

THE ARCHDIOCESE OF MOBILE
LAY EMPLOYEE HANDBOOK
PERSONNEL POLICIES AND PROCEDURES
Effective March 1, 2021

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Dear Brothers and Sisters in the Lord,

Each of us is involved in the service of building up the Kingdom of God in the southern half of Alabama. An image I use to describe our common efforts is that of a body. St. Paul wrote:

As a body is one though it has many parts, and all the parts of the body, though many, are one body, so also Christ...If the whole body were an eye, where would the hearing be? If the whole body were hearing, where would the sense of smell be? But as it is, God placed the parts, each of them, in the body as he intended. If they were all one part, where would the body be? But as it is, there are many parts, yet one body. The eye cannot say to the hand, "I do not need you." Indeed, the parts of the body that seem to be weaker are all the more necessary...But God has so constructed the body as to give greater honor to a part that is without it, so that there may be no division in the body, but that the parts may have the same concern for one another. (1 Cor 12: 12, 17-22, 25)

Each of us, in our various ministries, are called to work together for the good of the Body of Christ, of which we are a part. As different as our ministries may appear, when the separate ministries are strong, the entire body is strong.

This Archdiocesan Employee Manual is designed to assist you in your ministry. It is effective March 1, 2021. I hope it will be of help to you. Obviously, it addresses a number of legal issues. Such issues are inescapable in our contemporary society and the vocabulary used in this Manual may seem at times to be legal and formal. However, let this not distract us from the fact that we are involved in serving God and God's people. Our employment is more than a job, it is first and foremost putting our faith into action by strengthening the Body of Christ in this portion of God's people we call the Archdiocese of Mobile.

Thank you for your service. I pray God will use your efforts as His instruments of grace, faith and love. I pray God will bless and protect you and your loved ones.

Sincerely in the Lord,

+ Thomas J. Rodi

Most Reverend Thomas J. Rodi
Archbishop of Mobile

Purpose of the Employee Handbook

The Handbook is designed to provide a reference for answers to questions regarding employment. This Handbook constitutes only a summary of the personnel policies, employee benefits, employment regulations, and conditions of employment in effect at the time of publication and is not meant to be all-inclusive or to explain every employment situation.

This Handbook for employees of the ministries of The Archdiocese of Mobile, a Corporation Sole, and for employees of separately incorporated parishes, schools and ministries that have entered into agreements for Archdiocesan administrative services, hereinafter, referred to collectively, only for the purposes of this Handbook, as the Archdiocese.

Employment at the Archdiocese is "at-will;" therefore, employment may be terminated at any time by the employee or by the Archdiocese "with or without cause." This Handbook should not be construed to alter the "at-will" nature of the employment. Nothing in it creates or is intended to create a promise or representation of continued employment for a definite term. Only the Archbishop or his designate has the authority to enter into or authorize any agreement that modifies the "at-will" employment or supplement this Handbook. Any such agreement must be in writing and signed by the Archbishop or his designate and the employee.

This Handbook supersedes all prior Handbooks and any and all written documents, summaries, or understandings including oral representations that contradict the "at-will" nature of the employment. This Handbook also supersedes all announcements, website posts, notices and advertisements that may refer to the "at-will" nature of Archdiocese employment.

The end of this Handbook contains a copy of the Employee Handbook Acknowledgment Form. All employees must review, sign and return copies of the Employee Handbook Acknowledgment Form to their supervisor within seven (7) days of receiving this Handbook. Contact a supervisor or the Archdiocese Human Resources Department with any questions regarding this form and/or this Handbook.

Archdiocese Employee Relations Philosophy

Every employee presents the face of the Archdiocese as well as its head Jesus Christ to the people it serves. The Archdiocese relies on the loyalty, commitment and continued efforts of all of its employees in fulfillment of its mission.

Concerns, Questions or Problems

From time to time questions concerning an employee's job or this Handbook may arise. These issues should be discussed with the employee's supervisor and/or the Human Resources Department. Concerns that are not shared with the appropriate parties cannot be addressed.

The supervisor is the person responsible for the immediate work area and is in the best position to answer questions or give help. Questions, concerns and problems should be addressed first to the supervisor. When the immediate supervisor cannot or has not satisfactorily resolved concerns presented, they should be referred to the supervisor's superior (i.e. the pastor, principal, administrator or department director.)

Complaints of harassment, discrimination or lack of work place accommodation are dealt with below in the sections of this Handbook that cover those policies. Employees may contact directly their supervisor, an Executive Director, the Vicar General or the Archdiocese Human Resources Department regarding any concerns. The Archdiocese takes employee concerns seriously. Best efforts are made to address and resolve issues as soon as possible. The Archdiocese does not tolerate threats or reprisals against employees report complaints or concerns.

Archdiocese Responsibilities as an Employer

"At-Will" Employment

All employment with the Archdiocese is "at-will." This means that the employee and/or the Archdiocese have the option to terminate employment at any time, with or without cause. Only the Archbishop or his designate has the authority to modify the "at-will" nature of the employment relationship. The Archbishop or his designate may make such modifications only if they are in writing and signed by both the Archbishop, his designate or the president of the parish corporation and the employee.

The Probationary Period

The first six (6) months of employment for every new employee of the Archdiocese will be treated as an "probationary period." Former employees, rehired after a period in excess of thirty (30) days from their previous employment with the Archdiocese, are also subject to the "probationary period."

During this period the performance, attendance, service oriented attitude, and overall interest in one's job will be observed and evaluated. The Archdiocese may, at its discretion, extend the "probationary period" for up to an additional six months in order to provide a further opportunity to demonstrate the employee's ability. The "probationary period" may be extended by the number of calendar days that an employee is absent from work with permission during the "probationary period." While successful completion of the "probationary period" is common, it does not alter the "at-will" employment relationship or create a "permanent employment" status. An employee failing to demonstrate the performance and commitment expected by the Archdiocese during the "probationary period" may be dismissed at any time.

Equal Employment Opportunity

The Archdiocese is an equal opportunity employer. All employees and applicants are treated without discrimination relating to race, sex, color, national origin, age, physical or mental disabilities or conditions, veteran status or on-the-job injuries. As a religious organization; however, the Archdiocese retains its right to make employment decisions considering its religious beliefs and practices in accord with the teachings and laws of the Catholic Church.

Resolution of Discrimination Complaints and Non-Retaliation

The Archdiocese recognizes the right of employees to address legitimate complaints of discrimination. Employees who believe that they have been subjected to any form of unlawful discrimination should immediately advise their supervisor or the Humans Resources Department. Employees should submit a detailed written statement at the time of their complaint.

Supervisors are required to report any instances or complaints of discrimination to their supervisor's superior and to the Archdiocese Human Resources Department within one (1) business day. A timely and thorough investigation will be conducted. When it is determined that an offense has been committed, effective remedial action will be taken commensurate with the severity of the offense. The Archdiocese prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who has filed a discrimination complaint.

ADA Compliance and Requests for Accommodation

It is the policy of the Archdiocese to comply with the Americans with Disabilities Act (ADA) protecting qualified individuals with disabilities. The Archdiocese 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 Archdiocese and/or do not pose direct threats to the health or safety of the requesting individuals and others in the workplace including parishioners, students, clients, and others served by the Archdiocese.

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 to identify possible accommodations enabling performance of the essential functions of the job. 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 referred to the immediate supervisor or senior manager (i.e. pastor, principal, administrator or department director) and/or the Archdiocese Human Resources Department. The Archdiocese prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who submits an ADA compliance request.

Policy Against Harassment

The Archdiocese strictly prohibits all forms of workplace harassment including those based on: race, religion, color, sex, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, protected medical condition, genetic information, disability or any other category protected by applicable law. This policy applies to all employees in their dealings with each other as well as in their dealings with parishioners, students, clients, others we serve as well as vendors, independent contractors and others doing business with us. In addition, the Archdiocese does not tolerate parishioners, students, clients, vendors, independent contractors and others doing business with the Archdiocese who harass employees.

Forms of harassment include: verbal, physical or visual conduct that creates an offensive, hostile or intimidating work environment. It also includes such conduct that results in unreasonable interference with the ability to do one's job.

Additionally, offensive or unwelcome jokes or pranks, racial or ethnic slurs or other conduct predicated upon one or more of the protected categories identified in this policy are prohibited.

Policy Against Sexual Harassment

Sexual harassment is contrary to the moral teachings of the Catholic Church as well as state and federal law. The Archdiocese strictly prohibits sexual harassment. The term sexual harassment encompasses a broad spectrum of prohibited conduct.

Examples of Prohibited Sexual Harassment

By way of illustration and by no means exhaustive, the following are examples of unlawful and unacceptable behavior:

unwanted verbal or physical sexual advances; offering an employment benefit in exchange for sexual favors, including the promise of increased compensation, promotion or career assistance in exchange for sexual favors; threatening adverse employment actions such as termination, demotion, reduction in hours, or disciplinary action for an employee's resistance to engage in sexual activity; visual conduct which may include leering, sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters including electronic media; verbal abuse of a sexual nature which may include graphic commentaries about person's body, using sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations including emails or internet links to offensive sites; physical contact including touching, assault, impeding or blocking movements; physical or verbal abuse concerning a person's sex or the perception of the person's sex; and verbal abuse concerning a person's physical characteristics in relationship to their gender and or size or shape of a person's body or body parts.

Reporting and Complaint Procedures

Any incident of harassment to which one has been subjected or which has been observed should promptly be reported to one's immediate supervisor. If the supervisor is the offender, one should call the Human Resources Department. The supervisor and/or Human Resources Department receiving the complaint or observing harassing conduct is to immediately inform the supervisor's superior on site (i.e. pastor, principal, administrator or department director) who is obliged to report the incident to the Archdiocesan Department of Human Resources within twenty-four (24) hours of receiving the complaint. A prompt and thorough investigation is to be initiated.

If the response of the supervisor, supervisor's superior or on site representative is unsatisfactory, an employee may call the Archdiocese Human Resource Department. Every reported complaint of harassment is taken seriously and will be acknowledged and thoroughly investigated in a timely and professional manner. No form of retaliation against an employee for making a good-faith complaint or for cooperating with the investigation of the complaint will be tolerated by the Archdiocese.

Any allegation of sexual misconduct shall be reported to the Director for the Protection of Minors and Adults as required by the Archdiocese of Mobile Policy on Sexual Misconduct Against Adults.

Discipline

When harassment is determined, the Archdiocese will discipline the offending employee and advise the offended party that corrective action is being taken. Disciplinary action available to the Archdiocese for a violation of this policy ranges from oral to written warnings, up to and including, immediate termination of employment. Reasonable corrective action will be pursued by the Archdiocese in cases of acts of harassment by non-employees.

Sexual Harassment Prevention Training

Training for all employees may be found on the Catholic Mutual CMG Connect website. The training is entitled "Sexual Harassment and the Church. Employees are urged to access this information.

Employee Classification

Full-Time Benefit Eligible Employees

Employees, regularly scheduled to work at least thirty (30) hours per week, are classified as full time employees. Full-time employees are eligible for benefits offered by the Archdiocese.

Part-Time Employees

Employees regularly scheduled to work less than thirty (30) hours per week are classified as part-time employees.

Temporary Employees

Temporary employees are employed to work on special projects or on a "fill-in" basis for short set periods of time, usually not exceeding six (6)

consecutive months. No one may be a temporary employee for a period that exceeds one (1) year.

Employees Providing Professional Services in Liturgy

Music and choir directors, musicians, cantors, organists and wedding coordinators who are compensated for their services should be on the parish payroll as full-time or part-time employees.

Employee Categories

Non-Exempt Employees

Non-exempt employees include those employees who perform duties other than those classified as executive, administrative, or professional as defined by the Federal Fair Labor Standards Act. All non-supervisory office and support positions fall into this category.

Non-exempt employees are entitled to the premium pay or overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws; therefore, receiving premium pay (overtime) for work in excess of forty (40) hours in a single workweek.

Exempt Employees

Exempt employees, (i.e. those in administrative decision making positions or certain licensed and/or professional capacities), are normally ineligible for the overtime provisions of the Federal Fair Labor Standards Act or applicable state laws.

If an employee has any questions about his/her employee category, he/she can contact the Archdiocesan Human Resources Department.

Work Schedule

Standard Workweek

The standard workweek is Saturday through Friday comprising a twenty-four (24) consecutive hour period of time beginning at midnight. Employee work schedules are based on this framework.

Hours of Work

Work hours vary by location and department. The appropriate management personnel establish work hours.

Written Job Descriptions

Supervisors are to give a clear written description of job duties including the expected levels of performance at the time of hire. Supervisors should review individual job descriptions with the employee to ensure all expectations are clearly delineated and that the written description of job responsibilities remains current and accurate. A written job description does not constitute a contract.

Promotions, Transfers and Rehire

Whenever possible and appropriate, applications for new and vacant positions will be offered to existing and qualified Archdiocese and ministry employees.

Effects of Transfer on Benefits

Benefit eligible employees transferring to another benefit eligible position do not lose or have an interruption in benefits as a result of the transfer. Transfer to another benefit eligible position does not reduce one's benefit accrual rate. The benefit accrual rate is based on the new work schedule. Vacation benefits, if any, are paid by the corresponding ministry from which the employee was transferred at the time of transfer to the new post. Sick leave benefits and retirement vesting benefits, if any, transfer to the new location if the employee remains benefit eligible.

Rehire Provisions

Employees who terminate their "at-will" employment with the Archdiocese and are rehired by the Archdiocese within thirty (30) days, retain their original employment anniversary date as well as the associated accrual rate for vacation and sick leave.

Rehire after a separation of employment with the Archdiocese in excess of thirty (30) days will result in a new anniversary date. Rehire after a separation of thirty (30) days will result in a new benefit eligibility date. Rehire after one (1) year will result in a new eligibility date for retirement contributions. Rehired employees will serve a new "probationary period." These provisions do not apply to approved leaves of absence as further described on pages 17-18.

Meal Periods

Hourly non-exempt employees, who work more than five (5) hours in a day, are required to take at least thirty (30) minute duty-free meal period. Meal period time is unpaid. Employees are completely relieved of their job responsibilities during their meal periods. Employees may not alter or falsify any timekeeping records.

Confidential Personnel Files and Information

Personal information not generally available to the public will be considered private and confidential.

Supervisory Treatment

The Archdiocese requires all supervisors to treat employees they supervise with dignity and respect. Serious, continued or deliberate violations of this policy by any supervisor shall be grounds for disciplinary action, including termination of employment.

It is incompatible with Archdiocese employment policy that supervisors:

Retaliate against any subordinate employees who exercise their right to file work-related claims with a government agency, file claims for workers' compensation or relate grievances to the Archdiocese Human Resources Department or to higher levels of management; and communicate in ways that can be construed as harassment.

All supervisors are expected to listen with courtesy and empathy to the concerns of their employees and provide adequate opportunity for employees to seek counsel or advice in connection with their work.

All supervisors are expected to communicate clearly their expectations for their employees, and the responsibilities for which the employees will be held accountable. They are also expected to cooperate with and assist employees who seek to clarify responsibilities, expectations or instructions by asking questions, or by submitting a written summary of such instructions for the supervisor's confirmation and approval.

Archdiocese Compensation and Benefits

Compensation

Compensation is commensurate with one's qualifications, job description and expected level of performance taking into account the financial capabilities of the Archdiocese.

Wage Increases

Wage increases take into account Annual Cost of Living Allowances.

Wage Adjustments for Promotions and Transfers

Changes in employment status, e.g. due to a promotion or transfer, may require adjustment of the rate of compensation in accord with the new responsibilities. A wage increase is determined by factors including the financial condition of the Archdiocese and/or the corresponding ministry where one is employed, job requirements of the new position, educational level, experience, attendance and performance history.

Catholic Schools Faculty and Administrators Approved Salary Guideline

The Archdiocese has established a salary guideline for licensed faculty and administrators at Catholic schools.

Compensation Administration

Methods of Pay

Non-exempt employees are paid on an hourly basis calculated on actual hours worked. Exempt employees are paid on a salary basis. All methods of payment will be administered in strict compliance with wage and hour laws and regulations.

Timekeeping Policy and Procedures for Non-Exempt Employees

Non-exempt employees are required to accurately record the hours they worked for the ministry using the approved time keeping system. A time sheet is also attached to this Handbook as Appendix One if for some reason the approved time keeping system is unavailable. The time keeping system for recording the hours worked will be explained and demonstrated on the first day of employment. Accurate recording of the hours worked is required to assure payment in accord with the law. "Off-clock" work cannot be permitted and will not be compensated under any circumstance. No supervisor may require, request, instruct or otherwise expect an employee to work unpaid hours.

"Hours worked" is defined by federal law as all the time an employee is subject to the control of an employer and includes all the time that an employee is permitted to work, whether or not required to do so.

Any changes or corrections to the record of one's time worked must be approved in writing by the employee and their supervisor. Under no circumstances may one employee record another employee's time.

Overtime

"Overtime" refers to work in excess of forty (40) hours in a single workweek. Only nonexempt employees are eligible for compensation for "overtime." "Overtime" hours must be pre-approved by one's supervisor. Employees are obliged to accurately record all "overtime" hours worked. Working beyond one's regularly scheduled work hours, including "overtime" and off schedule hours without one's supervisor's approval prior to working those hours may result in discipline, up to and including employment termination.

The Archdiocese or the ministry where one is employed may periodically schedule "overtime" or weekend work in order to meet the needs of parishes, schools and ministries. Employees may be required to work these "overtime" hours and will be given as much advance notice as possible.

Any employee with concerns about hours worked or overtime should contact the Archdiocese Human Resources Department.

Insurance and Retirement Plan Benefits

The following information is a summary of the insurance and retirement plan benefits offered by the Archdiocese. Those eligible for these benefits will be given detailed plan summaries or the information to access plan summaries online. Consult with the Archdiocese Human Resource Manager for details and specifics

Health Plan Coverage — Medical and Dental Insurance

Benefit eligible employees and their dependents are offered a choice of two (2) medical health plans as well as dental benefits. Additional information is available from the Human Resource Manager and/or the Archdiocese web site for current plan offerings.

Life Insurance

The Archdiocese offers life insurance coverage for benefit eligible employees. Consult the Archdiocesan Human Resource Manager for additional information regarding life insurance.

Long Term Disability Insurance

The Archdiocese offers long-term disability insurance coverage for benefit eligible employees. Consult the Archdiocesan Human Resource Manager for additional information regarding long-term disability insurance.

Section 125 Cafeteria Plan

The Archdiocese offers employees the opportunity to participate in a Section 125 Cafeteria Plan to accommodate authorized payroll deductions to pay medical, dental and life insurance premiums on a pre-tax basis. The Archdiocesan Human Resources Department will provide further information upon request.

Lay Employee Retirement Plan

Participation in a 403(b) Plan is a tax-advantaged retirement program available to employees of educational institutions and other non-profit organizations such as the Archdiocese. All employees of the Archdiocese are eligible to contribute their own money through a payroll deduction on the first day of the quarter following hire date. In order to qualify for employer contributions, the employee must work at least 1000 hours per year for a period of two (2) years before becoming eligible. Employer contributions will begin on either January 1 or July 1 after eligibility requirements are met. In order for an employee to receive the employer contribution for the prior six-month period, the employee must be employed on the last day of that six-month period. Additional information is available from the Human Resource Manager. Details of the plan are found in the plan document.

Social Security

The Archdiocese, under the Social Security Act, is required to deduct a percentage of employee wages, matched with an equal amount paid by the Archdiocese, to be deposited with the Social Security Administration. A more complete explanation of disability, survivor and retirement benefits provided under Social Security is available from your local Social Security Administration office.

Workers' Compensation Insurance

The Archdiocese provides workers' compensation insurance. It requires employees to share the responsibility for personal safety and the safety of others.

Coverage

Pursuant to state law, the Archdiocese pays the entire premium amount for Alabama workers' compensation insurance coverage that provides benefit to employees who experience injury or illness arising out of the course and scope of their employment. State law governs workers' compensation

benefits entitlements. Employees involved in an on the job injury are subject to post injury drug testing. See Appendix Three.

Reporting Requirements

It is the duty of each employee to report immediately to one's supervisor any incident, injury or unsafe condition. The supervisor is responsible to correct or sequester unsafe conditions to avoid accidents immediately and to report unsafe conditions to his/her superior and to the Archdiocese Risk Management Office.

All work related accidents and injuries must be reported directly to the injured employee's supervisor no matter how minor the injuries may appear. The employee must complete an Employee Incident Report immediately. The Incident Report must be emailed or faxed to the Human Resource Manager and medical attention will be arranged, if necessary. If the injury is life threatening or appears serious, 911 Emergency Services should be immediately called. Employees and Supervisors must comply with all reporting procedures and timelines required by law and by the workers' compensation insurance carrier.

False or Fraudulent Claims

It is a crime under state law to knowingly file a false or fraudulent claim for workers' compensation benefits.

Policy of Non-Retaliation

The Archdiocese maintains a strict policy against discharging or threatening to discharge an employee for filing or making known the intention to file a claim for workers' compensation benefits. Employee complaints in violation of this policy should be reported to the Archdiocese Human Resources Department.

Time Away from Work

The Archdiocese offers time away from work benefits to facilitate and foster a supportive working environment. The Archdiocese offers these benefits, many of which are not required by state law. All are subject to eligibility requirements as outlined in this handbook.

Paid Holidays

All employees will receive the following specific holidays off with pay any time they fall on a normally scheduled work day:

New Year's Day

Martin Luther King Jr. Day

Mardi Gras (This is a holiday for employees in Mobile and Baldwin Counties. Other office directors may, at their discretion, choose to close on Mardi Gras or on Presidents' Day instead.)

Good Friday

Easter Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas

Day after Christmas

Each calendar year, the Archdiocese will distribute a schedule of the year's paid holidays. The Archdiocese retains the right to change the schedule or eliminate paid holidays with or without notice. Paid holidays must be taken when they occur. They do not accumulate or otherwise accrue. If a holiday falls on an employee's regular day off from work, the employee does not receive an additional day off. The appropriate manager may select an alternate date for paid holiday when necessary. A pastor may adjust the holiday schedule for the parish offices to accommodate the particular needs of the parish.

Bereavement Days

All employees may receive up to three (3) days of paid bereavement leave in the event of the death or funeral of a member of one's immediate family (i.e. one's spouse, children, stepchildren, grandchildren, siblings, parents, grandparents, son-in-law or daughter-in-law, mother-in-law or father-in-law or legal dependent). If the deceased is a relative or in-law other than an immediate family member (spouse's grandparent, aunt, uncle, niece or nephew) time off with pay is allowed for the day of the funeral.

Civic Duty

The Archdiocese assists its employees in performance of civic duties of jury duty, witness duty and voting.

Jury Duty

Supervisors are to be notified by the employee upon receipt of jury summons. Unless otherwise required by Federal or State Law, time served on jury duty will be paid time. In the event of early release from jury service the employee is expected to call his/her supervisor as soon as possible to report for work for the remainder of the shift as needed. Certification of jury duty may be requested.

Witness Duty

An employee required to appear in court by subpoena as a witness must immediately notify his/her supervisor. Certification of witness duty may be requested.

Voting

To receive time off for voting, employees must obtain advanced approval from their supervisor and should take the time off to vote either at the beginning or end of the work shift if possible.

Paid Vacation

The Archdiocese provides paid vacation time to employees with the exception of Catholic school's faculty and administrators who have entered into faculty/administrator employment agreements.

Eligibility for Paid Vacation

An employee regularly working thirty (30) or more hours per week is eligible for accrued vacation days after successful completion of the first six (6) months of employment. Employees employed for less than five (5) years are eligible for ten (10) days of vacation. Employees employed for more than five (5) years are eligible for fifteen (15) days of vacation.

Accrual of Paid Vacation

Vacation benefits start accruing on the first day of the seventh (7th) month. Vacation days do not accrue during any leave of absence. Vacation time accrues at a rate that is proportionate to the hours regularly scheduled for work per week as follows for employees:

Part-Time Employees (20-29 hours per week)

Month 1-6 0 days

Month 7+ (5 days per year) 5/12 (0.4167) days per month

Full-Time Employees (30+ hours per week)

Month 1-6 0 days

Month 7+ (10 days per year) 10/12 (0.8333) days per month

Beginning of calendar month after completion of 5 years of employment
(15 days per year) 15/12 (1.25) days per month

Vacation time will be deducted from an employee's accrued vacation balance in one-hour increments.

Vacation Accumulation Maximum

Up to five (5) standard work days of vacation time which has been accrued but remains unused at the end of the calendar year may be carried over and used as additional vacation the following year. Any accrued vacation time in excess of five (5) days will be forfeited and may not be carried over to the following year or paid as additional compensation. All carryover of vacation days must receive the prior approval of the appropriate Executive Director. Employees are encouraged to use earned vacation days every year.

Requests to Use Vacation

Employee may request vacation time in writing to one's supervisor with sufficient advance notice for planning the work schedule, preferably no less than two (2) weeks prior to beginning the vacation period. Vacation requests will be accommodated taking into account department operations and staffing needs.

Payment for Vacation

Vacation payment is made based on the vacation time accrued on the day the vacation begins. Payment of vacation benefits in lieu of taking time off is normally not permitted. The following are exceptions:

During Leaves of Absence: Accrued vacation benefits can be used during any approved leave of absence, in the event of an extended illness, injury of disability when sick leave is exhausted.

Transfer or Termination of Employment: in the event of transfer to another location, or a reduction of hours that excludes benefit eligibility or terminates employment for any reason, an employee may be compensated for all unused earned vacation. Accumulated vacation will not normally be transferred to a new Archdiocesan location.

Catholic Schools Breaks

School calendars provide several breaks throughout the year when classes are not in session. With the exception of faculty, these breaks are unpaid, unless specifically scheduled as vacation time.

Sick Leave

In order to help reduce the economic hardship that benefit eligible employees might face from short term illness, injury or medical emergencies, the Archdiocese offers sick leave benefits which may also be used for medical appointments or to accompany members of an employee's immediate household to medical appointments that cannot be scheduled outside of work hours or for medical emergencies. Employees may use sick leave days to care for an ill child, spouse, parent or members of the employee's immediate household.

Eligibility for Sick Leave

Full time employees who regularly work thirty (30) or more hours per week will begin to accrue sick time on the first day of the month following thirty days of employment. Full time employees accrue sick time at the rate of 1 day for every month worked.

Employees who regularly work 20-29 hours per week will begin to accrue ½ sick day on the first day of the month following thirty days of employment.

School employees who work ten months a year accumulate sick leave at the rate of one day per calendar month up to ten days a year. Two sick days may be used as personal leave day(s). Personal leave days do not accrue. Any unused sick leave days accrue as accumulated sick leave up to the accumulation maximum.

Sick Leave Accumulation

Sick leave is accumulated at the rate of one sick day per calendar month from the date one first becomes eligible on a pro-rata basis and proportional to the hours and days one is regularly scheduled to work per year.

Sick leave benefits are subject to forfeiture at the time of termination of employment. Sick leave days do not accumulate during any leave of absence. Sick leave will transfer to a new Archdiocesan location.

Sick Leave Accumulation Maximum

Sick leave benefits are subject to a maximum accumulation at any time of seventy days. When one reaches this maximum accumulation allotment, one will not accumulate additional sick leave hours or days until the accumulated time has been reduced below the maximum.

Notification of Need for Sick Leave

Employees are expected to notify their supervisor of the need for sick leave as soon as possible on the first day they become ill, usually within thirty minutes of the regularly scheduled start time. Employees must check in with their supervisor on a daily basis whenever possible unless they have notified their supervisor that they will be out for several days or are on an approved leave of absence. Use of sick leave will be documented in writing.

Verification of Sick Leave

Employees may only use sick leave benefits in the event of an illness or to care for an ill immediate family member. The Archdiocese reserves the right to require a written statement from a licensed health care provider verifying the need and the length of the sick leave if the absence extends longer than three days.

Payment for Sick Leave

Sick leave payment is based upon available sick leave accumulated. Employees are required to record sick leave in the regular time keeping method in order to be paid. Employees may be paid sick leave for full or partial day increments. Upon termination of employment, all unused sick leave is forfeited.

Leaves of Absence

The Archdiocese employment policy provides eligible employees with periods of absence from work. Employees who leave for unauthorized purposes will be subject to discipline up to and including termination of employment.

Policies Applicable to All Leaves of Absence

Archdiocese policy regarding leaves of absence is not intended to expand or diminish federal and state law requirements.

Eligibility

Employees are eligible for a specific leave of absence according to their employment status.

Notification

Employees must request a specific leave of absence through notification to the appropriate supervisor in writing at least 30 days in advance when possible. The following information must be included in the written request:

the reason for requesting the leave of absence (e.g. for a medical leave the nature of the medical condition does not have to be identified);
the anticipated duration of the leave of absence indicating the precise beginning and conclusion; and
the documentation required for each specific leave of absence as indicated below.

Employees are expected to provide periodic updates to their supervisor and ministry office regarding the status of their leave of absence. Any change to the duration of the leave of absence must be reported to one's supervisor immediately.

Approval

Subject to any applicable restrictions in the law or these policies, requests for leaves are considered on the basis of various factors, such as benefit-eligibility, length of service, responsibility level, reason for the request, needs of the location and other requirements as listed in this handbook.

Employee Responsibilities

Failure to comply with the specific requirements of the leave of absence or failure to return to work on the next regularly scheduled workday after the expiration of the leave, implies that the employee has chosen to terminate employment.

Health Plan Benefits during a Leave of Absence

The Archdiocese maintains the health plan benefits for a limited period of time during an approved leave of absence with the same terms as if one was

continuously employed. Refer to the specific leave of absence for additional information. The employee continues to be responsible for the payment of health insurance premiums as follows:

any share of a premium which was paid prior to taking the leave will continue to be the responsibility of the employee during the leave of absence;

timely payment of dependent medical premiums during the leave of absence are the responsibility of the employee. Payments must be received by the first of each month in order to ensure continuation of coverage; and notification of an increase in insurance premiums will be communicated to the employee who will be responsible to pay their share of the premium increase.

Job Protection

Job protection is provided for certain types of leaves by the Family and Medical Leave Act (FMLA) and applicable state mandated leaves of absence. Reasonable efforts will be made to hold an employee's position for the duration of an approved leave of absence not covered by the FMLA, or other state mandated programs.

Pay Status

A leave of absence generally is not paid. However, when leave of absence is under the Family and Medical Leave Act (FMLA) the employee will be paid any accrued sick time and then any accrued vacation time before going to unpaid status.

Benefits during a Leave of Absence

Vacation and sick leave benefits do not accrue during a leave of absence. Retirement benefits do not accrue during a leave of absence with the exception of military service leave, which is applied after the employee returns to work. Employees are ineligible for holiday pay during a leave of absence.

Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA") provides eligible employees an opportunity to take unpaid, job-protected leave for certain specified reasons. See Appendix Three.

Military-Related FMLA Leave and Qualified Exigency Leave See Appendix Three.

Personal Leave of Absence

Additional types of unpaid personal leaves of absence may be granted in the sole discretion of the Archdiocese.

All leave requests may be granted or denied within the discretion of the Archdiocese and must be approved by the appropriate Executive Director.

Responsibilities of the Archdiocesan Employee

Archdiocese employees are in service of the Catholic Church. Therefore, employees are expected to conduct themselves in a manner that is compatible with and supportive of the teachings of the Roman Catholic Church, the Archdiocese and in compliance with civil and canon law. The Archbishop of Mobile has the final decision as to whether conduct is in contradiction to the faith, teaching and mission of the Roman Catholic Church. Although not all positions within the Archdiocese require an employee be a baptized practicing Roman Catholic, employment with the Archdiocese is conditioned upon all employees demonstrating respect for Catholic faith, the mission of the Archdiocese and the magisterium of the Roman Catholic Church. As a religious organization, the Archdiocese retains its right to consider religion as a factor in employment related decisions.

The following policies provide basic rules that may not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the Archdiocese may lead to discipline, up to and including immediate termination of employment. Questions about the basic rules or expectations of employees may be addressed to one's immediate supervisor and/or the Archdiocese Human Resources Department.

These rules do not alter the "at-will" nature of employment with the Archdiocese. Both the Archdiocese and the employee retain the right to terminate employment at any time, with or without cause or notice.

Standards of Conduct and Behavior

Employment related activities must be conducted lawfully, ethically, and morally consistent with the teachings of the Roman Catholic Church and the principles of professionalism, confidentiality and loyalty. The Archdiocese does not tolerate unprofessional and disrespectful behavior. Employees failing to observe these

standards will be subject to disciplinary action, up to and including immediate termination of employment.

Lifestyle Expectations Based upon Catholic Beliefs

The Faith teaches that life is a gift from God which must be respected from conception to natural death and that God creates people in His image as male and female. He has instituted marriage as a lifelong covenant relationship between one man and one woman, and calls husbands and wives to exclusive fidelity. Sexual relations outside of marriage are inconsistent with God's call to holiness. Anything which separates the conjugal act from Procreation (in vitro fertilization) is inconsistent with the dignity of human sexuality. Further pornographic material undermines the dignity and image of God in individuals and promotes sexual conduct contrary to Catholic beliefs.

All who serve in the Archdiocese must live in accord with Catholic beliefs regarding human life, sexuality and marriage. Some may not affirm their agreement with Catholic beliefs regarding human life, sexuality and marriage, and they are not required to affirm Catholic beliefs contrary to their own consciences, but all who serve in the Archdiocese are required to live in accordance with our beliefs regarding human life, sexuality, and marriage, and to do nothing to undermine, subvert or contradict Catholic beliefs.

Examples of Unacceptable Conduct

Examples of unacceptable conduct, which may lead to disciplinary action up to and including termination of employment, is provided below, though the list is not exhaustive:

conduct unsupportive of or conflicting with the teachings and mission of the Roman Catholic Church;

dishonesty;
unprofessional or immoral behavior;

misconduct;

conduct which does not support or which impedes the pastoral mission of the Archdiocese;

commission of a felony or other crime involving violence or moral turpitude;

criminal conduct whether or not work related;

actual or threatened physical violence;

possession of firearms or other weapons on Archdiocesan property;

possession, distribution, sale, use or being under the influence of alcohol, illegal drugs and other controlled substances while on duty, on Archdiocesan property, or operating a motor vehicle or other potentially dangerous equipment owned or leased by the Archdiocese;

unlawful discrimination;

harassment;

use of profane, abusive or offensive language;

sexual abuse of or sexual misconduct with a minor;

failure to report sexual abuse of or sexual misconduct with a minor;

inappropriate physical contact with students, parishioners, co-workers, volunteers or clients;

failure to provide a safe environment for students, employees, volunteers or the public;

insubordination on work related matters;

unauthorized disclosure of confidential and/or protected information;
falsification or material omission on Archdiocese financial records, student records, sacramental records, employment applications, timesheets or any other Archdiocese record.

Personal Appearance

Archdiocese employees are required to use good judgment 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 and service to the Roman Catholic Church. Inappropriate attire includes, but is not

limited to, athletic clothing, shorts, t-shirts, inappropriate logos, immodest, revealing and/or provocative attire and other unprofessional items of clothing. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Absenteeism and Tardiness

Each employee is expected to be at his or her workstation on time each day and to remain there throughout the scheduled hours. Absenteeism or tardiness, even for good reasons, is disruptive of operations and interferes with the ability to serve parishes, schools, parishioners, students, clients, and co-workers. Absenteeism or tardiness can result in discipline, up to and including termination of employment.

Employees must personally notify one's supervisor as far in advance as possible when it is foreseen that they will be late or absent from work. It is understood that situations may arise in which prior notice cannot be given. In those circumstances, employees are expected to notify their immediate supervisor as soon as possible. The same requirements apply when an employee must leave work early and the employee must obtain permission of their supervisor. When absence is due to illness, appropriate medical documentation may be required.

Although an employee may be terminated at any time for failing to report to work without contacting the supervisor, if any employee fails to report for work or call in for three (3) consecutive calendar days they will be considered to have abandoned their job and their employment will be terminated.

Alcohol and Drug Free Workplace

The Archdiocese promotes and enforces a drug-free environment. The Archdiocese prohibits the illegal use, sale, distribution or possession of narcotics, drugs (whether prescription or over-the-counter), or controlled substances while on the job or on Archdiocesan property. Any violation of this policy will result in disciplinary action.

Alcohol may not be consumed on work premises except when used for Eucharistic Celebration for the parish community and during celebrations or special events where the pastor, principal, or office director specifically approves the use of alcoholic beverages in accord with the Archdiocesan Alcoholic Beverage Policy and Guidelines for Facilities Usage.

Background Screening

The Archdiocese requires that all employees submit to a safe environments background screening. The Archdiocese reserves the right to conduct sufficient background screening on all applicants and employees. Background screening is viewed as a sound business and safety practice. Additional information regarding Archdiocese background screening policy is available from the Archdiocese Human Resources Department.

Bulletin Boards

Work locations may maintain bulletin boards as a source of employment related information. A bulletin board is to be used solely to post information approved by the Archdiocese regarding policies, governmental regulation, and other matters of concern to all employees and related to the employee's employment by the Archdiocese. No information may be placed on bulletin boards without the prior approval of the location's Supervisor.

"BYOD" Policy for Cellular Phones, PDA's and Other Handheld Electronic Devices

Employees are expected to exercise the same discretion in using personal cellular phones, PDA's, and other electronic devices as is expected for the use of all Archdiocese supplied devices and equipment. These devices are collectively referred to as "handheld devices." Personal use of "handheld devices" during the workday interferes with employee productivity and is distracting to others.

Employees should refrain from personal calls and emails, personal text messages, instant messages, Twitter, Instagram, Facebook and other electronic social media and means of electronic communications during work time. Employees should limit the use of "handheld devices" for personal use during working hours and ensure that friends and family members are aware of this policy. Meal breaks are appropriate times to take care of personal matters. Flexibility will be provided in circumstances demanding immediate attention. The Archdiocese is not liable for the loss of personal handheld devices brought into the workplace.

Personal Use of Archdiocese Provided Handheld Devices

The Archdiocese may issue a ministry-owned "handheld device" to an employee for work related communications. These "handheld devices" must be used in accordance with this policy. The Archdiocese reserves the right to deduct from the employee's paycheck any charges incurred for unauthorized use of the handheld devices.

Recording Devices

The Archdiocese prohibits unauthorized photography, and audio or video recording of its employees or confidential documents. This prohibition includes the use of cell phones equipped with cameras and audio/ video recording capabilities. Employees may not use a cell phone, camera phone, PDA or any other "handheld device" in a manner that violates the following policies: harassment, safe environment, equal employment opportunity, or any other policy of the Archdiocese. Employees may not use a cell phone, camera phone, PDA or any other "handheld device" in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees are strictly prohibited from taking any unauthorized photographs or videos using any "handheld device" on Archdiocese premises, including all schools. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

Safety Issues for "Handheld Devices"

Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill employment requirements. Employees are required to refrain from using their "handheld devices" while driving in connection with their job duties. All employees driving vehicles are required to pull over to the side of the road and safely stop the vehicle before using "handheld device." If one needs to make a call while driving, one must use a hands-free device in a safe manner that does not impair your driving ability. Employees may not use an electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages while driving.

Employees charged with traffic violations resulting from the use of "handheld devices" while driving bear sole responsibility for all liabilities that result from such action. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Computers, E-Mail, Voice Mail and the Internet

The following policy governs the use of all employer owned computers as well as personal computers used for Archdiocese activity, e-mail and voice mail systems, and internet access via Archdiocese computers and/or data lines. Personal computers used in working for the Archdiocese or corresponding ministry includes laptops or home computers that are connected with the Archdiocese or corresponding ministry and/or its network on a regular or intermittent basis. This

policy may not be changed except in a written document issued by the Archdiocese.

Employer provided computers, e-mail and voice mail facilities, and internet access accounts are the property of the Archdioceses or corresponding ministry. Information temporarily or permanently stored, transmitted or received with the aid of employer provided computers, email (including personal password-protected web-based e-mail) and internet remains the sole and exclusive property of the Archdiocese. Employees are required to know and understand that they have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access computers, voice mail, e-mail or internet systems of the Archdiocese or corresponding ministry in any manner that is unlawful, inappropriate, wasteful of Church resources, or contrary to the best interest of the Archdiocese and its mission.

Employer Property

All software that is installed on employer provided computers and personal computers used for Archdiocese activity remains the property of the Archdiocese and may not be used for any unlawful or improper purpose. All data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on Archdiocese or other computers used for Archdiocese activity is subject to monitoring by the Archdiocese, is the exclusive property of the Archdiocese and may not be copied or transmitted to any outside party or used for any purpose not directly related to the activity of the Archdiocese. All messages composed, sent or received, including attachments, are and remain the property of the Archdiocese. They are not the private property of any employee regardless of the intended recipient.

Upon termination of employment, an employee shall not remove any software or data from employer provided computers and shall completely remove all data collected, downloaded and/or created on personal computers used for Archdiocese activity that relate in any manner to the Archdiocese's activity. Upon request of the Archdiocese, a terminating employee shall provide proof that such data has been removed from all personal computers used for Archdiocese activity.

Proper Use

Archdiocese employees are strictly prohibited from using Archdiocese computers, e-mail and voice mail systems, internet access accounts, or personal computers used for Archdiocese activity for any improper purpose. The Archdiocese's Equal Employment Opportunity policy and policy against unlawful harassment and discrimination extend to the use of Archdiocese computers, e-mail, voice mail and internet systems and personal computers used for Archdiocese activity. Use of Archdiocese computers, e-mail, voice mail and internet systems in violation of these policies will subject the offending employee to discipline, up to and including immediate termination of employment.

The following conduct, though not an exhaustive listing, is strictly prohibited:

transmitting, retrieving, downloading, or storing inappropriate messages or images relating to race, religion, color, sex, national origin, citizenship status, age, disability, or other status protected under federal, state and local laws;

using Archdiocese computers, e-mail, and voice mail and internet systems in any way that violate the policies of the Archdiocese regarding safe environment, sexual misconduct with a minor, unlawful harassment, and sexual harassment;

making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party;

altering, transmitting, copying, downloading or removing any proprietary, confidential, trade secret or other information belonging to the Archdiocese or to one of its ministries;

altering, transmitting, copying or downloading proprietary software, databases and other electronic files without proper and legally binding authorization;

downloading, transmitting, or retrieving messages from multi-network gateways, real-time data and conversation programs including, but not limited to, instant messaging services (e.g. AOL Instant Messenger

and Yahoo Messenger), internet chat rooms and bulletin boards during work hours, unless such activity is necessary for ministry purposes;

using or allowing another individual to use Archdiocese computers, e-mail and internet systems for any purpose that damages or jeopardizes the reputation and mission of the Archdiocese or is detrimental to its interests;

using Archdiocese computers, e-mail or internet systems in any manner that violates the federal Anti-SPAM law;

violating or failing to comply with any laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information;

sending, receiving, downloading, uploading or copying software or other copyrighted or otherwise legally protected information through Archdiocese computers, e-mail and internet systems without prior authorization;

soliciting personal business opportunities or conducting personal advertising through Archdiocese computers, e-mail or internet systems;

engaging in gambling of any kind, monitoring sports scores, or playing electronic games through Archdiocese computers, e-mail or internet systems;

engaging in day trading or otherwise purchasing or selling stocks, bonds or other securities or transmitting, retrieving, downloading or storing messages or images related to the purchase or sale of stocks, bonds or other securities through Archdiocese computers, e-mail or internet systems;

violating the social media, social networking and weblogs policy.

Unsolicited E-mail

All employees are responsible for complying with the federal Anti-Spam regulations and therefore may not use Archdiocese computers, servers, network or e-mail system to:

transmit unsolicited commercial electronic mail promoting Archdiocese services without prior authorization from the Vicar General;

transmit unsolicited commercial electronic mail promoting the employee's personal business, goods, products and services;

initiate a transmission of a commercial e-mail message that contains or is accompanied by false or misleading information.

Archdiocese employees are required to refrain from using employer provided computers to access any websites not directly related to Archdiocese activity. Employees are also required to delete unfamiliar or suspicious e-mail messages received from outside the Archdiocese system without opening the message or downloading any attachments.

Monitoring

Any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in Archdiocese computers or personal computers used for Archdiocese activity, or on the Archdiocese's voicemail system may be accessed by the Archdiocese at any time without prior notice. Employees should not expect any privacy or confidentiality in such data, messages, or information (whether or not password protected), or that deleted messages are necessarily removed from the system.

The Archdiocese's monitoring policy may include the physical inspection of an individual's hard drives, memory devices, and "handheld devices." The Archdiocese retains the right to review content passing through the Archdiocese network, data lines, and other systems, review of personal e-mail (including personal web-based password-protected email) and text messages accessed using Archdiocese computers and/or Archdiocese connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives or other lawful monitoring methods.

System Integrity

Employees may not use personal storage devices or copies of software or data in any form on any Archdiocese computer without both obtaining specific authorization from the appropriate manager and scanning the data for viruses. Any employee who introduces a virus into the Archdiocese's

system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and may be held responsible for the consequences, including cost of repair and lost productivity.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Archdiocese computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, may additionally be subject to criminal prosecution and/or substantial civil monetary damages.

Changes in Personnel Record Information

Employees are required to promptly notify the local Human Resources representative of any change of name, address, phone number, number of dependents, emergency contact, or other relevant and pertinent information.

Confidentiality

All records and files of the Archdiocese and all its locations are property of the Archdiocese and unless it is generally available to the public is considered confidential. No employee is authorized to copy or disclose any confidential file or record. In the event of doubt regarding the confidential nature of a file or record, one is to consult their supervisor. Access to records does not authorize employees to disclose their contents.

Conflict of Interest Policy

Employees are required to behave always in the best interest of the Archdiocese and the mission of the Catholic Church. Employees are expected to use sound and loyal judgment in the performance of duties and avoid being swayed by personal interests. In the performance of duties as an employee of the Archdiocese, employees must avoid the fact or the appearance of a conflict of interest.

Conflicts of interest arise when a reasonable person would question whether one's motivations are aligned with the best interest of the Archdiocese and the people and ministries it serves. Questions of loyalty arise when an employee in the course of business uses Archdiocese information for private gain; becomes involved in activities that are in conflict with the teachings of the Catholic Church; uses spouses or relatives as vendors or suppliers; or accepts commissions, kickbacks, gifts or gratuities from suppliers. Employees must refrain from involving

themselves in such conduct that could result in a conflict of interest or the appearance thereof.

The Archdiocese recommends that employees be active in their communities and charitable organizations. Generally, volunteer activities do not require prior approval of the Archdiocese because their goals are not in conflict with the Catholic Church.

Conflict Resolution

It is the policy of the Archdiocese to resolve conflicts between and among co-workers fairly and as informally as possible before such conflicts lead to a decay in work relationships, dissatisfaction with working conditions and declining efficiency. The Archdiocese takes the following steps when dealing with conflicts:

1. Employees in conflict should seek to resolve the matter on their own.
2. If they are unable to resolve the conflict on their own, each have an obligation to bring the matter to the attention of their immediate supervisor. When the immediate supervisor is involved in the conflict, the Human Resources Department should be notified.
3. If there is no resolution following the meeting with the immediate supervisor or Archdiocese Human Resources Department, the matter should be brought to the attention of the supervisor's superior (i.e. pastor, principal, administrator or department director) and the Archdiocese Human Resources Department.
4. Conflicts involving employees and clergy should also be brought to the attention of the Vicar General for his assistance in the resolution process.

The Archdiocese strictly prohibits retaliation against any employee for initiating or participating in the conflict resolution process.

Courtesy

All employees are expected to be courteous, polite and friendly at all times in the performance of their duties. No employee should be disrespectful, use profanity or any other objectionable speech that injures the image or reputation of the Archdiocese.

Damage to Property

Deliberate or careless damage of Archdiocese property, as well as damage to the property of one's co-workers or clients will not be tolerated.

Discipline

The Archdiocese addresses matters of discipline on a case-by-case basis in order to determine the best course of action for a particular incident (e.g. verbal and written warnings, probation, suspensions, "probationary period extensions," demotion, and termination of employment). Employment with the Archdiocese is "at-will" and there is no guarantee that any particular form of discipline will be used prior to termination of employment. The employee or the Archdiocese may terminate the employment at any time with or without advance notice or cause.

Anti-Nepotism

Employment of relatives or others that have the potential to cause problems of supervision, safety, security, appear to be a conflict of interest or negatively affect employee morale are prohibited. Employees may not be supervised by relatives or have any decision making power with respect to their compensation, performance evaluation, promotion, assignment of job duties/responsibilities or transfer. An employee may not make an offer of employment to a "relative."

The term "relative" includes but is not limited to both blood and legal relations (e.g. spouses, children, grandchildren, siblings, parents, grandparents, "in-laws" including brother in laws and sister in laws, aunts and uncles, nieces and nephews, any "step" relations of the preceding list and the spouses of any members of the employee's immediate family.) The application of this policy is not limited to familial relationships but extends to those personal relationships that the Archdiocese, in its sole discretion, has determined to result in actual or perceived nepotism or a conflict of interest.

Employment of related parties should be reviewed in advance by the Archdiocese Department of Human Resources and reported to the Vicar General to ensure that it is not in violation of this policy.

Expense Reimbursement

Employees will be reimbursed for their reasonable business expenses. The Archdiocese will reimburse expenses for pre-approved attendance and participation in work related meetings, conferences, and workshops that employees have been requested to attend as part of their employment. If an employee is required to travel in the course of one's job, they will be reimbursed for authorized

travel expenses. Documentation and receipts are required for reimbursements and must comply with the specific financial policies promulgated by the Archdiocese.

Mileage is compensated at a rate designated by the Archdiocese for all authorized work related travel. Transportation between residence and place of work is not reimbursable. When the Archdiocese provides a vehicle for work related use, use of one's personal vehicle will not be reimbursed.

If the Archdiocese provides a credit card, use of the card is limited exclusively to work related travel expenses. Contact the Archdiocese Financial Management Office for further information regarding the expense reimbursement policy.

Facsimile and Copy Machines

Employee use of Archdiocese facsimile and copy machines for non-work related purposes must be approved by one's supervisor. Employees may not use these machines for the purpose of transmitting, receiving or copying materials, which may be deemed offensive or insulting or are in conflict with the teachings of the Catholic Church. Receipt of such materials via facsimile transmission, the mail, or from any other source, should be reported immediately to one's supervisor.

Fraud, Dishonesty and False Statements

Employees or applicants may never falsify any application, medical history record, invoice, paperwork, time sheet, time card, investigative questionnaire or any other official document. Any employee found to have falsified or made material misrepresentations or omissions on these and other official documents will be subject to immediate termination of employment. Employees are required to report any such violations immediately to their supervisor or senior manager (i.e. pastor, principal, administrator or department director). If the person altering the record is one's supervisor or senior manager, the incident is to be reported to the Archdiocese Human Resources Department.

Hazardous and Toxic Materials

Employees are required to comply with all laws, rules and regulations concerning the safe handling and disposal of hazardous or toxic materials. Questions regarding these materials should be directed to one's supervisor and/or the Archdiocese Risk Manager.

Honesty

Archdiocese policy, in accord with the teachings of the Catholic Church and the precepts of divine law, as well as applicable federal and state law, prohibits employees from making deceitful and disingenuous representations in the course of business. Employees are required to be honest in their dealings with others including supervisors, co-workers, and those served by the Archdiocese.

Illegal or Immoral Activity

Employees may not engage in any kind of illegal or immoral activity, which is in contradiction of the faith, teaching and mission of the Roman Catholic Church whether on duty or off the job which reflects detrimentally on the reputation of the Archdiocese. The Archbishop of Mobile has the final decision as to whether an activity is in contradiction to the faith, teaching and mission of the Roman Catholic Church. Violation of this policy is subject to disciplinary measures up to and including termination of employment.

Immigration Law Compliance

All Archdiocese employees must provide proof of identity and eligibility to work in the United States pursuant to federal rules and regulations regarding immigration.

Insubordination

Employees must follow the lawful and ethical directions of a supervisor or management official and may not act in an insubordinate manner in any respect. Employees must fully cooperate with investigations of the Archdiocese into potential misconduct. Refusal to fully disclose information in the course of an Archdiocese investigation constitutes insubordination and will not be tolerated. Failure to observe these provisions will lead to the application of disciplinary measures up to and including termination of employment.

Keys and Entry Cards

An Archdiocese employee to whom a key and/or entry card is given is responsible for proper use of that key and/or entry card and will be required to sign for it. A lost or misplaced key and/or entry card must be reported immediately to one's supervisor. Duplicating or loaning a key and/or entry card to anyone for any reason is forbidden. All keys and/or entry cards must be returned to the Archdiocese upon separation from employment. Employees who take a leave of absence must turn in any keys and/or entry cards to their supervisor prior to beginning their leave.

Maintenance of 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 Archdiocese. It is each employee's responsibility to ensure that his or 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.

Misuse of Property

Employees may not misuse, or use without authorization, equipment, vehicles or other property of the Archdiocese, clients, vendors, or other employees of the Archdiocese.

Outside Employment

All outside employment must be disclosed to an employee's supervisor in writing. Outside employment may be forbidden when it is determined that it interferes with fulfillment of Archdiocese employment duties. Additional work creating a potential conflict of interest, as described in this Handbook, requires advance written approval from a supervisor's superior.

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 their 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 Archdiocese 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 break periods and notification to one's supervisor. Non-employees generally are not permitted in restricted areas.

Record Retention Policy

The Archdiocese retains records in accordance with civil and canon law. Questions regarding record retention should be directed to one's supervisor and/or the Archdiocese Office of General Counsel or the Vicar General.

References and Verifications of Employment

All inquiries for references and verifications of employment must be sent to the Archdiocesan Human Resources office. Responses to post-termination of employment inquiries into a former employee's work history by potential future employers will be limited to the dates worked for the Archdiocese and the position(s) held.

Safety

Employees are urged to follow common sense safety practices and correct or report any unsafe conditions to their supervisor. Employees are to assist the Archdiocese in maintaining safe working conditions. All accidents, including those that do not involve serious injury, must be reported immediately to one's supervisor and the Archdiocesan Human Resources office.

Smoke Free Facility

Smoking is prohibited in all Archdiocese parish, school and center buildings and vehicles. Employees who wish to smoke must limit their smoking to break and meal periods. Smoking is only permitted in designated outdoor smoking areas, away from entrances and exits.

Social Media, Social Networking and Weblogs Policy

Archdiocese 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 address or employer issued phone numbers unless the social media, social networking site or blog is used solely for Archdiocese and has been authorized by the employee's supervisor's superior;

- using any social media, social networking, blogs or other form of online publishing or discussion activities while on Archdiocese time, property or business except if it is being done for Archdiocese activity and with the written permission of employee's senior manager (i.e. pastor, principal, administrator or department director);

- 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 Roman Catholic Church; and

engaging in activity that reflects or may reflect negatively on the Roman Catholic Church, the Archdiocese, its affiliates, employees, parishioners, students, clients, volunteers or others served or contains any content prohibited by the Archdiocese's policies and procedures or which contradicts the teachings of the Roman Catholic Church.

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

The Archdiocese judiciously uses social media in limited circumstances for define 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 ministry purposes must be carefully assessed. Employees should consult with their supervisor and/or the Archdiocese Human Resources Department with specific questions about which programs the Archdiocese deems to be social media that may be used in furtherance of Archdiocese 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 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 Archdiocese, managers, supervisors and co-workers, the Archdiocese's 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 Roman Catholic Church, the Archdiocese, its affiliates, employees, parishioners, students, clients, volunteers and others we serve or contains any content prohibited by the Archdiocese's policies and procedures and the teachings of the Roman Catholic Church.

Employees should have no expectation of privacy while using online social media, social networking sites and/or blogs while at work, on the Archdiocese networks or internet programs or using Archdiocese 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 Archdiocese 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.

The Archdiocese will not construe or apply this policy in any manner that interferes with or limits employees' rights under federal and state laws, including their right to communicate with one another about work-related issues as provided by Section 7 of the National Labor Relations Act.

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

Solicitation and Distribution

Employees are prohibited from making solicitations, advertising and distributions in the workplace that interfere with normal operations or are deemed inappropriate by the Archdiocese.

Theft

The Archdiocese reserves the right to inspect all purses, briefcases, packages, lockers and vehicles on Archdiocese property. If an employee must remove Archdiocese property from the premises, they must obtain written permission in advance from their supervisor.

Unauthorized Interviews

Employees are not permitted to participate in interviews or questioning, not previously authorized, involving individuals not employed by the Archdiocese. Employees questioned about the Archdiocese or its current or former employees are to refer all such questions to senior managers. All media requests for interviews should be referred to the Vicar General.

Use of Employee Image or Likeness

The Archdiocese retains the right to photograph, audio/video record, film or broadcast gatherings in public places of worship or education, meetings, and social events. Employees may also be photographed or subjects of audio/video recording, filming or broadcasting without prior notification. The Archdiocese may use its previously acquired photographs, film, or audio/video recordings in any form or in any medium for advertising and/or promotion of the mission of the Archdiocese.

Employees may request in writing to their supervisor that they do not wish to be photographed, filmed, broadcast, or audio/video recorded. Employees are not required to indicate a reason for their request. Such requests will not have an adverse effect on their employment.

Workplace Violence Zero-Tolerance Policy

The Archdiocese does not tolerate violent acts or threats of violence against its employees or those served by the Archdiocese. 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 and not permitted on any Archdiocese premises. When weapons are discovered in the work place, the presence shall be reported to a supervisor immediately.

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 their supervisor as soon as possible. Law enforcement shall be called upon as deemed necessary for safety and protection.

Safe Environment for the Protection of Minors

Policy Against Sexual Misconduct with Minors

Sexual misconduct with minors is both morally and legally wrong. The Archdiocese strictly prohibits inappropriate contact with minors. The Archdiocese will take appropriate decisive action on all accusations of sexual misconduct with minors in accordance with the applicable provisions of civil and canon law. Credible evidence of sexual misconduct with minors is grounds for immediate termination of employment and the civil authorities will be notified. All information is available on the website of the Archdiocese Office for the Protection of Minors and Adults.

Every employee of the Archdiocese is to 'receive a copy of the "Child Protection Policy' and shall be trained on the policy. Annual training is required.

Employees are expected to know this policy and abide by it whether they are a "mandated reporter" under state law or not. Failure to abide by any part of the Archdiocese Child Protection Policy is grounds for immediate termination of employment.

Questions should be directed to the Archdiocese Office for the Protection of Minors and Adults.

Separation and Transition

Employment with the Archdiocese is "at-will" and may last for an unspecified duration. The Archdiocese or the employee can terminate employment with or without demonstrating cause or providing advance notice. The Archdiocese intends the transition process to be as smooth as possible for both the employee and the Archdiocese when employment is terminated either by voluntary resignation or by action of the Archdiocese.

Voluntary Resignation

When an employee decides to resign voluntarily from employment with the Archdiocese, the following steps will provide for a smooth and orderly transition and to protect one's earned benefits and rights.

Notice of Resignation

Employees are expected to provide the Archdiocese with at least two (2) weeks written notice of resignation. During this period, the employee is responsible for returning Archdiocese property in their possession or for which they have been responsible.

Exit Interview

An employee terminating employment with the Archdiocese may be required to participate in an exit interview conducted by their employee's supervisor or senior manager (i.e. pastor, principal, administrator or department director).

Bridged Service

When an employee returns in thirty (30) days or less to resume employment with the Archdiocese, the original date of hire will be reinstated. An employee returning to work after thirty (30) days or more from the date of termination is considered a new hire.

Termination of Employment by the Archdiocese

All employees of the Archdiocese are "at-will" employees. The Archdiocese therefore may terminate its employees with or without cause. Nevertheless, some causes for termination of employment by the Archdiocese include but, are not limited to, poor job performance or misconduct; likewise, staff reductions necessitated by economic, organizational, or other factors are among those circumstances motivating termination of employment.

Final Paycheck

On termination of employment, the employee will receive all wages due for work completed through the last day worked pursuant to wage and hour laws as discussed below. The employee is provided with a final paycheck, including any accrued but unused vacation, through the employee's last day of work. On the pay date following the last day of work, the wages will be paid by direct deposit.

Termination of Benefits

Health Insurance

Health plan coverage terminates on the last day of the month during which termination of employment occurs.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Archdiocese of Mobile does not provide COBRA coverage.

Life Insurance

Life insurance coverage terminates on the last day of the month during which termination of employment occurs.

Vacation

Upon termination of employment, transfer to another ministry, or loss of benefit eligibility, employees are to be compensated for all unused vacation hours up to the maximum accumulation.

Sick Leave

Unused sick leave is forfeited at the time of termination of employment. However, upon the transfer to another ministry, unused sick leave transfers with the employee.

Lay Employee 403(b) Retirement Plan

Employees no longer working for the Archdiocese may receive distributions from their plan account. To begin the distribution process, employees must contact the Archdiocese Retirement Plan Coordinator.

Return of Arch/Diocesan Property

One's supervisor and the employee are obliged to verify the return of all badges, keys, entry cards, cellular phones and other electronic devices, equipment, documents, and other Archdiocese property prior to the end of the employee's last day of work.

Go Forth to Love and Serve the Lord

This Handbook highlights Archdiocese employee opportunities and responsibilities. It is intended to be a guide to one's successful future in an Archdiocesan ministry. By always keeping the contents of this Handbook in mind, employees will be successful in their partnership with the Archdiocese in advancing the mission of the Catholic Church.

All employees must sign the following Acknowledgement of Receipt form and return the form to their supervisor. Employees should retain copies of the form for themselves.

Handbook Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the Archdiocese's Employee Handbook. I understand that it contains important information about the Archdiocese's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the Archdiocese may change the policies in the Handbook at any time.

By signing this form, I acknowledge that my employment is at-will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the Archdiocese has the same right. I acknowledge that neither the Archdiocese nor I have entered into an employment agreement for a specified period of time, that only the Archbishop may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and the Archbishop.

Employee's Signature

Date

Employee's Name (Print)

APPENDIX TWO

POST-INJURY DRUG AND ALCOHOL TESTING POLICY OF THE ARCHDIOCESE OF MOBILE

Policy Regarding Drugs and Alcohol Use

The purpose of this policy is to maintain a work environment that is safe and conducive to high work standards and production. This policy is intended to protect the Archdiocese, its employees and public from personal injury occasioned by the use or influence of alcohol or drugs in the workplace.

The possession, use, manufacture, dispensation, sale, purchase, or distribution of alcohol and/or illegal drugs (including any substance deemed illegal under federal law regardless of its legality under state or local law) while on the job or while on the property of the Archdiocese is prohibited and will result in immediate termination. Being under the influence of alcohol and/or illegal drugs while on the job or while on the property of the Archdiocese is prohibited and will result in immediate disciplinary action, up and including termination.

Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect job performance or safety or safety of others. For safety reasons, the use of prescribed drugs or over-the-counter drugs which may adversely affect performance or behavior must be reported by the individual to his or her immediate supervisor upon reporting for duty or before resuming work. In no case should an employee begin work prior to reporting such information to their immediate supervisor. If it is discovered that such medication impairs or adversely impacts your ability to work, employees immediately stop working and report the condition to his/her supervisor. Working while affected by prescription or over-the-counter medications is dangerous. Employees are to consult a physician if impaired or affected by prescription or over-the-counter medications.

CONSENT FORMS

Every employee of the Archdiocese shall be required to sign, after reading, a Drug and Alcohol Testing Consent Form as a condition of continued or initial employment. A failure to read and sign the consent form will subject the employee to disciplinary action, up to and including termination. A refusal to read or sign the consent form shall be treated as the equivalent of a refusal to submit to testing.

RESULTS OF POSITIVE FINDING

The Archdiocese may discipline an employee for a positive test result up to and including termination. Any employee who fails or refuses to meet all the conditions of the disciplinary action selected by the Archdiocese shall be terminated immediately.

REFUSAL TO SUBMIT TO TESTING

A refusal to submit to testing shall be considered the equivalent of a positive test result and any employee who shall refuse to submit to testing shall be subject to discipline up to and including termination.

RECORD KEEPING POLICY

Any and all records relating to testing and related information shall be the property of the Archdiocese and shall remain confidential, separate from personnel records, and shall only be used for the purposes of establishing compliance with or violation of the testing policy, as evidence in any civil action between the employee and the employer, or for any other purpose related to employment. The records shall be made available for inspection and copying only by the employee tested, or by person authorized by the employee in writing to inspect and copy the records, unless ordered to produce the records by valid court order. Records are maintained in the Human Resources Department.

EFFECT ON WORKER'S COMPENSATION

No compensation shall be allowed for an injury or death due to the injured employee being intoxicated from the use of alcohol or being impaired by illegal drugs. A positive drug test conducted and evaluated pursuant to standards adopted for drug testing by the United States Department of Transportation in 49 C.F.R. Part 40 shall be conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above. Ala. Code 25-5-51 (1975).

DRUG AND ALCOHOL TESTING CONSENT FORM

I have received a copy of the Post-Injury Drug and Alcohol Testing Policy of the Archdiocese. I have read the Policy and understand its contents. I agree to participate in the program and I voluntarily agree to be subject to its terms in their entirety. I accept the method of obtaining breath and urine samples, testing and analyses of the specimens, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required in accordance with the Policy. I further understand that if I refuse to cooperate with the Archdiocese in any of its efforts to administer the prescribed testing procedures, I will be subject to discipline, up to and including termination.

I further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. I give this consent pursuant to all State and Federal Privacy Statutes and I waive all rights to nondisclosure of any test records and results to the extent required by this program. I acknowledge that I signed this document knowingly and voluntarily, without coercion or undue duress.

Date

Employee's Signature

Employee's Name Printed

Name of Facility Employed

APPENDIX THREE

Family and Medical Leave Act

The Family and Medical Leave Act ("FMLA II) provides eligible employees an opportunity to take unpaid, job-protected leave for certain specified reasons.

Employee Eligibility for Family Medical Leave Act Leave Eligibility for FMLA requires the employee:

work at least 1,250 hours for the Archdiocese over the twelve (12) months preceding the date leave would commence;

work at least twelve (12) months for the archdiocese in the preceding seven years (limited exceptions apply to the seven-year requirement.)

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

birth of a child, or to care or to bond with a newly-born child; placement of a child with the employee for adoption or foster care or to care or to bond with the child; to care for an immediate family member (i.e. spouse, child, or parent) with a serious health condition; serious health conditions that render an employee unable to perform their job; to care for a covered service member with a serious injury or illness related to certain types of military service (see: Military-Related FMLA Leave for more details); or to handle specific qualifying exigencies arising from one's spouse, son, daughter, or parent being on duty, under a call or order to active duty in the uniformed services, up to twelve (12) weeks (see: Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a twelve (12) month period for all reasons combined is twelve (12) weeks, with the following exception: for leave to care for a covered service member, the maximum combined leave entitlement is twenty-six (26) weeks, with leaves for all other reasons constituting no more than twelve (12) of those twenty-six (26) weeks.

In addition to leave available under the FMLA, female employees may be eligible for leaves of absence during periods of disability associated with pregnancy or childbirth.

Definitions

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: prevents one from performing job functions; prevents a qualified family member from participating in school; causes an incapacity of more than three (3) full calendar days and two (2) visits to a health care provider; or one (1) visit to a health care provider with a continuing regimen of care; causes an incapacity caused by pregnancy or prenatal visits; results in a chronic condition; results in a permanent or long-term conditions; and requires absences due to multiple treatments.

Other situations may meet the definition of continuing treatment.

A "covered service member" is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term "serious injury or illness" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that renders the member medically unfit to perform the duties of the member's office, grade, rank, or rating, or a condition that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness manifests itself before or after the individual assumed veteran status.

'Qualifying exigencies" include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the Twelve (12) Month Period

The Archdiocese measures the twelve (12) month period in which leave is taken by the "trolling" twelve (12) month method, measured backward from the date of any FMLA leave with the following exception: for leave to care for a covered service member, the Archdiocese calculates the twelve (12) month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ending twelve (12) months after that date. FMLA for the birth or

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

Using Leave under FMLA

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is generally not permitted for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care, and must be taken in at least two-week increments. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt their workplace operations.

Use of Accrued Paid Leave while on FMLA

Depending on the purpose of the requested leave, the Archdiocese requires the employee to use accrued paid leave (e.g. sick leave and vacation), concurrently with some or all FMLA leave. In order to substitute paid leave for FMLA the Archdiocese requires compliance with the normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

Participants in the Archdiocese group health plan maintain coverage during the FMLA on the same terms as if one had continued to work. If applicable, arrangements to pay one's share of health plan premiums while on leave. In some instances, the Archdiocese may recover premiums it paid to maintain health coverage or other benefits for the employee and their family. Use of this leave will not result in the loss of any employment benefit that accrued prior to the start of this leave.

Notice and Medical Certification

When seeking FMLA, the employee must provide:

thirty (30) days advance notice of the necessity to take FMLA leave, if it is foreseeable, or notice as soon as practical in the case of unforeseeable leave and in compliance with the Archdiocese's normal call-in procedures, absent unusual circumstances;

medical certification verifying the necessity for leave due to a serious health condition affecting the employee or immediate family member within fifteen (15) calendar days of the Archdiocese's request to provide certification (additional time may be permitted in some circumstances). Failure to provide certification may delay the commencement of leave, withdraw any designation of an FMLA or deny the leave, in which case the leave of absence would be treated in accordance with standard leave of absence and attendance policies. Second or third medical opinions and periodic re-certifications may be required;

periodic reports as deemed appropriate during the leave regarding one's status and intent to return to work;

and medical certification of fitness for duty before returning to work, if the leave was due to a serious health condition. The Archdiocese requires this certification to verify the ability of the employee to perform the essential functions of the position.

Failure to comply with the foregoing requirements may result in the delay, denial of leave, or disciplinary action, up to and including termination of employment.

Archdiocese Responsibilities under FMLA

To the extent required by law, the Archdiocese informs employees of their eligibility under the FMLA provisions for leave. When an employee is eligible, additional information required, as well as one's rights and responsibilities, will be furnished by the Archdiocese. If employees are not eligible, reasons for the ineligibility will be provided by the Archdiocese. The Archdiocese will also inform employees when leave is designated as FMLA leave, and note the amount of leave counted against leave entitlement to the extent possible. Notice will be given by the Archdiocese when the leave is not FMLA protected.

Job Restoration after FMLA

Upon returning from an FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the twelve (12) week FMLA entitlement (or in the case of military caregiver leave, the twenty six (26) week FMLA entitlement), will be subject to the

Archdiocese's standard leave of absence and attendance policies. This may result in termination of employment if no other Archdiocese provided leave is available that applies to a continued absence. Likewise, following the conclusion of FMLA leave, the obligation of the Archdiocese to maintain group health plan benefits ends.

Fraud

Providing false or misleading information or omitting material information in connection with FMLA leave will result in disciplinary action, up to and including immediate termination of employment.

Employers' Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or 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.

The FMLA regulations require that the Archdiocese advise employees that a complaint may be filed with the U.S. Department of Labor or that they may bring a private lawsuit against their employer.

The provisions of the FMLA do not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provide greater rights for family or medical leave.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or right to any employee not expressly provided for by the FMLA. The Archdiocese reserves the right to modify this or any other policy as necessary, at its sole discretion to the extent permitted by law.

Military-Related FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is military caregiver leave, and the second is qualifying exigency leave (detailed below).

Military Caregiver Leave

Unpaid military caregiver leave allows eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a "covered service member,"

which means: 1) a current member or veteran of the Armed Forces, National Guard or Reserves, 2) who is undergoing medical treatment, recuperation, or therapy or, in the case of a veteran, who was a current member of the Armed Forces, National Guard or Reserves within five (5) years prior to the treatment for which an eligible employee requests; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, 3) for a serious injury or illness that may render current member medically unfit to perform the duties of the member's office, grade, rank, or rating. Military caregiver leave is not available to care for service members on a permanent disability retired list.

To be eligible for military caregiver leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. "Next of kin" means the nearest blood relative of the service member, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to twenty-six (26) workweeks of military caregiver leave to care for a covered service member in a single twelve (12) month period. The "single twelve (12) month period" begins on the first day leave is taken to care for a covered service member and ends twelve (12) months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her twenty-six (26) workweeks of military caregiver leave during this "single twelve (12) month period," the remainder is forfeited.

Military caregiver leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than twenty-six (26) workweeks of military caregiver leave; however, may be taken within a "single twelve (12) month period."

Within the "single twelve (12) month period" described above, an eligible employee may take a combined total of twenty-six (26) weeks of FMLA leave including up to twelve (12) weeks of leave for any other FMLA-qualifying reason

(i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the "single twelve (12) month period," an eligible employee may take up to sixteen (16) weeks of FMLA leave to care for a covered service member when combined with up to ten (10) weeks of FMLA leave to care for a newborn child.

An employee seeking military caregiver leave may be required to provide appropriate certification from the employee and/or covered service member and completed by an authorized health care provider within fifteen (15) days. Military caregiver leave is subject to the other provisions in our FMLA leave policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military caregiver leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid "qualifying exigency leave" to tend to certain "exigencies" arising out of the duty under a call or order to active duty of a "covered military member" (i.e., the employee's spouse, son, daughter, or parent). Up to twelve (12) weeks of qualifying exigency leave is available in any twelve (12) month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of military caregiver leave, which is subject to a maximum of twenty-six (26) weeks of leave in a "single twelve (12) month period.") Although qualifying exigency leave may be combined with leave for other FMLA qualifying reasons, under no circumstances may the combined total exceed twelve (12) weeks in any twelve (12) month period (with the exception of military caregiver leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying exigency leave is available under the following circumstances:

Short-notice deployment. To address any issue that arises out of short notice (within seven (7) days or less) of an impending call or order to active duty.

Military events and related activities. To attend any official military ceremony, program, or event related to active duty or a call to active duty status or to attend certain family support or assistance programs and informational briefings.

Childcare and school activities. To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

Financial and legal arrangements. To make or update various financial or legal arrangements; or to act as a covered military member's representative before a federal, state, or local agency in connection with service benefits.

Counseling. To attend counseling (by someone other than a health care provider) for the employee, the covered military member, or for a child or dependent when necessary as a result of duty under a call or order to active duty.

Temporary rest and recuperation. To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five days of leave for each instance of rest and recuperation.

Post-deployment activities. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the covered military member's active duty status. This also encompasses leave to address issues that arise from the death of a covered military member while on active duty status.

Mutually agreed leave. Other events that arise from the close family member's duty under a call or order to active duty, provided that the Archdiocese and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking qualifying exigency leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military member's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within fifteen (15) days. Qualifying exigency leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within the policy should be construed to be inconsistent with those regulations.