VERIFICATION OF RECEIPT OF EMPLOYEE HANDBOOK FOR THE

DIOCESE OF PENSACOLA-TALLAHASSEE

By signing below, I acknowledge that I have read and received a copy of, and agree to abide by the Employee Handbook of the Diocese of Pensacola-Tallahassee. I understand that I have been given the booklet for information purposes only and the booklet does not create an express or implied employment contract of any kind. I understand that the policies and other information referenced in this booklet are subject to change or deletion at the Diocese’s discretion, and it does not include all procedures and policies in force. I also understand that my employment with the Diocese of Pensacola-Tallahassee is “at-will” and may be terminated at anytime by myself or the Diocese with or without cause.

___________________________________________
EMPLOYEE SIGNATURE

___________________________________________
DATE

Please remove signed form and return to the Human Resource office.
# TABLE OF CONTENTS

## WELCOME AND INTRODUCTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Welcome Letter</td>
<td>1</td>
</tr>
<tr>
<td>Introduction/Disclaimer</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
</tbody>
</table>

## GENERAL EMPLOYMENT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance and Requests for Accommodation</td>
<td>4</td>
</tr>
<tr>
<td>At-Will Employment</td>
<td>6</td>
</tr>
<tr>
<td>Boundaries</td>
<td>6</td>
</tr>
<tr>
<td>Cannon Law/Church Teachings</td>
<td>7</td>
</tr>
<tr>
<td>Changes in Personal Information</td>
<td>7</td>
</tr>
<tr>
<td>Child Protection</td>
<td>7</td>
</tr>
<tr>
<td>Equal Employment Opportunity Policy</td>
<td>8</td>
</tr>
<tr>
<td>Harassment &amp; Sexual Harassment</td>
<td>8</td>
</tr>
<tr>
<td>Hiring of Temporary/Seasonal Employees</td>
<td>10</td>
</tr>
<tr>
<td>Nepotism, Employment of Relatives, and Personal Relationships</td>
<td>10</td>
</tr>
<tr>
<td>New Employee Orientation</td>
<td>10</td>
</tr>
<tr>
<td>Open Communication</td>
<td>11</td>
</tr>
<tr>
<td>Performance Reviews</td>
<td>11</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>12</td>
</tr>
<tr>
<td>Personnel File Policy</td>
<td>12</td>
</tr>
<tr>
<td>Position Descriptions</td>
<td>12</td>
</tr>
<tr>
<td>Probation</td>
<td>12</td>
</tr>
<tr>
<td>Professional and Personal Behavior</td>
<td>13</td>
</tr>
<tr>
<td>Self-Insurance Program</td>
<td>13</td>
</tr>
</tbody>
</table>
Violence and Weapons in the Workplace  
Workplace Bullying  
Workplace Safety and Security

**ATTENDANCE AT WORK**

Attendance Expectations and Policy  
Employment Status  
Hours of Work  
Inclement Weather  
Meals and Breaks  
Nursing Mother Breaks

**EMPLOYEE TIME OFF FROM WORK**

Paid Holidays  
Vacation Leave  
Sick Leave  
School Employee Leave  
Bereavement Leave  
Jury Duty  
Military Leave  
Family Medical Leave

**EMPLOYEE BENEFITS AND PAY PROCEDURES**

Benefit Eligibility  
Compensation  
Health/Dental/Vision Insurance
Life Insurance          26
Voluntary Life 26
Long Term Disability 26
Short Term Disability 26
401K Plan 26
Overtime 27
Pay Procedures 27
Types of Positions 27

CHANGES IN EMPLOYMENT STATUS
Demotion 28
Disciplinary Procedures 28
Exit Interview 28
Promotions and Transfers 29
Termination of Employment 29

SAFE ENVIRONMENT
Glossary of Terms 31
Policy 31
Guidelines for Implementation 32
Safe Environment Required Course/Courses 33
Implementation 33
Criminal Background Search Communications 34
Criteria for Excluding Church Personnel from Service 34
Appeal Procedures in Cases of Disqualification because of a Prohibited Offense 34
Cost and Payments 35
OTHER DIOCESAN POLICIES

Alcohol/Drug-free Workplace 36
Bloodborne Pathogens 37
Building Security 37
Computer and Internet User Policy 38
Confidentiality 39
Dangerous Situations 39
Diocesan Transfers/Bridging of Benefits 39
Grievance Procedures 40
Media Contact 41
Parking 41
Personal Mail 41
Personal Visits 41
Records Retention Policy 41
Safety 41
Smoking 42
Social Media, Online, and Electronic Communication Policy 42
Solicitation and Distribution 43
Telephone Use 43
Unauthorized Interviews 44
Use of Diocesan/Personal Vehicle for Company Business 44
Work Areas 44
Workplace Violence Zero-Tolerance Policy 44

APPENDIX

Appendix A - Employee Rights and Responsibilities Under the Family Medical Leave Act 46
Dear Brothers and Sisters,

Greetings in the Lord. Thank you for joining me in service to the people of the Diocese of Pensacola-Tallahassee in our parishes, our schools, and in our many ministries. No matter where we serve, we want to share the Gospel of Jesus Christ, building up the Kingdom of God in our midst and accompanying each other on this pilgrimage of life.

In this handbook, we hope to give you the tools you need to do your ministry and work well, while informing you of the policies and procedures of our diocese and various ministries. You will find the various responsibilities and expectations – both of the diocese and of the employee – presented in what we hope is a concise format.

The offices in the pastoral center exist in order to assist our priests, principals, teachers, parish and schools staff members, and all who are involved in our various ministries and organizations. If you have any questions, recommendations, or concerns about anything related to your work or the diocese, please do not hesitate to contact us.

More than anything, please know how grateful I am for your presence among us, and how honored I am to serve alongside you. Let us serve with humility, joy, and the blessed assurance that we are doing the work of the Lord!

In Christ’s Peace,

Most Rev. William A. Wack, CSC
WELCOME AND INTRODUCTION

INTRODUCTION/DISCLAIMER

This handbook is designed to help answer many of the questions you may have about policies, procedures and benefits. Because all employees are to the success of the Diocese’s ministry and mission, we hope this handbook helps you understand your role as a member of the team.

The information contained herein represents policies and benefits in a generalized way and is not intended as a complete and exhaustive listing of every policy and procedure. When the need arises, you may obtain more complete information about these policies and benefits from your supervisor or from the Human Resources Department. You will also receive more information about benefits when you become eligible and during open enrollment.

These policies can be changed at any time, but any change in the policies contained in this handbook is invalid unless approved in writing. The Diocese of Pensacola-Tallahassee reserves the right to revise or discontinue the benefits, policies and procedures described in this handbook and/or to institute new policies, procedures or benefits at their discretion. Should any discrepancy exist between the handbook and the actual statutes, ordinances, laws and regulations. The statutes, ordinance, law or regulation will control.

The guidelines of this handbook do not create an expressed or implied contract of employment. In the absence of a written contract to the contrary, all employment is “at will”. This guide does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee.
HISTORY

The Diocese of Pensacola-Tallahassee was established on November 6, 1975 and Bishop Rene H. Gracida was installed as the First Bishop. Sacred Heart Church, Pensacola, was named the Cathedral and St. Thomas More Church, Tallahassee, the Co-Cathedral. The new diocese was placed under the patronage of St. Michael the Archangel, St. Thomas More and St. Elizabeth Ann Seton. In 1983 Bishop Gracida was transferred to the Diocese of Corpus Christi, Texas and Bishop J. Keith Symons was named the Second Bishop of the diocese. In 1990 Bishop Symons was transferred to the Diocese of Palm Beach. The diocese was then placed under the administration of Monsignor James Amos as administrator for one year. In 1991 Bishop John M. Smith was appointed as the Third Bishop of the diocese. When Bishop Smith was transferred to Trenton, New Jersey in 1995, Monsignor Amos again served as the diocesan administrator. In 1997 Bishop John H. Ricard, SSJ, was named the Fourth Bishop of the diocese. Bishop Ricard retired in March 2011 and Bishop Gregory Parkes was ordained on in June 2012 as the Fifth Bishop of the Diocese. After Bishop Parkes transferred to the Diocese of St. Petersburgh in January, 2017, Bishop William Wack our current Bishop was ordained the Sixth Bishop of the Diocese on August 22, 2017.
GENERAL EMPLOYMENT INFORMATION

ADA COMPLIANCE AND REQUESTS FOR ACCOMMODATION

It is policy of the Diocese to comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA) protecting qualified individuals with disabilities. The Diocese provides reasonable accommodations for known physical or mental disabilities to qualified individuals to the extent required by law, provided that the requested accommodations do not create undue hardships for the Diocese and/or do not pose direct threats to the health and safety of the requesting individuals and others in the workplace including parishioners, students, clients, and others served by the Diocese.

If an accommodation is required to perform the essential functions of one’s job, the Human Resources Department must be notified. The Human Resources Department will then work with the employee and the senior site supervisor to identify possible accommodations enabling performance of the essential functions of the job. Disabled employees and applicants are invited to identify any reasonable accommodation that would enable them to safely perform the essential functions of the position. Information regarding any disability and any other medical information will be kept confidential in accordance with the ADA. Equal opportunity is extended to qualified persons with disabilities in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, and termination of employment.

Instances of non-compliance with these policies noted by the employee should be immediately referred to the immediate supervisor, the site Human Resources representative, or senior site manager and/or the Diocesan Human Resources Department. The Diocese prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who submits an ADA compliance request.

Definitions

*Person with Disability:* Any person who has or who has acquired a physical or mental impairment, or who has a record of such impairment, or who is regarded as having an impairment with substantially limits one or more major life activities, such as self-care, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, and reproductive functions. The determination of whether an impairment substantially limits major life activity will be made
without regard to the ameliorative effects of mitigating measures beyond ordinary eyeglasses or contact lenses.

**Physical or Mental Impairment:** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, including neurological, musculoskeletal, special sense organs (including speech organs), respiratory, cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, and lymphatic, skin and endocrine; or any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Qualified Person with a Disability:** A person who can perform the essential functions of the position with or without reasonable accommodation. Individuals who currently engage in the illegal use of drugs are specifically excluded from the definition of a “qualified individual with a disability.”

**Reasonable Accommodation:** Adjustments made for the known disability of an employee or applicant by structuring the job or the work environment in a manner that will enable the person with a disability to perform the essential functions of a job. Reasonable accommodation includes, but is not limited to: modifying written or oral examinations; making facilities accessible; providing unpaid leave; adjusting work schedules; restructuring jobs; providing assistive devices; and providing interpreters or readers.

**Essential Job Functions:** Those activities of a job that are the core to performing said job for which the job exists and cannot be modified.

**Undue Hardship:** An action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include but are not limited to the nature and cost of the accommodation, the overall size and financial resources of the Diocese and in particular the respective parish, school or Catholic Charities where the employee is employed, and the effect or impact on expenses, resources, employees, parishioners, operations, etc.

**Direct Threat to Safety:** A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation. The determination than an individual poses a direct threat will be based on an individualized assessment of the individual’s present ability to perform the essential functions of the job based upon a reasonable medical judgment and/or on the best available objective evidence. The factors to be considered include the duration of the risk, the nature and severity of the harm, the likelihood that the potential harm will occur and the imminence of the potential harm.

**Regarded as:** An individual meets the requirement of being regarded as having an impairment if the individual has been subjected to an action prohibited by the ADA because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. A transitory and minor impairment with an actual or expected duration of six (6) months or less cannot qualify as a disability.
**AT-WILL EMPLOYMENT**

In keeping with the laws of the State of Florida, the Diocese is an “at-will” employer. Employment “at-will” means that the Diocese may alter the terms of your employment, and either you or the Diocese may terminate your employment at any time and for any reason or for no reason, with or without notice, provided it is not a reason prohibited by law.

**BOUNDARIES**

Clergy, employees, and volunteers must maintain appropriate relationship boundaries with fellow coworkers, children/youth, and with persons whom the employer serves. To that end, clergy, employees, and volunteers should avoid work-related meetings at times or places or in circumstances that could create an ambiguity as to the nature of the relationship. Meetings should be scheduled during regular office hours and in an office fitted with a window.

Clergy and others in leadership roles, by the nature of their position, have authority and power over others. When a person in a position of power interacts with a person subject to that power or position, the person with the power must recognize, honor, and support the boundaries of the other person. Abuse committed by clergy or others in ministry roles is always abuse of the authority given to them by the Church. It is also a serious betrayal of the trust invested in them by those who need their leadership, pastoral care, and spiritual direction.

Clergy, employees, and volunteers should be especially mindful of safety in dealing with young people or any vulnerable person.

Clergy, employees, and volunteers who serve the young and vulnerable need to exercise sound judgment at all times. For obvious reasons, they must be particularly sensitive to any actual or perceived risk of sexual impropriety. Physical contact with any person must always be limited, appropriate, and public. Sleeping arrangements on overnight trips must exclude adults sleeping in the same room as young people (except that of a parent may share a room with the parent’s child, and two or more adults may share a large sleeping area such as a dormitory or gymnasium with young people of the same sex).

Adults may not be in electronic communication (Example: email or text message) with youth unless the parents have authorized the communication in writing or are included in the emails and text messages.
CANON LAW/CHURCH TEACHING

Catholic employees are subject to the provisions of the law of the Catholic Church, as delineated in the *Code of Canon Law*. The text of the *Code of Canon Law* can be accessed via the Internet, at [http://www.vatican.va/archive/cdc](http://www.vatican.va/archive/cdc).

CHANGES IN PERSONAL INFORMATION

Employees are responsible for updating their account in the Diocese HR/Payroll system when there is a change in personal data. This information needs to be kept up-to-date so benefit plans and payroll withholdings are properly administered.

Example of changes include, but not limited to:

a. Name  
b. Address  
c. Telephone number  
d. Change in beneficiaries  
e. Emergency contact  
f. Change in income tax deductions  
g. Direct Deposit

CHILD PROTECTION

The Diocese of Pensacola-Tallahassee is committed to the education and training of its personnel in the prevention, identification and reporting of child abuse in all its forms. Employees of the Diocese and its affiliates must comply with the Diocesan policy which includes initial training, fingerprinting and background checks.

Protecting children, youths and vulnerable adults is of the highest importance at parishes and Catholic schools throughout our diocese. All clergy, employees and volunteers in the diocese who work with children or vulnerable adults within the Diocese of Pensacola-Tallahassee must pass a background check, complete all required Safe Environment training courses and adhere strictly to our Code of Conduct policies.

Since the establishment of The Charter for the Protection of Children and Young People, our diocese has been proactive in its efforts to create safe environments. We have been fully engaged in the
annual audit process and have been found compliant in implementing the practices of The Charter since its inception in 2002.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Diocese is fully committed to a policy of equal opportunity in all of its employment practices. The Diocese endorses all efforts to eliminate and prevent discrimination on the basis of age, gender, familial status, race, national origin, color, marital status or disability.

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

**HARASSMENT & SEXUAL HARASSMENT**

The Diocese of Pensacola-Tallahassee (the parishes and missions, schools, and other Catholic entities under its umbrella, Diocese of Pensacola-Tallahassee) is committed to providing a safe environment for all of its employees free from discrimination and from harassment at work including sexual harassment. The Diocese of Pensacola-Tallahassee will operate a zero tolerance policy for any form of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. Harassment of any kind is not tolerated within the Diocese.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be retaliated against for making such a complaint.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

Harassment can involve anyone, including employees, clerics, volunteers, parishioners, visitors, vendors, and/or other third parties.

Harassment encompasses a broad range of physical, written, or verbal behaviors including, but not limited to, the following:

- Touching or other unwanted physical contact
- Displaying/posting offensive materials, such as cartoons or pictures
- Using inappropriate language, ethnic/racial slurs, or other derogatory terms
- Sexual comments/Telling offensive or lewd jokes and stories
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages
- Sending email messages with offensive content
- Making any discriminatory, disparaging, defamatory or harassing comments when posting to social media
• Posting obscene, harassing, offensive, derogatory, defamatory, or otherwise potentially scandalous comments, links, and/or images on electronic devices, computers, and/or computer systems/networks
• Accessing inappropriate materials on electronic devices, computers, and/or computer systems/networks
• Unwanted sexual advances
• Requests for sexual favors that are used as a condition of employment or to affect other personnel decisions, such as promotion or compensation
• Sexually suggestive gestures, jokes, propositions, email messages, or other communication
• Physical altercations and any form of physical or mental abuse

Anyone, including employees of Diocese of Pensacola-Tallahassee, parishes, schools, and Catholic entities under its umbrella as well as parishioners, clients, casual workers, contractors, visitors who sexually harasses another will be reprimanded in accordance with this policy.

Complaint Procedures

Employees who experience or witness any form of harassment in the workplace must report it immediately to their supervisor, or the Human Resources Department at the Pastoral Center. In addition, employees have an obligation to cooperate with any harassment investigation. The Diocese will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. Employees who are reporting alleged harassment involving a supervisor, manager, Director, or above should contact the Human Resources Department at the Pastoral Center.

All priests, your supervisors, managers are required to immediately report any incidents of harassment to the Human Resources Department at the Pastoral Center, which will provide specific direction regarding how and by whom the investigation should be conducted. All allegations of harassment must be taken seriously, reported immediately, and investigated. All investigations will be handled confidentially, and Diocesan procedures will be followed to protect the rights of all involved parties. If an investigation report concludes that harassment did occur, the report must include a recommendation for appropriate, progressive disciplinary action that could range up to and including termination.

Those designated persons receiving a complaint of sexual harassment will:
  • Immediately record dates, times and facts of the incident(s)
  • Ensure that the complainant understands the Diocese’s procedures for dealing with the complaint
  • Keep confidential records of all discussions
  • Respect the complainant’s choices

Sanctions and Disciplinary Measures

Anyone who has been found to have sexually harassed another person is liable to any of the following sanctions: Verbal or Written Warning, Adverse Performance Evaluation, Reduction in Wages, Demotion, Suspension, Transfer, and/or Dismissal.
HIRING OF TEMPORARY/SEASONAL EMPLOYEES

A temporary/seasonal employee fulfilling the duties of a regular position, or fulfilling the duties of a temporary position that becomes a regular position, may be selected as a converting candidate for the regular position without any hiring process provided that the full application screening and pre-hire training is completed.

NEPOTISM, EMPLOYMENT OF RELATIVES, AND PERSONAL RELATIONSHIPS

This policy is designed to avoid issues of favoritism as well as potential conflicts, which may result from relatives working for each other. Relatives may be hired with the approval of the Manager/Supervisor in consultation with the Diocesan Director of Human Resources as long as none of the following conditions exist:

- Actual or perceived conflicts of interest would be created;
- A direct reporting relationship would exist;
- Relatives would work in the same department;
- One employee would occupy a position that would have influence over the other’s employment and/or salary administration;
- One employee would have access to the personnel records of the other; or
- A potential for collusion might exist.

On occasions when the relationship occurs after the fact of employment, or if the situation creates an actual or perceived conflict of interest, the Manager/Supervisor will determine the disposition of the affected employees.

For hiring purposes, a family member is defined as a son, daughter, parent, sibling, spouse, in-law, grandparent, grandson, granddaughter, aunt, uncle, or “step” relative (for example, stepmother or stepfather) or individuals residing in the same household, whether related or not, other than members of religious institutes.

NEW EMPLOYEE ORIENTATION

The Manager/Supervisor will provide orientation and training for the specific job(s) in the new employee’s work location. All employees are required to sign the following policies:

- Employee Handbook Acknowledgement form.
- Diocese Code of Conduct.
- Dioceses Conflict of Interest
- Confidentiality Agreement
- Notice of Employment
- IT Acceptable Use Policy
OPEN COMMUNICATION

The Diocese is committed to the principal of open communication between employees and their supervisors concerning any aspect of the employment relationship.

In every work environment there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Employees should not keep concerns to themselves.

Employees who have a problem, complaint, question or suggestion about any aspect of their work are encouraged to discuss the issue with their immediate supervisor. Most matters should be satisfactorily resolved by such discussions.

Employees who are not satisfied with the outcome of their first session or are not comfortable raising a particular issue with their immediate supervisor, are welcome to discuss the issue with Human Resources, who will meet with the employee and/or their supervisor and attempt to reach a satisfactory solution. The resolution to a problem, complaint, question or suggestion may be appealed to the Bishop or Chancellor, whose decision will be final and binding on all parties.

PERFORMANCE REVIEWS

Employees will receive periodic performance reviews. The review will be conducted by the employee’s supervisor who will discuss it with the employee. The first performance review follows completion of the employee’s initial 90 days of employment. After that review, performance reviews will be conducted approximately annually, with the frequency of the reviews varying depending upon length of service, job position, past performance, changes in job duties, or recurring performance issues.

Performance reviews may review factors such as the quality and quantity of the work performed, knowledge of the job, initiative, communications skills, and adaptability. The performance reviews are intended to help the employee become aware of his or her progress, areas for improvement, and objectives for future work performance. Positive performance reviews do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the supervisor and/or pastor and depend upon many factors in addition to performance. After the review, the employee will sign the review form to acknowledge its receipt, that it has been discussed with the supervisor, and that the employee is aware of its contents. A copy of the review will be placed in the employee’s personnel file.
PERSONAL APPEARANCE

The Diocese employees are required to use good judgement in their personal appearance and dress. Employees should present a modest and professional image at all times. Employees are required to use good habits of grooming, personal hygiene, and dress that is consistent with the responsibilities of one’s position in service to the Diocese of Pensacola-Tallahassee. Inappropriate attire includes, but is not limited to jeans, athletic shorts and athletic pants (unless coaching), backless sandals or any other backless shoe, flip flops, t-shirts, inappropriate logos, immodest, revealing and/or provocative attire, and other unprofessional items of clothing or novelty buttons. Small non-offensive tattoos are acceptable but should be covered if possible. No large tattoos of any kind are to be visible. Earrings can be worn by females, one per ear, and males not at all. No other visual facial piercing is allowed. Employees who report to work in unacceptable attire may be required to leave work and return in acceptable attire. Such time away from work will generally be without pay. Habitual violation of this policy may result in further disciplinary action.

PERSONNEL FILE POLICY

A personnel file is maintained for each employee. All material in the personnel folder is considered confidential and the property of the Diocese and is secured in a locked file. Employees may review their folder by setting up an appointment with the Human Resources Department.

POSITION DESCRIPTIONS

A position description is written for each position at the Diocese and maintained on file with Human Resources. The purpose of these position descriptions is to identify job standards, essential job functions, as well as other duties, and to define reporting relationships.

Position descriptions are designed to promote a better understanding of the total job for both the employee and the supervisor. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance review discussions.

Position descriptions are updated periodically to reflect changes in job duties and organizational structure.

PROBATION

All new employees are in initial probationary status for the first three months of employment to determine if the association is mutually beneficial to the employee and the Diocese. During the probationary period, reasonable efforts will be made to help each employee become acclimated to the job.
PROFESSIONAL AND PERSONAL BEHAVIOR

In order for the Diocese to carry out its mission to the people it serves, it is dependent upon the performance and conduct of each of its employees. Therefore, it is your responsibility to conduct your business dealings and personal behavior in a manner consistent with the ethics and moral standards set by the teachings of the Catholic Church.

SELF-INSURANCE PROGRAM

The Self-Insurance Program provides Property, General Liability (including directors and officers, and errors and omissions), Automobile Liability, Workers’ Compensation, and Crime coverage under one comprehensive plan for all Diocesan entities. As used in the Self-Insurance Program Guide (see the link at https://ptdiocese.org/insurance), “Diocesan entities” includes all parishes/missions, schools, agencies, and cemeteries. Premiums collected by the Diocese are used to pay losses incurred, necessary administrative services, and purchase excess insurance to cover catastrophes.

For the continued safety and health of employees, parishioners/visitors, and students of the Diocese, the Self-Insurance Program requires that all employees share an increased awareness and responsibility for establishing and maintaining safe and healthful environments through ongoing risk management efforts and the prompt correction of improper, hazardous, or unsafe conditions.

Additional information regarding the Diocesan self-insurance plans are found on the Diocese website at https://ptdiocese.org/insurance: Hurricane Preparedness Guide; Accident/Incident Report; Voluntary Statement; Medical Treatment Authorization; Self-Insurance Program Guide; and Certificate of Insurance Request Form.

VIOLENCE AND WEAPONS IN THE WORKPLACE

Violence in the workplace will not be tolerated. The Diocese of Pensacola-Tallahassee is committed to maintaining an environment free from all forms of violence, including but not limited to verbal or physical threats or intimidation.

An employee witnessing or hearing of any potentially dangerous situation is expected to execute good judgment in assessing the seriousness of and appropriate response to the situation in order to eliminate the threat and/or reduce possible harm and to alert the proper authorities; emergency personnel, supervisor, the Risk Manager or the Occupational Health and Safety Manager all while remaining as safe possible and acting as quickly as possible. When a threat, threatening conduct, or an improper act of aggression or violence is admitted or established after appropriate investigation, the employee will be subject to disciplinary action up to and including termination.
Any employee who had procured or is the subject of a restraining or protective order is required to notify his/her supervisor as well as the Director of Human Resources as soon as possible.

It is a violation of this policy to possess a weapon during working hours (except where directly approved and with the proper license), to threaten another individual with bodily harm, or to assault another individual at any time while on Diocesan property or during working hours, or while engaged in Diocesan business regardless of location. Weapons are defined as, but not limited to, the following: firearms, knives with more than a 3-inch blade, mace, pepper spray, chains, or other items that could cause bodily harm. There will be no exception to this policy.*

Employees in violation of this policy will be subject to disciplinary action up to and including termination. The Diocese requires that any acts of violence in the workplace and any weapons observed thereon be reported to his/her supervisor as well as the Director of Human Resources immediately.

*This policy does not prohibit an employee from possessing any legally owned firearm that is locked out of sight inside a privately-owned motor vehicle in the Company parking lot or otherwise authorized by applicable law.

**WORKPLACE BULLYING**

The purpose of this policy is to communicate to all employees and volunteers that the Diocese will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The Diocese defines bullying 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 in the course of employment. Such behavior violates the Diocese Code of Conduct, which clearly states that all employees will be treated with dignity and respect. Such behaviors include:

a. Verbal bullying: Slander, shouting, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; or abusive or offensive remarks.

b. Physical bullying: Pushing, shoving, kicking, poking, tripping, assaulting or threatening to physically assault, or damaging to a person’s work area or property.

c. Gesture bullying: Nonverbal threatening gestures that can convey threatening messages.

d. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.
WORKPLACE SAFETY AND SECURITY

The Diocese strives to provide a safe and healthy environment for employees and visitors. Employees are responsible for creating and maintaining a safe environment. Employees are expected to help prevent injury to themselves, other employee and visitors through compliance with the following rules:

a. Eliminate hazards that can be taken care of immediately, such as cleaning up spills, picking up debris from floors, or removing obstacles from corridors and stairwells;
b. Report any unsafe condition or hazard to your supervisor or building maintenance immediately.
c. Report any malfunctioning equipment immediately;
d. Comply with safety rules and all applicable regulations;
e. Keep work areas neat and orderly.

In the event of an accident involving employees, parishioners, volunteers, or visitors to the Diocese premises, the pastor and/or supervisor must be immediately notified. Regardless of the severity of the injury. The location is responsible for completing an Accident/Incident Report for the Diocese within 24 hours or the next business day and contacting the Risk Manager.

Call 911 in the event of an existing or imminent health or safety threat, serious injury or illness, or if symptoms require immediate medical attention. If unsure whether the situation requires emergency assistance, call 911 to have them determine whether emergency help is warranted. An injured or seriously ill individual should not be moved until appropriately trained professionals have had an opportunity to appraise the extent of the illness or injury.
ATTENDANCE AT WORK

ATTENDANCE EXPECTATIONS AND POLICY

You are expected to be on the premises and ready to work at the beginning of your assigned daily work hours. You are expected to remain on the premises until the end of your assigned work hours, except for lunch and Diocesan business or ministry related departures which are necessary to your position or have prior approval of your supervisor.

From time to time, it may be necessary for you to be absent from work. The Diocese is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick and Vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, contact your supervisor as soon as possible. If you know in advance that you will need to be absent, you are required to request this time off in writing to your supervisor. The supervisor will determine the most suitable time for you to be absent from your work.

When you call in to inform the Diocese of an unexpected absence or late arrival, ask for your supervisor. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. Failure to report to work without notification may result in termination.

An employee absent for three (3) consecutive workdays, without notification or approval, will, under normal circumstances, be considered to have abandoned the employee’s job, resulting in termination.

For absences of more than three (3) consecutive workdays, the employee and the employee’s supervisor should contact the Human Resources Office for consideration under the Family Medical Leave policy; written clearance from a physician may be required before returning to work. In addition, the Diocese reserves the right to require a written statement from the treating physician certifying the employee’s illness or injury.

Unapproved absences the day before or after a holiday will be taken as unpaid as day.

EMPLOYMENT STATUS

All employees will hold one of the following designations of employment status according to the federal Fair Labor Standards Act of 1938 (FLSA).
1. Exempt Employees – Those who meet the FLSA duties tests of executive, administrator, and professional are exempted from receiving overtime pay. Exempt employees must be paid a minimum salary as required by the FLSA before the position is eligible for exemption from overtime. To be paid on a salary basis means that, except as provided by law, an exempt employee receives a fixed amount without regard to variations in the quantity of work performed.

2. Non-Exempt Employees – Employees who perform work other than exempt work as defined by the FLSA must receive compensation for overtime (over 40 hours in a work-week) at a rate of time and one-half as legally required.

3. Ministerial Exception – Positions that have duties that are primarily ministerial are excepted from the FLSA and the positions are not subject to the minimum salary or overtime pay requirements. The positions must have responsibilities/functions that advance the Catholic religious mission of the employer. The positions are required to be Catholic. The person in the position must be primarily doing at least one of the following: teaching the faith, spreading the faith, church governance, supervision of a religious order, or leadership and participation in liturgy, prayer, or worship. The positions must require an education background in ministry and/or prior experiences that are ministerial in nature.

**HOURS OF WORK**

An employee’s work is determined by the needs of the Diocese or the Parish. Under normal circumstances, the Pastoral Center maintains a 37.5 hour work week, Monday – Friday, 8:00 am to 4:00 pm. Because of varying workload, client-time demands, and various functions, individual offices may be required to work hours different from the standard. Office hours for parishes is determined by the appointed Pastor at that parish.

Punctuality in reporting to work is expected at all times. Consistent tardiness, whether excused or unexcused, will result in disciplinary action including loss of pay and/or dismissal.

**INCLEMENT WEATHER**

The Bishop or Chancellors Office will decide when the Pastoral Center offices will close due to severe weather or other conditions. Each individual Parish Priest will determine if it is necessary to close the parish office/school. Employees should contact their supervisor by telephone for clarification. Alternate ways, such as radio and television will be used for notifying staff of any deviations from normal working conditions when possible.

Personnel are expected to make every effort to report to work when the location is open. If the employee reports to work more than 3 hours late or does not report to work at all on days the
Pastoral Center is not closed, time off will be charged to earned vacation. If the Pastoral Center cannot be opened the absence will be paid administrative leave.

**MEALS AND BREAKS**

All employees are provided with an unpaid 30 minutes meal period, which should be taken as close to lunchtime as possible. Non-exempt employees may be allowed two fifteen-minutes break after two consecutive hours of work, to be taken on the premise as the workload allows. Such breaks are counted as work time and may not be accumulated or taken at the beginning or end of the workday.

**NURSING MOTHER BREAKS**

For one year after the birth of a child, a nursing mother will be granted reasonable paid breaks, up to twenty minutes each, to express milk for her infant. The employer will provide a private and suitable location.
EMPlOYEE TIME OFF FROM WORK

PAId HoliDAyiS

The Diocese observes the following holidays each year:

New Year’s Day
Martin L. King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving and Day-after-Thanksgiving Day
Christmas Eve
Christmas Day

Holidays falling on Saturday will be observed the preceding Friday and holidays that fall on Sunday will be observed the following Monday.

VacATION LEAVE

Vacation leave is available to all employees who work at least 30 hours per week on a regular basis; it is accrued based on the number of paid-hours in any pay period (up to 80 hours) and the number of years of service. The accrual rates are shown in the table below. Any accrued vacation hours remaining in an employee’s account on the anniversary of their hire date will be lost. However, there is a one-month grace period from the anniversary date to use the remaining vacation hours from the prior year with permission in writing by the employee’s director/supervisor. An employee may or may not be paid accumulated vacation leave upon termination depending upon the circumstances of that termination.

Employees begin accruing vacation on date of hire. Vacation hours accrued during first year of employment is intended for the use of vacation during their second year of employment. Therefore,
vacation leave may not be requested/used until an employee reaches the six-month anniversary from their start date.

Vacation requests are to be made as far in advance as possible. While every effort is made to allow employees to schedule time off for vacation, vacation days will be granted at the discretion of the pastor, supervisor or administrator.

<table>
<thead>
<tr>
<th>TIME OF SERVICE</th>
<th>1st thru 4th years of Employment</th>
<th>5th thru 8th year of Employment</th>
<th>9th year of Employment and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td># of days granted annually on anniversary</td>
<td>10</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>New Hourly Accrual Factor</td>
<td>0.038462</td>
<td>0.057692</td>
<td>0.076923</td>
</tr>
<tr>
<td>Maximum vacation hours that can be rolled Forward each year</td>
<td>2 weeks</td>
<td>3 weeks</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

Note: Any “gain” in vacation hours that is realized due to the transition in accrual policy must be used by the employee within 3 years or be lost.

**SICK LEAVE**

Sick leave is available to all employees who work at least 30 hours per week on a regular basis. It is accrued at the rate of 0.04615 per hour of pay for all employees regardless of years of service. Sick leave may be used for employee’s personal illness, immediate family illness or for employee/immediate family doctor appointments. Immediate family illness is defined as family who are residing with the employee or are under the care of the employee. The maximum number of sick days an employee can accumulate is ninety (90) days or 675 hours. Ninety days is used since that is the current elimination period required before the Long Term Disability (LTD) coverage goes into effect. LTD is provided by the Diocese for all employees who work at least 30 hours per week. There is no compensation for unused sick leave when employment is terminated or the employee retires.

Sick leave may not be requested in conjunction with a vacation request without a note from doctor indicating the need for the sick day.

**SCHOOL EMPLOYEE LEAVE**

School employees should refer to their signed Contracts/Work Agreements for leave policy. All leave is based on the school year and not anniversary date.
BEREAVEMENT LEAVE

Full time employees of the Diocese are eligible for up to five days paid leave in the event of the death of an immediate family member (spouse, spouse’s parent, child, mother, father, sister, brother, or grandparent). The length of approved absence is determined by the circumstances and the travel time involved.

If the deceased is an in-law or relative other than immediate family (spouse’s grandparents, aunts, uncles, nieces, nephews), time off with pay is allowed for the day of burial.

In situations where the particular relative lived a great distance from the employee, special consideration for additional leave can be obtained from their immediate supervisor. Additional leave, when granted, may be taken from accumulated sick leave up to a maximum of five working days.

JURY DUTY

The Diocese understands the responsibility of a citizen regarding jury duty. The time required to serve on a jury will be granted with pay. If the employee is excused from jury with three or more hours remaining in the workday, the employee is expected to report to work that day. The employee must present documentation of time served on jury duty to their supervisor.

MILITARY LEAVE

Leave for military purposes will be granted in accordance with State and Federal laws, upon presentation of a copy of official orders, to any permanent employee who is a member of the US Military. Employees absent due to military service obligation are placed on military leave unless they have vacation that they choose to apply to their absence.

Employees on military leave are suspended from participation in Diocesan benefit plans, but can purchase up to 18 months of continued health coverage (COBRA) if they opt to pay the full premium for the coverage.

FAMILY MEDICAL LEAVE

The Diocese is required to comply with the Federal Family Medical Leave Act (FMLA) of 1993, which is outlined in Appendix A. The Diocese reserves the right to designate FMLA leave as needed to any eligible employee and may require employees to use all available vacation and sick leave concurrently with the FMLA time. The FMLA entitles eligible employees to take up to 12 weeks of
paid or unpaid, job-protected leave in a 12-month period based on the employee’s anniversary hire date for:

> The birth or placement of a child for adoption or foster care.

> To care for an immediate family member (spouse, child, or parent) with a serious health condition.

> To take medical leave when the employee is unable to work because of his/her own serious health condition.

> To deal with any “qualifying exigency” related to a spouse, son, daughter, or parent being notified of an impending call or order to active military duty or who is already on active duty, or during the deployment of the service member with the Armed Forces to a foreign country.

**Eligible Employees:**

To be eligible for FMLA, an employee must have worked for the Diocese for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12-month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated using the eligible employee’s service anniversary date.

**Procedure:**

An eligible employee who wishes to take FMLA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable. At the time of the request, the employee may complete a Family Medical Leave Information/Request Form. Once FMLA is requested or designated by the Diocese, the employee will receive an information packet containing the full policy, forms, rights and duties of the FMLA for both the employee and the Diocese.

In most cases, the eligible employee must submit medical certification to support a request for leave. Health and dental benefits will continue during the FMLA provided the employee makes his/her regular, monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage. Contact the Human Resources Department for specific details on continuing benefits while on leave.

Employees returning from FMLA within the 12 week period will be restored to their original job, or to an equivalent job with equivalent pay and benefits.

Employees returning from a medical FMLA may be required to present medical certification of fitness for duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.

FMLA may be taken in increments as small as one hour.

Employees may not earn sick or annual leave while on FMLA unless they are concurrently using
annual or sick leave. Once an employee exhausts all paid leave balances, then any accrual of leave will stop.

Contact Human Resources for the complete policy on the Family and Medical Leave Act, a full explanation of your rights and required forms for requesting/supporting a request for FMLA. FMLA will always begin with paid time off until all available paid time is used. After exhausting paid FMLA leave, non-paid FMLA leave will continue until the conclusion of the protected 12 week time limit. Following the conclusion of protected leave, the employer will decide whether non-FMLA leave should apply.

The medical Certification of Health Care Provider serves as a "doctor note" to certify the reason and expected duration of the extended medical leave in writing. All requests for medical leaves must be accompanied by a doctor’s statement verifying your total disability and your estimated date of return to work. Further, the Diocese requires written medical verification of your ability to resume work and a list of restrictions that would directly relate to your ability to perform your job.

**Service Member FMLA Leave**

In 2008 and 2009, the FMLA was amended and now entitles eligible employees to take leave for a covered family member’s service in the Armed Forces.

**Leave Eligibility and Duration**

Eligible employees may take Service member leave for either (or both) of the following reasons:

>A qualifying exigency arising out of a covered family member’s active duty or call to active duty in the Armed Forces

Leave Duration: Up to 12 workweeks of leave during any 12-month period

>To care for a covered family member (next of kin) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

Leave Duration: Up to 26 workweeks of leave during a single 12-month period. (Leave may not exceed 26 weeks in a single 12-month period when it is combined with other FMLA-qualifying leave).

Veterans: The 2009 amendments extends military caregiver leave to close family members of veterans who were members of the Armed Forces (including the National Guard or Reserves) at any point in time within five years preceding the date on which the veteran undergoes medical
treatment, recuperation, or therapy.

**Important**

Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

To be eligible for leave under the Family Medical Leave Act, an employee must have completed at least 12 months of employment by the Diocese and have worked at least 1,250 hours during the 12 month period preceding the date the leave would begin.

Leave may be requested for one or more the following reasons:

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care.
- To care for the employee’s spouse, child, or parent who has a serious health condition.
- To address the employee’s own serious health condition that prevents the employee from performing one or more of the essential functions of his or her position.

Eligible employees may request up to 12 weeks of medical/family leave during one 12-month period. The 12 weeks of leave will be measured using a “rolling” 12-month period measured forward from the date an employee’s first medical/family leave begins.

Employees are responsible for the full cost of insurance benefits while out on medical/family leave.

Exhaustion of Leave – If an eligible employee exhausts all 12 weeks of medical/family leave, and has no other applicable leave available to cover the time off (e.g. vacation or sick pay), but is medically unable to return to work, that employee will be subject to dismissal from employment.
EMPLOYEE BENEFITS AND PAY PROCEDURES

The Diocese of Pensacola-Tallahassee in keeping with the social teachings of the Catholic Church is committed to providing appropriate benefits to all employees within the limits of its financial resources.

Specific details of any insurance and retirement benefits referenced in the following paragraphs are available through the diocesan Human Resource Office. Should any discrepancy exist between the description of the insurance or retirement benefit contained in this manual and the information provided in the plan documents, the language in the plan documents will control.

BENEFIT ELIGIBILITY

INSURANCE BENEFITS –

Employees must work at least 30 hours or 1560 hours a year to be eligible to participate in the benefit plan. Teachers must have a contract for full-time employment (190 days of work) to be eligible. Coverage begins the first of the month following 60 days of employment. The term “full-time” as used in the following paragraphs means the employee regularly works 30 hours per week.

Contract Teachers working at least 30 hours or 1560 hours a year are eligible to participate the first day of the month following date of hire.

401k BENEFITS -

Employees must be at least 21 years of age and employed for 12 consecutive months and must have worked at least 1000 hours to participate in the 401K plan. Employees can elect to participate on January 1st or July 1st of each year once eligibility requirements have been met.

COMPENSATION

Your compensation is based on your training, experience, job performance and the nature and responsibilities of the position you hold. Compensation is also dependent on budget and staff needs.

HEALTH, DENTAL AND VISION INSURANCE

The Diocese provides an opportunity for health, dental and vision insurance benefits to full-time, (30 hours per week) employees and their families. The cost is shared between the Employee and
Diocese. Information on coverage’s and rates will be made available to new and existing employees at the time of hire, and thereafter at the time of any change in coverage.

**LIFE INSURANCE**

The Diocese offers both Basic Life and Voluntary Life coverage. The cost of the basic life is shared between the employee and Diocese. Employees can purchase additional Voluntary Group Life Coverage on their self, spouse and dependent child(ren).

**VOLUNTARY LIFE**

Voluntary life coverage is available for employees, employee spouse and dependent children. The premium is paid in full by the employee.

**LONG TERM DISABILITY**

All eligible full-time employees will be automatically enrolled in the long-term disability benefit plan provided by the Diocese. The benefit is provided at no cost to the employee.

**SHORT TERM DISABILITY**

Short Term Disability coverage is available on a voluntary basis.

**401K PLAN**

Eligible participants may elect to defer up to 15% into the 401K plan. Total deferrals cannot exceed the maximum limits issued each year by the Federal Government.

The Diocese will match up to 6% of your contribution. Matching contributions are based on years of service as indicated below:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Employer Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5</td>
<td>50%</td>
</tr>
<tr>
<td>6 - 10</td>
<td>100%</td>
</tr>
<tr>
<td>11 - 15</td>
<td>150%</td>
</tr>
<tr>
<td>16 - 20</td>
<td>200%</td>
</tr>
<tr>
<td>21 +</td>
<td>250%</td>
</tr>
</tbody>
</table>

Note: The Diocese will only match up to 6% of an employee’s salary.
When an employee completes the number of years of service to become eligible for the next higher match rate, that rate will only change on the 1st of July following the completion of the applicable years of service for each bracket. For example, if an employee’s hire date is July 31, 2007, then on July 31, 2012 that employee will complete five years of service; on July 1, 2013 the employer’s matching rate will increase to the next level based on the table.

**OVERTIME**

A non-exempt employee who works more than 40 hours in a work week, is eligible for overtime, pursuant to Federal and State Laws.

**PAY PROCEDURES**

All diocesan employees are paid bi-weekly. For payroll purpose the work week is the seven (7) days starting at 12:01 AM Sunday and ending at Midnight (12:00 AM) the following Saturday.

**TYPES OF POSITIONS**

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

1. **Full-Time**: An employee who is scheduled to work full-time on a continuous basis will be compensated on a salaried or hourly basis. Full-time employment means at least 30 hours per week. For a teacher or school administrator, full-time refers to the normal full day of instruction throughout the school year, along with other periods of presence required by the contract.

2. **Part-Time**: An employee who is scheduled to work 20 or more hours per week, but less than full-time, on a continuous basis; may be compensated on a salaried or on an hourly basis depending on the nature of the work and minimum FLSA salary requirements.

3. **Temporary or Seasonal**: An employee who is hired into one of the above categories, but for a limited and specified period of time not to exceed 26 weeks, is a temporary employee who does not satisfy the “on a continuous basis” requirement of the preceding three paragraphs. Examples include seasonal summer/winter help or substitute teachers.
CHANGES IN EMPLOYMENT STATUS

DEMOPTION

Demotion is removal from a particular position to a position of lesser responsibility and pay. A demotion could occur as a result of a decision by either the employer or the employee, or it could be a mutual decision. The employer has the discretion to demote an employee at any time, for any reason, or for no reason. A copy of the new job description and change of pay or change of scheduled hours, if applicable, will be given to the employee and a copy will be placed in the employee’s personnel file.

DISCIPLINARY PROCEDURES

In order to properly manage its business affairs, the employer reserves the discretion to address unacceptable work behaviors and to provide a corrective process for employees who are experiencing a job performance problem or demonstrating behavior that is disruptive to the operations of the employer. In some instances, the best system for correcting undesirable performance or conduct is progressive discipline. Therefore, the employer may proceed through oral cautions, written reprimands, and possible suspension before termination. Such a process can give an employee both time and guidance in correcting a work-related performance issue. However, the employer retains the full discretion inherent in the “at-will” employment relationship, which includes the right to bypass some or all steps of progressive discipline, or to substitute other responsive actions.

Written discipline should state clearly the nature of the offense and the facts constituting the offense. The writing should state the date, time, and place of the offense. A copy of all written discipline must be provided to the employee and also placed in the employee’s personnel file.

EXIT INTERVIEW

The Diocese hopes to enjoy a long and mutually satisfying relationship with each of its employees. However, for a variety of reasons, employees may find it necessary to pursue other career opportunities.

a. Employees whose employment with the Diocese ends, whether through resignation or involuntary discharge, will be invited to an exit interview conducted by the Director of Human Resources, held during the employee’s last week of employment.

b. The purpose of the exit interview is to encourage employees to freely discuss their reasons, both apparent and unstated, for leaving the Diocese, and to offer suggestions for improvement.
c. The Human Resources Office will also use the exit interview meeting to review the compensation allowances, benefits, and other payments the terminating employee is scheduled to receive or, if applicable, reimbursement owed to the Diocese.

d. The employee has the right to decline this interview and declining said interview will not affect the employee’s eligibility for rehire.

PROMOTION AND TRANSFERS

Promotions are at the discretion of the employer, consistent with the “at-will” employment relationship, but generally will be based on the meritorious work in one’s present position, as well as possession of the general qualifications and competence for the position under consideration. Promotions are effective when recommended in writing by the immediate supervisor and subsequently approved. A copy of the new job description and change of pay or change of scheduled hours, if applicable, will be given to the employee and a copy will be placed in the employee’s file.

From time to time, vacancies or new positions become available. To fill these positions with qualified individuals, the employer may, in its discretion, choose to post the position internally or publically or both. A current employee who is interested in a vacant position is welcome to apply for consideration and transfer. Prior service time with the employer and excellent work record are among the factors that could favor an employee over an outside applicant.

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

TERMINATION OF EMPLOYMENT

1. Resignations – An employee has resigned if he or she voluntarily chooses to leave employment. Absence for three consecutive work days without notifying the supervisor is job abandonment and is considered a resignation. In the case of a voluntary decision to leave employment, the employee is requested, as a matter of professional courtesy, to notify the supervisor of the intent to resign at least two weeks prior to actual resignation. Failure to provide a two-week notice of resignation may, at the employer’s discretion, result in forfeiture of any unused accrued vacation pay.

2. Elimination of Position – An employee’s employment will cease if his or her position is eliminated. The decision to eliminate a position is within the sole discretion of the pastor, pastoral coordinator, principal, or administrator. Depending upon the circumstances, and in the sole discretion of the employer, appropriate notice and/or an appropriate severance package may be provided to the employee.
3. Dismissal – An employee is dismissed if employment is terminated at the employer’s discretion. The decision to dismiss an employee shall be made by the pastor, pastoral coordinator, principal, or administrator. Depending upon the circumstances, and in the sole discretion of the employer, appropriate notice and/or appropriate severance package may be provided to the employee.

4. Basis of Dismissal – Employment with the employer is “at-will”. This means that, just as any employee may terminate his or her employment with the employer at any time, for any reason or for no reason, so may the employer terminate the employment of an employee at any time, for any reason, or for no reason. However, as a practical matter, most dismissals are caused by the employee’s performance problems or failure to meet behavioral expectations. The following is a list of examples of the kinds of behaviors that may result in immediate dismissal:

   a. Failure to perform adequately in the job classification.
   b. Malpractice, malfeasance, or unethical practice.
   c. Theft, fraud, embezzlement, or dishonest record-keeping.
   d. Lying to a supervisor.
   e. Flagrant misconduct, including but not limited to insubordination, intimidation, harassment, unprofessional conduct, or violation of the substance-abuse or prohibited harassment policies.
   f. Clear and present danger to the person or property of others.
   g. Behavior or advocacy that is contrary to the teachings of the Catholic Church.
   h. Breaches of confidentiality, including without limitation disclosure of Social Security numbers, or of confidential medical, psychological, counseling, educational, or criminal history record information.
   i. Political activity that improperly entangles the employer or that improperly uses the employer’s time, facilities, properties, or assets.
   j. Conviction of a “listed offense” under the Florida Sexual Predators Act, 775.21, or of an offense that is incompatible with continued employment.
   k. Repeated failure to notify supervisor of absences or abuse of policies regarding annual leave or sick leave.
   l. Failure to abide by the employer’s policies and rules.
   m. Bullying, taunting, stalking, or similarly harassing or demeaning a fellow employee or volunteer.

Terminations of Benefits

Benefits will remain in effect until the last day of the month in which termination takes place.
SAFE ENVIRONMENT

The Diocese of Pensacola-Tallahassee is committed to the safety and well-being of those we serve. Each individual is created with a God-given dignity. Therefore, the diocese condemns all forms of abuse or neglect of all people of all ages. More information can be found on the Diocesan website at https://www.ptdiocese.org/safeenvironment.

GLOSSARY OF TERMS

For the purposes of these policies "Church Personnel" shall mean all of the following:

- **"Clergy"** - shall mean all priests and deacons who have faculties of the diocese.
- **"Employee"** - shall mean any lay individual who is employed by or engaged in ministry who is given payment for services (any form of compensation, whether monetary or otherwise) rendered, whether part-time or full-time. This definition shall include all such persons whether employed by the Diocese, Parish, School, Early Childhood Center, Catholic Charities, or any other diocesan entity that is controlled by or operated by the Bishop.
- **"Religious Brothers and Sisters"** - shall mean religious brothers and sisters who are regularly involved in ministry at an entity controlled by or operated by the Diocese.
- **"Seminarians"** - shall mean those men enrolled in a seminary who are officially sponsored by the Diocese.
- **"Covered Volunteer"** - shall mean any unpaid person entrusted with the care or supervision of children or vulnerable adult who is engaged or involved in any Diocesan institution or parish activity, and who is entrusted with the care or supervision of children or vulnerable adults. Individuals serving on any school advisory committee and any organized group that meets on Diocesan property shall also be considered a “Covered Volunteer”. These include but not limited to the following groups: Knight of Columbus, Boy Scouts, Cub Scouts, Girl Scouts, St. Vincent De Paul, DCCW, any Lady’s or Men’s group that meet on Diocesan property on a regular basis.

POLICY

It shall be the policy of this Diocese that abuse or neglect of persons is totally unacceptable behavior by our church personnel. Any such conduct is to be considered by its very nature completely contrary to Christian morality and, therefore, cannot be justified in the employment or ministry of those serving within the Diocese. All Church Personnel within this Diocese must comply with all State and applicable local or federal laws which require reporting incidents of actual or suspected abuse or neglect of persons, with the screening provisions set forth herein.

**Distribution of Policy and State and Local Laws:** A copy of this Policy shall be distributed and applied to all Parishes, Schools, Early Childhood Centers, Catholic Charities and all other Diocesan entities, and to all persons identified as Church Personnel in the Glossary of Terms and to all future Church Personnel. All Administrators are to be familiar with these policies and their respective responsibilities with regard to the implementation of background screening of Church Personnel.
Administrators shall conform to all applicable State and local laws, and shall preserve confidentiality to the fullest extent possible.

**State licensed and regulated facilities:** Some Diocesan facilities are licensed or otherwise regulated by the State and may, in some circumstances, be governed by additional requirements; in those circumstances only the State can grant an exemption of an individual’s Criminal Background Check at those facilities.

**Office of Safe Environment (OSE):** The Office of Safe Environment is part of the Human Resources Department. There are specific requirements an individual must comply with in order to be employed within the Diocese of Pensacola-Tallahassee. The requirements are determined by the position for which they will be employed. Contact the OSE or the Human Resources Department for questions or concerns.

**GUIDELINES FOR IMPLEMENTATION**

All Church Personnel must complete a Level 2 Criminal Background Search (CBS) and complete the required safe environment courses. Employees will check with their supervisor for which courses must be completed. These two requirements must be completed before an individual is hired.

A Level 2 CBS includes:
1. A statewide criminal and juvenile records check through the Florida Department of Law Enforcement, and
2. Federal criminal records check through the Federal Bureau of Investigations.
3. A check of the Florida Crime Information Center for warrants and domestic violence injunctions/protection orders, deported felons, missing persons, probation/supervision release status, career criminal offender and the National Sex Offenders registry list

The Live scan method of fingerprint collection can and should be used whenever practical, in addition to those circumstances in which it is required for certain groups of personnel. Ex: Preschool and School Employees.

The following may also apply to a potential employee and must be completed and approved if these will be part of their job position.

1. **Motor Vehicle Report (MVR):** If an employee will be driving on behalf of the Diocese for their position an MVR must come back approved from the OSE before they may drive. The MVR check, if approved, is good for two years from the date approved. A driver must be at least 21 years of age to drive a diocesan vehicle and at least 25 years of age to drive with children and youth in the vehicle. A driver must possess a valid driver’s license, vehicle registration and required insurance coverage.

2. **Credit Report:** If an employee will be handling money or credit cards, a Credit Check Request form must be signed, completed, processed and approved. Credit checks will be
completed once and may be periodically processed at the request of the Pastor, Principal, or Administrator.

If there has been a break in employment, the individual must be rescreened before applying for any other paid position within the Diocese.

In the event of an overnight function that requires an adult to be present as chaperone or a tag-a-long parent/guardian, all adults must have a current Level 2 Criminal Background Search, have completed the required safe environment courses and be approved to be in attendance by the Pastor, Principal, Youth Director or Superintendent of Schools.

Issues relating to the CBS and clearance of clergy will be referred directly to the Chancellor, as the provisions of universal or particular canon law may be relevant. Please note that no CBS shall be required of priests who are granted temporary faculties of not more than thirty days.

SAFE ENVIRONMENT REQUIRED COURSE/COURSES

All employees are required to complete safe environment courses established by the Diocese of Pensacola-Tallahassee with the online provider. There are two courses required for the Bishops Charter and Individuals should contact their supervisor for confirmation on any course requirements unique to their position.

IMPLEMENTATION

For all Church Personnel, a Level 2 CBS is required and shall be implemented as follows:

a. All Pastors, Administrators, Supervisors, Executive Directors or other persons supervising or accountable for employment within the Diocese are required to have prospective “Church Personnel” undergo a CBS. Prospective employees will not be officially hired until after they have been cleared with a Level 2 CBS and have completed the required safe environment courses for the position for which they have applied. Existing employees must reprocess their background screening with a Level 2 CBS when reaching their five (5) year anniversary of their hire date/sign-up with the Diocese.

b. The approval or non-approval of the CBS will be communicated confidentially to the responsible Supervisor. If an adverse employment decision is made to disqualify a person for employment, the provisions of law will be followed, including but not limited to the notices required by the Fair Credit Reporting Act.

c. The background investigation and recertification with a safe environment course shall be updated at least every five (5) years from last completion.
CRIMINAL BACKGROUND SEARCH COMMUNICATIONS

The results of the CBS shall be communicated confidentially to the responsible Supervisor.

On occasion, the CBS shows a criminal record, but it is not definitive as to the charge and/or the disposition. Additional information will need to be obtained in order to determine if a person is disqualified. The burden of obtaining the additional information is on the Church Personnel. Such additional information must be provided to the OSE for review. If the review process concludes that the person is disqualified, the responsible Supervisor will be notified.

Employees may be shown their own criminal record. A copy may also be provided, however, individuals must be cautioned the record may not be used for any other purpose. Individuals are not allowed to provide a copy of the record to any other organization. A copy may be obtained by contacting the OSE.

CRITERIA FOR EXCLUDING CHURCH PERSONNEL FROM SERVICE

All Church Personnel shall meet and attest to good moral character, see Appendix D. Any person who has been found guilty of, entered a plea of guilty, or entered a plea of nolo contendere for any offense listed on Appendix E hereto, shall be disqualified from employment. The individual may apply for an appeal to the OSE (see para below). Unless prohibited by law, an exemption from disqualification may be granted. In order for an exemption to be granted by the Diocese, the Church Personnel must demonstrate by clear and convincing evidence that he/she should not be disqualified from employment.

APPEAL PROCEDURES IN CASES OF DISQUALIFICATION BECAUSE OF A PROHIBITED OFFENSE

A person seeking an exemption has the burden of setting forth sufficient evidence of rehabilitation including, but not limited to:

a. the circumstances surrounding the criminal incident for which the exemption is sought;
b. the time period that has elapsed since the incident;
c. the nature of the harm caused to the victim, if applicable; and
d. the personal history of the Church Personnel since the incident, or any other evidence or circumstances indicating that the employee will not present a danger if continued employment is allowed.
Evidence of rehabilitation from a prohibited offense will consist of written explanations and supporting/corroborating statements from the Church Personnel being considered for clearance, and from other persons who may be knowledgeable of the incident(s) under consideration such as, for example, law enforcement officials, court officials or attorneys. Evidence of rehabilitation may also include any documentary evidence which might be relevant to the matter.

When the Church Personnel concerned seek to appeal a decision, an Appeal Application must be completed and sent to the OSE. The Chancellor will review the Appeal Application. The approval or non-approval of an exemption by the Chancellor will be considered final. If the appeal process is in favor of the applicant, the final decision to hire still requires an approval from the entity’s pastor, principal, or site administrator.

**COST AND PAYMENTS**
Initially the costs associated with Church Personnel to complete all requirements before they can begin employment or volunteering will be covered by the Diocese. However, the Diocese will invoice the individual sites who sent the applicant to be screened. It will be up to the individual Diocesan site to recover these fees if it is their policy to do so. Some do recover the cost and some do not. This fee will cover all of the following: Level 2 CBS, safe environment courses, MVR for driving and/or Credit Report.
OTHER DIOCESAN POLICIES

ALCOHOL/DRUG-FREE WORKPLACE

As a condition of employment with the Diocese, all employees are required to fully comply with the provisions of this policy.

The unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances or alcohol on Diocese property, in Diocese vehicles, or while on Diocese business is strictly prohibited. Likewise, employees are strictly prohibited from arriving to work under the influence or otherwise being under the influence at any time during working hours, of alcohol or any controlled or illegal substance. Employees who are taking drugs prescribed by a physician, dentist or other licensed practitioner which may affect their ability to safely perform their job must obtain a written statement from their attending physician. This statement must specify any work restrictions and must be given to Human Resources prior to starting work under the influence of drug(s).

Further prohibited is the unauthorized use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances on non-working time off of Diocese premises to the extent such actions impair an employee’s ability to perform his or her job or otherwise adversely affects the Diocese.

Notification of Impairment

Employees observing or having knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or who is otherwise in violation of this policy, have the strict responsibility to promptly report that fact to one’s immediate supervisor or senior site manager.

Drug and Alcohol Testing

Employees may be required to submit to drug/alcohol screening whenever the Diocese has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work related injury or accident.

Additionally, employees in safety sensitive positions or who work directly with students and other minors may be tested on a random basis. Various job classifications are categorically subject to random drug testing to the extent permitted by applicable state and federal laws.

Discipline
Violation of this policy or any of its provisions may result in discipline up to and including termination of employment.

**Enforcement of the Alcohol/Drug Free Policy**

In order to enforce this policy and its procedures, the Diocese may investigate or cause to be investigated potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the diocesan physical premises, including but not limited to work areas, personal articles, employees’ clothes, desks, work stations, lockers, and personal and diocesan vehicles. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by the Diocese.

When a supervisor or senior site manager has a reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or designee, may inspect lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent the Diocese from searching that area.

**BLOODBORNE PATHOGENS**

Blood borne pathogens are microorganisms that in human blood can cause disease in humans. They include, but are not limited to: the hepatitis B virus and the human immunodeficiency virus (HIV). The OSHA standards mandate work practices, controls and personal protective equipment that, combined with training, will reduce the risks for all employees who may be exposed to blood.

The following precautions should be followed:

- **a.** Gloves should be worn whenever there is a possibility of contact with blood or other body fluids.
- **b.** Hands should be washed immediately if they come in contact with blood or other body fluids.
- **c.** Spills of blood or body fluids should be cleaned with a solution of household bleach and water in a 1:100 solution for smooth surfaces and 1:10 for porous surfaces.

**BUILDING SECURITY**

The security of the Diocese property and our employees is of the utmost importance. To control building security, all visitors who require access to our facilities must be clearly identified and accompanied by an authorized employee.
The Diocese has and invites visitors to the Pastoral Center. The Pastoral Center is open Mondays through Fridays from 8:00 a.m. to 4:00 p.m., with the exception of the holidays listed in the Employee Time Off From Work section of this handbook. In cases of emergency, the Pastoral Center may be closed. If the closing occurs before business hours, an attempt will be made to notify all employees at home. If the Pastoral Center is closed during business hours, a notification from the Director of Construction and Properties or Chancellor will be given. All employees must follow the directives given.

Visitors requiring access to the Pastoral Center are to be met in the reception area by an authorized employee, escorted while in the building and accompanied back to the reception area when leaving the building. Visitors should only have access to the areas/offices within the building needed to conduct business.

Illegal drugs and/or alcoholic beverages may not be brought onto Diocese premises. Firearms are permitted based on the State guidelines for firearms.

Employees who are issued keys are responsible for their use and security and must report any lost or misplaced keys immediately. Upon termination of employment, all keys must be returned to the Department Director on or before the employee’s last day of work.

The Diocese will not be responsible for the loss of personal property of an employee. Employees must not leave personal effects, such as purses, keys, jewelry, etc. in unsecured areas.

**COMPUTER AND INTERNET USER POLICY**

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Diocese of Pensacola-Tallahassee. These systems are to be used for business purposes in serving the interests of the diocese in the course of normal operations.

While the Diocese of Pensacola-Tallahassee’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create or transmit using the corporate systems remains the property of the Diocese of Pensacola-Tallahassee. Because of the need to protect Diocese of Pensacola-Tallahassee’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to the Diocese of Pensacola-Tallahassee. While the diocese will not knowingly access or allow access to data created by diocesan users without prior permission, the I.T. Department will periodically perform scans on files for maintenance purposes and reserves the right to verify appropriateness of content.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult the I.T. Department.

The diocesan I.T. Department recommends that any information that users consider sensitive or vulnerable be encrypted. Employees are not allowed to use their personal email addresses to send
work related emails.

For security and network maintenance purposes, authorized individuals within the Diocese of Pensacola-Tallahassee may monitor equipment, systems and network traffic at any time. The Diocese of Pensacola-Tallahassee reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

**CONFIDENTIALITY**

Some aspects of the work of the Diocese – such as sacramental matters, private correspondence and contributions, and the nature of relationships with businesses and benefactors – are confidential. Employees should not discuss these matters outside the office without authorization from those responsible for this information.

By virtue of their work, diocesan employees may also have access to personal information of employees, parishioners, students, volunteers or other individuals, including social security numbers, personnel information, and salary matters. All such personal information must be maintained in strict confidentiality.

Failure to maintain confidentiality on any of these matters is grounds for discipline, up to and including termination.

Employees will be required to sign a Confidentiality Agreement upon employment. This document will become a part of the employee’s personnel file.

**DANGEROUS SITUATIONS**

The Diocese recognizes that from time to time an employee may encounter a dangerous situation. If a situation ever appears dangerous, it probably is. If imminent danger exists, local law enforcement should be called. In an emergency, employees should call 911 and describe the emergency situation. Employees need to also be sure to specify the exact location of the problem (e.g., the floor and office, etc.). Please refer to the *Diocesan Employee Emergency Procedures booklet* for specific instructions on various emergency and dangerous situations.

**DIOCESAN TRANSFERS/BRIDGING OF BENEFITS**

The Diocese wishes to promote career advancement among its various organizations. In this interest, it is the policy of the Diocese of Pensacola-Tallahassee to give credit for continuous employment with the Diocese for employees who transfer from one Diocesan agency to another.
GREIVANCE PROCEDURES

It is the policy of the Diocese of Pensacola-Tallahassee to give careful consideration to causes of employee dissatisfaction which arise out of conditions of employment, and to assure that all employees receive fair and equitable treatment. The office of Human Resources is available to assist with clarification of policies.

To help meet this objective, the Diocese has established a formal procedure for handling the grievances of those employees who have completed their initial probationary period.

Definition of a Grievance: A grievance can be any work-related problem, complaint, or dispute arising from the interpretation, application, or apparent violation of Diocesan policies, rules, or regulations.

Neither the Diocese nor the person presenting the grievance will be represented by counsel during any step of this procedure.

Step 1: Grievances should be submitted in writing to the employee’s immediate supervisor within five working days. Most grievances can be resolved through discussion and a common understanding between employee and supervisor. If, however, the supervisor does not respond within two days, or cannot resolve the grievance, the employee should contact the Human Resource office. If the grievance is not resolved, then the employee should proceed to Step 2 or if an employee’s grievances is with their immediate supervisor, then they should skip this step and proceed with Step 2.

Step 2: Within ten working days of the incident, the employee is to present his/her written grievance to their supervisor’s Manager/Secretariat. The Manager/Secretariat will arrange with and the person against whom the grievance is filed. A designated representative will be assigned by the Manager or Secretariat to sit in the meeting as a witness. At this meeting, every effort will be made to resolve the grievance through discussion. The Manager will provide in writing within ten (10) days of the meeting the proposed resolution findings from the meeting.

Step 3: If the response is not acceptable to the employee who filed the grievance, he/she may appeal that decision to the Bishop. The Bishop may designate the Secretariat or the Vicar General to investigate the grievance and make a recommendation to the Bishop. The decision of the Bishop will be final

Details of grievance cannot be discussed outside of the individuals involved in the grievance.
MEDIA CONTACT

The Diocese Communications Office is responsible for developing and leading strategies in media relations, community relations, issue management and crisis communications. Contacts from the news media requesting information should be referred to the Diocese Communications Office.

PARKING

Employees are required to park their vehicles in the areas designated for employee parking.

PERSONAL MAIL

Mail addressed to an employee at work may be opened by office personnel and routed to his/her department. When an employee does not wish to have personal correspondence handled in this manner, it is the responsibility of the employee to provide it being delivered elsewhere. Postage meters and diocesan letterhead may not be used for personal correspondence.

PERSONAL VISITS

Personal visits by friends or relatives during work hours generally are prohibited. Non-business related visits from friends or relatives should be limited to meal or rest periods and notification to one’s supervisor. Non-employees generally are not permitted in restricted areas.

RECORDS RETENTION POLICY

The Diocese retains records in accordance with civil and canon law. Questions regarding records retention should be directed to one’s supervisor and/or the diocesan Office of Human Resources.

SAFETY

Employees are urged to follow common sense safety practices and correct or report unsafe conditions to their supervisor. Employees shall be instructed regarding the diocesan injury prevention program. Employees are to assist the Diocese in maintaining safe working conditions. All accidents, including those that do not involve serious injury, must be reported immediately to one’s supervisor.
SMOKING

In keeping with the objectives and promoting good health and providing a quality environment, employees may not smoke inside buildings. Smoking is allowed in designated areas only.

SOCIAL MEDIA, ONLINE AND ELECTRONIC COMMUNICATION POLICY

Employees should refer to the full version of the Diocesan Social Media, Online, and Electronic Communications Policy that was signed upon employment for more detailed policies and procedures. Violation of this policy will result in disciplinary action up to and including termination of employment.

Diocesan employees must conduct themselves in a professional manner and exercise good, sound and moral judgment when using social media, social networking sites, and/or blogs. Employees are strictly prohibited from:

- Listing their employee e-mail addresses or employer issued phone numbers unless the social media, social networking site, or blog is used solely for diocesan business and has been authorized by the employee’s senior site manager.
- Using any social media, social networking, blogs, or other forms of online publishing or discussion activities while on diocesan time, property, or business except if it is being done for diocesan business and with the written permission of the employee’s senior site manager.
- Posting any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or hateful to another person or entity or in contradiction of the teachings of the Catholic Church.
- Posting or using a picture or likeness of a student, parishioner, volunteer, co-worker, manager, supervisor, client, or vendor without that individual’s express advance permission.
- Engaging in activity that reflects or may reflect negatively on the Catholic Church, the Diocese, its affiliates, employees, parishioners, students, clients, volunteers, or others served or contains any content prohibited by the diocesan policies and procedures or which contradicts the teachings of the Catholic Church.

Employees engaging in use of social media, social networking, and blogging activities are subject to all of the diocesan policies and procedures, including but not limited to the diocesan policies on safe environment and child and youth protection; protecting the confidentiality of diocesan information and personnel, safeguarding diocesan property, the prohibition against unlawful discrimination and harassment, and the use of the diocesan electronic systems.

The Diocese judicially uses social media in limited circumstances for defined business and ministry purposes. Social media is a set of internet tools that aid in the facilitation of interaction between
people online. Use of internet based programs such as Facebook, Linkedin, and Twitter (this is not meant to be an exhaustive list) for business and ministry purposes must be carefully addressed. Employees should consult with their supervisor and/or the diocesan Office of Communications with specific questions about which programs the Diocese deems to be social media that may be used in furtherance of diocesan goals. Employees are required to obtain written authorization from their supervisor in order to use internet based programs to perform job duties. Authorization is limited to business and ministry purposes. Personal use of these tools during work hours is prohibited and can result in discipline up to and including termination of employment.

Employees are expected to remain respectful of the Church, the Diocese, managers, supervisors and co-workers, the diocesan services, affiliates, parishioners, students, clients, volunteers, and others we serve and shall not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity, and shall not engage in activity that reflects or may reflect negatively on the Catholic Church, the Diocese, its affiliates, employees, parishioners, students, clients, volunteers, and others we serve or contains any content prohibited by the diocesan policies and procedures and the teachings of the Catholic Church.

Employees should have no expectation of privacy while using social medial, social networking sites, and/or blogs while at work, on the diocesan networks or internet programs or using diocesan equipment. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in online media, social networking sites and/or blogs may be accessed by the Diocese at any time without prior notice. Employees are personally responsible for the commentary they express and the material they post while engaging in online social networking and blogging activities.

Violations of this policy may result in disciplinary actions, up to and including termination of employment.

**SOLICITATION AND DISTRIBUTION**

Soliciting employees or distributing material to employees or visitors on Diocesan property is prohibited.

Likewise, individuals who are not employed at the Diocese may not solicit and/or distribute material to employees or visitors at any time on Diocese property. Any violation of this policy should be reported to the Chancellors Office immediately.

**TELEPHONE USE**

Personal telephone calls should be kept to a minimum and the duration of such calls is to be limited to five minutes or less. This also applies to the employee’s cell phone.
No personal long distance calls are allowed to be charged to the employer’s phone.

**UNAUTHORIZED INTERVIEWS**

Employees are not permitted to participate in interviews or questioning, not previously authorized, involving individuals not employed by the Diocese. Employees questioned about the Diocese or its current or former employees are to refer all such questions to the senior site manager.

The senior site manager will determine the advisability of granting an interview. Employees are also required to advise their supervisor immediately when they are aware of an unauthorized interview in progress.

All media requests for interviews should be referred to the diocesan Director of Communications.

**USE OF DIOCESAN/PERSONAL VEHICLE FOR COMPANY BUSINESS**

All personal driving the Diocesan vehicles or their personal vehicle on behalf of the Diocese must maintain a valid driver’s license. The Diocese will obtain a motor vehicle report to evaluate your driving history before you are allowed to drive on behalf of the Diocese and MVR information and be reapproved every two years. If your job position requires you to drive to meet job responsibilities, you may be terminated for a poor driving record. Employees who use their personal vehicle for the Diocese activities are also required to maintain at least state statutory limits of insurance coverage ($100,000/$300.00 Bodily Liability Coverage) on personal vehicle.

**WORK AREAS**

Work areas must be maintained in a clean, healthy, and orderly fashion to prevent unsafe working conditions, potential accidents, and to maintain an orderly appearance in the Diocese. It is each employee’s responsibility to ensure that his/her work area is clean, orderly, and presentable at the completion of each scheduled work shift and to maintain a presentable work area throughout the day.

**WORKPLACE VIOLENCE ZERO-TOLERANCE POLICY**

The Diocese does not tolerate violent acts or threats of violence against its employees or those served by the Diocese. All reported threats of violence will be thoroughly investigated. Those reporting these incidents may do so confidentially when circumstances permit. Weapons of any kind
are strictly prohibited (unless the employee strictly complies with the Firearms and Weapons Policy). Acts of violence and threats of violence by an employee are grounds for immediate termination of employment, including discussions of the use of dangerous weapons, even in a joking manner.

An employee who is the victim of or threatened with violence by a co-worker, customer or vendor, or is aware of another individual who has been the victim of or threatened with violence, is to immediately report this information to his/her supervisor as soon as possible. Law enforcement shall be called upon as deemed necessary for safety and protection.
APPENDIX A

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY MEDICAL LEAVE ACT

**Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

> For incapacity due to pregnancy, prenatal medical care or child birth;
> To care for the employee’s child after birth, or placement for adoption or foster care;
> To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
> For a serious health condition that makes the employee unable to perform the employee’s job,

**Military Family Leave Entitlements**

"Qualifying Exigency" Leave for Families of Active Duty Members of the Armed Forces

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

**Military Caregiver Leave for Veterans and for Aggravated Illnesses or Injuries**

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces), and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. (emphasis added).

Since veterans do not have a current "office, grade, rank, or rating," the serious injury or illness must be one "that manifested itself before or after the member became a veteran."

The entitlement to take military caregiver leave for the care of veterans extends only to family members of veterans when the veteran was a member of the Armed Forces at some point in the five years preceding the date on which the veteran undergoes the medical treatment or receives the
therapy that necessitates the leave.

**Benefits and Protections**

During FMLA leave, the employer must maintain the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid
leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. Then 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or Circumstances supporting the need for military family leave. 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.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee’s 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.

**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

>Interfere with, restrain, or deny the exercise of any right provided under FMLA;

>Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.