current service-members and veterans is determined by federal law and is distinct from the definition of “serious health condition” used elsewhere in this policy. It generally encompasses injuries and illnesses sustained in the line of duty or aggravated by military duty.

6.123 General provisions

As defined by law specifically relative to FMLA:

1. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward of a child of a person standing *in loco parentis* under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care.
2. "Parent" means a biological, adoptive, foster or stepparent of any other person who stood *in loco parentis* to the employee when the employee was a child. It does not include parents-in-law.
3. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:
 - Inpatient care in a hospital, hospice, or residential medical care facility;
 - A period of incapacity that requires absence from work for more than three consecutive calendar days within 30 days of the first day of incapacity (absent extenuating circumstances), AND involves either two or more treatments by a health-care provider, or at least one treatment by a health-care provider plus a regimen of continuing treatment;
 - Any period of incapacity due to pregnancy or time needed for prenatal care;
 - Chronic serious health condition;
 - Long-term conditions for which treatment may not be effective; or
 - Multiple treatments (including any period of recovery therefrom) for restorative surgery after an accident or other injury, or a condition that is likely to result in a period of incapacity of more than three full consecutive calendar days if left untreated, such as physical therapy for severe arthritis or chemotherapy for cancer.

Effective January 1, 2015, the “12-month period” during which the leave entitlement occurs is designated as the twelve (12) month period measured backward from the date an employee uses any FMLA leave.

6.124 How and when leave may be taken

Family and medical leave is taken either in consecutive workweeks, intermittently in separate blocks of time, by reducing the number of days the employee works per week or by the hours worked per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for a spouse, child, or parent with a serious health condition, or because of the employee's own serious health condition. The employee must furnish the ORGANIZATION with proof of the medical necessity and attempt to schedule intermittent or reduced schedule leave so as not to disrupt ORGANIZATION operations. To accommodate an intermittent or reduced schedule leave when the leave is foreseeable based on planned medical treatment for the employee or a covered family member, the employee may be transferred on a temporary basis to an alternative position for which the employee is qualified. The alternative position will have equivalent pay, benefits, and terms and conditions of employment.

Leave for childbirth, adoption or foster care may be taken intermittently or on a reduced leave schedule only if the employee's supervisor agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth, adoption or foster care of a child must be taken within twelve (12) months of the birth, adoption, or placement.

6.125 Notice requirements

If an employee knows in advance that the employee will be taking leave because of birth, adoption, or placement of a foster child in the employee's home, or because of planned medical treatment for the employee or a covered family member, the employee must notify his or her supervisor in writing using a "Request for Family/Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than 30 days, the employee must notify his or her supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for the employee or a covered family member, the employee is to consult with the employee's supervisor and to make a reasonable effort to schedule the treatment so as not to unduly disrupt ORGANIZATION operations.

Employees must provide enough information for the employer to determine if the leave may qualify for FMLA protection and to identify the anticipated timing and duration of the leave. In order to do so, the employer may need to ask for additional information. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously

taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

6.126 Medical certification

The ORGANIZATION reserves the right to require written medical certification from the appropriate health care provider when leave is requested to care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition. Certification forms are available from the human resources. This is to certify that either the employee is unable to perform the functions of the employee's position or is needed to care for the family member. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The ORGANIZATION also may require medical recertification, and/or periodic reports from the employee during FML. Medical certification also may be required when an employee is returning to work after leave for the employee's own serious health condition.

Employees are to submit a completed medical certificate within fifteen (15) days of the request or provide an explanation why additional time is needed.

6.127 Use of paid leave

The ORGANIZATION will require the employee to use appropriate paid leave as part of his/her family and medical leave as follows:

1. Any earned personal time (sick leave and vacation leave) for any portion of the twelve (12) week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.
2. Any earned personal time (sick leave and vacation leave) for any portion of the twelve (12) week leave because of the employee's own serious health condition. Any situation in which the employee uses personal time because the employee is unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against the 12-week FMLA entitlement.

When the employee has used all required personal time (sick leave and vacation leave) for any portion of a FMLA leave, the balance of the leave will be without pay.

6.128 Rights and benefits during leave

All benefits an employee had earned or accrued before taking a leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While the employee is on family or medical leave, paid or unpaid, the ORGANIZATION will continue group health insurance coverage at the same level and under the same conditions that coverage would have been provided had the employee continued working. The employee will be

required to pay the same cost of coverage as if he or she were actively at work. Employee contributions to the premium will be required either through payroll deduction or by direct payment to the ORGANIZATION by the 15th of the current month for continued coverage. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than 30 days late. If the employee misses a premium payment and the ORGANIZATION pays the employee's contribution, the employee will be required to reimburse the ORGANIZATION for the delinquent payment upon return from leave.

6.129 Employer responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. For eligible employees, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

6.1291 Returning to work

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Exceptions to this provision, as defined by law, may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). In addition, employees on a leave extension are not guaranteed reinstatement.

Before an employee will be permitted to return from medical leave, s/he will be required to present the ORGANIZATION with a note from his/her physician indicating that the employee can return to work and perform the essential functions of his/her position. The ORGANIZATION will make reasonable accommodation for any disability the employee may have in accordance with applicable laws.

6.1292 Non-discrimination

Management will not interfere with, restrain, or deny an employee the opportunity to exercise any right provided under FMLA. Management will not discharge or discriminate against any employee for opposing any practice made unlawful by FMLA or because of an employee's involvement proceeding under or related to FMLA.

6.1293 Confidentiality

Management will also keep confidential any medical information it obtains in complying with the FMLA pursuant to this statute, as well as the Genetic Information Non-Discrimination Act (GINA).

6.13 Jury duty and military leave

If an employee is summoned for jury duty or other court proceedings, s/he will be compensated at the regular rate of pay for the days s/he is absent up to ten (10) days. However, the employee should provide documentation to the payroll office indicating the days and times of jury participation.

If the employee is a member of the National Guard or on reserve status with the military, s/he will be granted up to two weeks leave, with pay, to fulfill the employee's annual training obligation. If the employee's military pay is less than the pay from the ORGANIZATION for the same period of time, the ORGANIZATION will make up the difference. However, in order to do so, the employee must provide the ORGANIZATION with a set of orders indicating the period of active duty, and/or a pay stub, which specifically reflects the employee's earnings from the government during that period of time.

If the employee is called to active duty, s/he will receive a leave time up to six months. If the military pay is less than what the employee receives with the ORGANIZATION, the ORGANIZATION will provide the difference. If the employee's leave exceeds six months, s/he will receive the same or a similar position on his/her return. The employee will also be entitled to his/her regular vacation, sick and personal leave.

6.2 Days away from the office

6.21 Time off for bereavement

A full- or part-time employee is entitled to a paid leave of up to five working days in case of the death of an immediate family member. For this purpose, an immediate family member is defined as a spouse, child, parent, sibling, grandchild, son-in-law, daughter-in-law, and parent-in-law or other person residing in the same household, or someone for whom the employee is principal caregiver. For the death of other relatives, including grandparents, aunts, uncles and in-laws, the employee may take one day off with pay to attend the funeral.

6.22 Personal days with pay

Full-time employees will receive two personal days per calendar year upon completion of the introductory period. Part-time employees – who work at least 18.75 hours a week as indicated in the job profile – will receive one personal day (7.5 hours) per calendar year upon completion of the introductory period. Unused personal days may not be carried over to the following calendar

year. For the efficient operation of the office, the employee should notify his/her supervisor of his/her request as early as possible. Personal days may be used in one-half (1/2) hour increments or in whole-day (7.5 hours) increments.

6.23 Personal days without pay

The ORGANIZATION may make provisions for a leave of absence, without pay, for an employee who needs a brief period of time off from work for serious personal reasons. This is provided the granting of a personal leave does not seriously disrupt operations or job completion requirements. An employee's reason for requesting a personal leave, their length of employment service and job performance record are also considered prior to approving a leave. Approved leaves of absence cannot exceed ninety (90) days and will be reviewed at each thirty-day (30) interval. Earned vacation available and personal days must first be used for any approved leave of absence.

The ORGANIZATION's payment of the medical insurance premium ceases on the day when a personal leave exceeds ninety (90) days. If an employee wishes to continue insurance coverage, arrangements can be made with the Financial Services Office to pay the insurance premium.

Requests for a personal leave of absence must be in writing and have the approval of the department head in consultation with human resources.

6.24 Sick days

The ORGANIZATION provides paid sick days to furnish income for regular full-time and part-time employees absent for periods of time due to personal illness, injury and medical and dental emergencies and procedures or that of immediate family members. For this purpose, an immediate family member is defined as a spouse, child, parent, sibling, grandchild, son-in-law, daughter-in-law, and parent-in-law or other person residing in the same household, or someone for whom the employee is principal caregiver.

This policy applies to all regular full-time employees and part-time employees of ORGANIZATION. Sick days may be used in one-half (1/2) hour increments or in whole-day (7.5 hours) increments.

Sick days are granted for the purpose of protecting an employee from financial loss while s/he or an immediate family member is ill. They may be used when an employee is confined to his/her home or to a medical care facility. They may also be used for medical, vision, or dental appointments during work hours.

Following the introductory period, an employee earns sick days at the equivalent of one-half day per month to a maximum of 30 equivalent workdays if s/he is a full- or part-time employee. Sick days for part-time employees are based on the average number of hours worked per week during the preceding year. Sick day benefits will be calculated retroactively to the starting date of employment.

Full-time employees who are absent from work due to illness or non-work-related injury for 10 or more consecutive workdays should consult the Human Resources Office concerning their eligibility for disability income payments.

The ORGANIZATION may require the employee to provide a doctor's statement after an absence of (3) three or more consecutive days verifying the illness/injury and the anticipated time loss from the workplace. A doctor's excuse must be attached with the current Time Off form for the time to be counted as sick time. For an absence of (3) three days or more, the ORGANIZATION reserves the right to verify medical statements and require a signed release from the attending physician to return to the workplace under the terms of the Family and Medical Leave Act. Failure to provide proof of a signed release or any abuse of sick privileges will result in disciplinary action up to and including termination of employment. If an excuse is not received in human resources, the time away from the workplace will not be counted against the employee's sick bank. It will be counted as vacation time, if available, or it will be considered unpaid time and it will be assumed that the employee has voluntarily resigned from his/her position. Time Off forms are due prior to processing the payroll as a part of the formal record for each employee. Forms should be turned in on the day the employee returns to work. If there is an extended illness (more than three days), it is the employees' responsibility to notify her/his supervisor and to complete a form to cover the days absent and forward the form to the supervisor who will review and send to the Human Resources Office prior to the next pay. Repeated failure to file absence reports as requested could result in disciplinary action.

Sick days are not meant to be used as compensation for any other form of absence nor are they payable upon separation of employment.

6.25 Vacation days

Full- or part-time employees are eligible for an annual vacation with pay. Once an employee completes his/her introductory period, s/he is entitled to a paid vacation during his/her first year, which is equivalent to one workweek. For full-time employees, this amounts to five workdays. For part-time employees, this will be based upon the average number of hours worked per week during the introductory period. Vacation time earned during the first year of employment may be carried over to the following year. (Vacation time for clergy is specified in the *Clergy Personnel Manual*.) Vacation days may be used in one-half (1/2) hour increments or in whole-day (7.5 hours) increments.

Years of continuous service entitle the employee to the following vacation time:

1 year	=	10 equivalent workdays
5 years	=	15 equivalent workdays
10 years	=	20 equivalent workdays
20 years or more	=	25 equivalent workdays

- Vacation for a part-time employee is calculated on a *pro-rata* basis according to the average number of hours worked per week during the preceding year.

- While an employee is encouraged to take an annual vacation, any vacation time to which the employee is entitled may be carried over from one year to the next. Unused vacation time, however, may not accumulate beyond a total of twenty-five days in addition to what is earned for the current year.
- The scheduling of vacations is to be done in advance and is subject to the approval of the employee's supervisor. Reasonable efforts will be made to enable the employee to take vacation at the time requested.
- Payment the employee receives in conjunction with vacation days is taken from the general operating fund for the ORGANIZATION. This employee benefit is not covered by the Employee Retirement Income Security Act (ERISA).
- Should the employee terminate, his/her earned but unused vacation will be paid to him/her. Exceptions to this guideline will be decided on a case-by-case basis, i.e., being terminated for gross misconduct such as stealing, fighting or other inappropriate or dangerous behavior.

The ORGANIZATION reserves the right to modify the vacation allotment for and employee based on provisions in the employment agreement.

6.26 Holidays

A list of observed holidays and dates for the following year will be posted annually.

Full-time employees receive these days off with pay; part-time employees receive time off with pay only for those holy days or holidays on which they are scheduled to work.

- If a holiday falls within an employee's vacation period, they will be allowed to take that vacation day at another time.
- No holiday pay is granted for an employee whose disability or personal leave has exceeded 30 continuous days.

CHAPTER 7: Benefits

7.1 Introduction to benefits

The ORGANIZATION has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages.

For full-time employees, these include medical insurance, life insurance, disability, retirement plan and many others described in the following sections. Refer to the actual plan documents and summary plan descriptions if there are any specific questions regarding the benefit plan.

Part-time employees may be eligible to participate in some of the benefits programs.

Benefits for priests and women and men religious are governed by separate ORGANIZATION policies.

The ORGANIZATION reserves the right to modify or terminate its benefits at any time. Employees will be informed of any changes.

7.2 Health benefits

7.21 Dental insurance

Full-time employees are eligible to participate in a Group Dental Plan. For full-time individual employees, the premium cost is paid for by the ORGANIZATION. Optional coverage is available for part-time employees or for dependents of full-time or part-time employees via payroll deduction.

7.22 Disability insurance

Full-time employees are eligible for a short-term disability benefit after an absence of 10 consecutive workdays due to injury or illness. Earned sick leave and/or vacation time may be used during this waiting period. To qualify, the employee must present a signed statement from a licensed physician. The benefit provides for the employee to receive 60 percent of monthly earnings for a maximum of 26 weeks.

The ORGANIZATION also provides long-term disability insurance for its full-time employees. After 180 days of consecutive disability, this policy will pay the employee a benefit equal to 60 percent of earnings up to age 70. This benefit is subject to certain conditions and restrictions which are more fully described in the booklet describing the plan. For full-time individual employees, the premium costs for short-term and long-term disability are paid for by the ORGANIZATION.

7.23 Employee Assistance Program

The ORGANIZATION offers employees the services of an Employee Assistance Program (EAP). Should an employee be faced with health or personal problems or issues and concerns that may interfere with an employee's performance, EAP will provide the employee a confidential assessment of the situation and, if necessary, refer him/her for short-term counseling at no cost to the employee.

The ORGANIZATION will pay for the employee's treatment or counseling if it is done through the ORGANIZATION's EAP. The EAP will verify employment of the employee. Should the employee choose to see his/her own counselor or doctor, the cost of that treatment will be the employee's own but may be covered under the medical insurance plan.

Should an employee wish to take advantage of this service, he/she may contact the Human Resources Office or contact the agency directly by using the number available on the bulletin boards available in the kitchen areas of departments throughout St. Mark Catholic Center. Any information relating to an employee's request for assistance, or the reason why will be kept confidential and will not be included in the employee's permanent personnel file.

Supervisors who suspect that changes in work performance may be related to an employee's personal and/or health problems should consult with the human resources representative for how best to proceed.

Contact information for our Employee Assistance Program provider is available through the human resources representative and will be posted on our bulletin boards.

7.24 Health insurance

Full-time employees are eligible to enroll in a group health insurance plan sponsored by the ORGANIZATION. The premium for basic individual employee coverage is provided as a benefit to these employees. Those who need coverage for their spouse and/or dependent children must contribute toward the additional premium expense. Refer to the plan document for further details.

7.25 Vision insurance

Permanent full-time or part-time employees are eligible to participate on an optional basis with premium expense being the responsibility of the individual employee. This coverage can be on an individual or family basis, at the option of the employee.

7.26 Benefit continuation — COBRA (Optional)

A Federal Law (Consolidated Omnibus Reconciliation Act, commonly referred to as COBRA) provides that in certain circumstances (such as divorce, death, termination of employment) that result in termination of group health plan coverage, employers must permit employees or their

dependents to elect to continue group health coverage for a limited period of time at their own expense. Although the obligation for COBRA continuation coverage does not apply to the ORGANIZATION because it is a religious employer, despite this exemption, the ORGANIZATION does provide, on a voluntary basis, the continuation coverage benefit outlined below. This benefit is similar, but not identical to the COBRA benefit.

Under the Roman Catholic ORGANIZATION benefits plan, coverage may continue for the employee or his/her dependents as provided in the health insurance booklet for a period of 24 months from the occurrence of any of the qualifying events listed below. The employee will be required to pay the **entire cost** of the continued coverage. Qualifying events include:

- Death of the covered employee.
- Divorce or legal separation of the covered employee from his or her spouse, or
- Termination (other than by reason of gross misconduct), or reduction of hours of the covered employee's employment.

The employee must notify the Office of Financial Services in writing of his/her desire to elect continuation coverage under this provision within 30 days of the occurrence of the qualifying event. The ORGANIZATION will determine the employee's eligibility for this benefit.

7.3 Life insurance

The ORGANIZATION covers its full-time employees under a group life, accidental death, and dismemberment policy. For details regarding the plan, please refer to the plan document.

7.4 Professional development

With the permission of the supervisor, and if the budget permits, the employee may attend conferences, seminars, institutes, and courses during regularly scheduled working hours that are directly related to the employee's job or improvement of personal skills.

Full- or part-time employees working at least 20 hours per week are eligible to attend Gannon University at a reduced rate of tuition. Guidelines for eligibility and the amount of tuition reduction can be obtained from the human resources representative.

7.5 Retirement plan

Enrollment in a 401(k)-retirement plan sponsored by the ORGANIZATION is open to all employees who are at least 21 years of age and have completed one year of service consisting of at least 1,000 hours. Participants are required to contribute a minimum of three percent of gross earnings on a pre-tax basis. The ORGANIZATION will then contribute six percent of earnings. Participants are immediately vested in the employer contributions.

As a participant in the plan, the employee will receive a copy of the Summary Plan Description. This document contains the details of the plan including eligibility and benefit provisions. In the

event of any conflict in the description of the plan, the official plan documents, which are available for the employee's review, will govern the resolution of the conflict. If an employee has any questions regarding this plan, he/she should contact the Financial Services Office.

7.6 Spiritual development

To strengthen growth in prayer and in the faith, departments may offer occasional days of reflection, which focus on some aspect of the spiritual life. With the permission of supervisors, employees may attend liturgies and other spiritual opportunities.

Full-time employees may receive permission to attend (or work) one spiritual enrichment function (such as Cursillo) or to make an annual retreat at an approved retreat facility up to a maximum of three consecutive days. Attendance at such a retreat must be supported by confirmation of attendance and pre-approved by their supervisor, and all related expenses would be the responsibility of the participating employee.

Retreat time is being offered as an option for employees who wish to take the opportunity to grow in their faith and ministry and should not be considered as an entitlement for additional time off or as an extension of other benefits expressed in this Employee Handbook.

7.7 Unemployment compensation

The Roman Catholic ORGANIZATION is a participating employer in Pennsylvania unemployment compensation through the Pennsylvania Catholic Conference (PCC) on a reimbursing rather than taxable basis. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own.

Funding involves a percentage contribution by both the ORGANIZATION and by the employee based on the employee's level of income.

Should an employee's service be discontinued, their eligibility and the amount of the unemployment benefit is determined in accordance with the standards of the Bureau of Employment Security. The commonwealth determines eligibility, not the ORGANIZATION. Ordinarily, misconduct and voluntary resignations disqualify the employee for unemployment compensation.

7.8 Workers compensation insurance

Employees are covered by the ORGANIZATION's workers' compensation insurance policy if they are incapacitated by injury or illness arising out of their employment. This insurance is provided at no cost to the employee. The amount of benefits payable to the employee and the duration of payment depends upon the nature of the employee's injury or illness.

If the employee is injured on the job, no matter how slightly, he/she should report the incident immediately to his/her supervisor.

The employee's supervisor is responsible for submitting an Accident Report Form to the director of risk management and maintenance, who will then forward the information to the ORGANIZATION insurance carrier at the address shown on the form. Copies of this form can be obtained by going to www.eriercd.org/Human-Resources.html under the section titled: Accident Reporting and Compliance. **Blank copies of this form should be printed in advance and available for the supervisor's use should an emergency arise.**

Consistent with applicable state law, failure to file a written report of an injury within a reasonable time could jeopardize the employee's claim. The ORGANIZATION requests employees' assistance in alerting the supervisor or department head to any condition that could lead or contribute to an employee accident.

Disability benefits will not be paid for the first seven calendar workdays lost due to injury or illness unless the lost time continues for 14 calendar days or more from the date of injury. However, employees may use accumulated sick or vacation hours for the first seven calendar days of disability if the time is less than 14 calendar days.

Neither the ORGANIZATION nor our insurance carrier may be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any non-work-related activity.

CHAPTER 8: Protection of children

8.1 Protection of children

All employees of the ORGANIZATION must comply with the Policy for the Protection of Children detailed in Appendix B. The ORGANIZATION is committed to ensuring that all its programs for children are conducted in a safe environment and will establish and maintain operational standards through which children/youth are nurtured and protected.

CHAPTER 9: Compensation

9.1 Direct deposit

The ORGANIZATION requires all employees to enroll in direct deposit. Employees should ask the payroll coordinator or the director of human resources for an application form. Typically, the bank will begin the direct deposit of the employee's payroll within 30 calendar days after he/she submits a completed application.

Employees can view the details on their bi-weekly pay receipt.

9.2 Employee pay/paydays

The ORGANIZATION pays wages and salaries which reflect the level of responsibility and complexity of each job.

An employee's pay is reviewed on an annual basis and increases are implemented as possible based on individual job performance and the financial well-being of the ORGANIZATION. Note: Priest and religious compensation is based on policies and procedures developed by the Office of Clergy Personnel and the bishop's office.

Notice of direct payroll deposits will normally be issued bi-weekly according to the established payroll schedule. If an employee is absent on payday, the notice will be held unless the employee specifically requests other arrangements in writing.

Payment is usually made within 15 days from the end of the pay period. Overtime wages are payable in the next succeeding pay period

9.3 Overtime for non-exempt employees

A non-exempt employee may be asked to work more than the normal 37.5-hour workweek. When this happens, the employee will receive his/her hourly rate for the first 2.5 hours of overtime to arrive at a total of 40 hours, and then 1.5 times the hourly rate for hours more than 40. The employee's hourly rate of pay is determined by dividing his/her weekly salary by 37.5. Permission to work overtime must be obtained in advance from the supervisor. If not already directed to work overtime, employees seeking to work overtime must have their supervisor's permission. An employee's supervisor will maintain a record of his/her overtime and submit the employee's hours to the Office of Financial Services at the end of the week in which the overtime occurs.

9.4 Payroll deductions

The law requires certain deductions from every employee's pay. Among these are applicable federal, state, and local income taxes as well as Social Security taxes on each employee's earnings up to a specified limit.

The ORGANIZATION offers additional optional employee benefits. Eligible employees may voluntarily authorize deductions from their pay to participate in these programs.

Employees who have questions concerning why deductions were made from their pay or how they were calculated should contact the Office of Financial Services.

9.5 Social Security

The payment of Social Security and Medicare taxes are made by both the employee and the ORGANIZATION. The ORGANIZATION matches the employee contribution to Social Security and Medicare and thereby pays one-half of the cost of the employee's Retirement and Medicare Benefits under the Social Security Act.

9.6 Time worked

All non-exempt, full-time, and part-time office employees must complete a timesheet for each payroll period and have it approved by their supervisor. Exempt full-time employees are not required to complete timesheets unless they take time off from their normal work week for vacation, sickness, personal days, bereavement, jury duty or other emergency reasons. Timesheets must be approved by the supervisor who will then forward them to the Office of Financial Services by the designated time period. Under no circumstances may a non-supervisory employee complete and submit a timesheet other than his/her own.

Non-office employees must complete a timesheet for each payroll period and have it approved by their supervisor.