

9-1-2022



Archdiocese of Indianapolis

Employee Handbook

For Parish, School, Agency, and Deanery Employees

September 1, 2022

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Archdiocese of Indianapolis Employee Handbook. I understand that it is my continuing responsibility to read and know (abide by, previous version) its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. I understand the policies included in this handbook are guidelines only and are subject to change as the Archdiocese deems appropriate and necessary. From time to time, you may receive notice of new or modified policies, procedures, benefits, or programs.

I acknowledge and understand that unless I have a written employment agreement with an Archdiocese Affiliated Entity that provides otherwise, I have the right to resign from my employment at any time with or without notice and with or without cause, and that my employer has the right to terminate my employment at any time with or without notice and with or without cause. I have also read and understand the Archdiocese of Indianapolis Employee Handbook and agree to abide by its terms and conditions.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Archdiocese of Indianapolis, its parishes, schools, agencies (“Archdiocese Affiliated Entities”) or its members or donors, as a result of working for the Archdiocese Affiliated Entities that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by an Archdiocese Affiliated Entity and who does not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of Archdiocese Affiliated Entities’ confidential information is prohibited. Any employee who discloses confidential Archdiocese Affiliated Entities’ information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Human Resources Office

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Greetings from the Archbishop

Dear Co-Workers in the Vineyard,

I feel tremendously blessed to have you join me in serving the people of the Archdiocese of Indianapolis in central and southern Indiana. Through your work as an employee, you are helping to bring the message of the Gospel through our ministries in our parishes, schools, and agencies.

It is my hope that these policies will clarify the rights, obligations, and responsibilities of each parish, school and agency of the Archdiocese as an employer and you as an employee in Church service. The policies in this manual supersede all prior policies issued by the Archdiocesan Human Resources Office. Due to the unique circumstances at your work location, your parish, school, or agency may modify these policies or add additional policies. These modifications and/or new policies must be in writing and may also be changed or terminated at any time. Any parish, school, or agency policies, or any modifications to these policies, cannot violate federal, state, or local law and must be reviewed and approved by the Human Resources Office. If there are no written human resources policies at your parish, school, or agency, the policies in this manual shall be applied to provide clarity and consistency.

Co-Workers in the Vineyard, You are the Face of the Church, and the Mission Statement of the Archdiocese of Indianapolis are included on the following pages as they are foundational in the development of the polices of the Archdiocese of Indianapolis. These valuable resources serve as guides in honoring the dignity of each person, created in the image of God, and provide structure for success as co-workers. Co-Workers in the Vineyard, published by the United States Conference of Catholic Bishops, encourages us in our service to the people of the Archdiocese. You are the Face of the Church and the Mission Statement of the Archdiocese of Indianapolis provide further context on how the work you do is linked to the broader mission of the Church throughout central and southern Indiana.

Please accept my personal thanks for your service. May God abundantly bless you now and always.

Sincerely yours in Christ,

Most Reverend Charles C. Thompson
Archbishop of Indianapolis

Co-Workers in the Vineyard of our Lord

As *Co-Workers in the Vineyard of our Lord*, the employees of each parish, school, and agency of the Archdiocese of Indianapolis articulate and live the shared mission of the Catholic Church in distinctive and unique ways. All employees share the sacred responsibility of collaborating with one another and with the Holy Spirit to make the mission a reality in every aspect of their service.

The community of employees supports the mission of the Church when individual gifts are called forth and united with the gifts of others in Christ. This sacred reality is articulated in Scripture when St. Paul writes:

There are different kinds of spiritual gifts, but the same Spirit; there are different forms of service, but the same Lord; there are different workings but the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit. To one is given through the Spirit the expression of wisdom; to another the expression of knowledge according to the same Spirit; to another faith by the same Spirit; to another, gifts of healing by the one Spirit; to another mighty deeds; to another prophecy; to another discernment of spirits; to another varieties of tongues; to another interpretation of tongues. But one and the same Spirit produces all of these, distributing them individually to each person as he wishes.

As a body is one though it has many parts, and all of the parts of the body, though many, are one body, so also Christ.

Now you are Christ's body, and individually parts of it. (1 Corinthians 12:4-12, 27)

Every employee is part of the people of God and serves the Church by using his or her God-given gifts and talents. Uniting their own individual calls to holiness with their professional activities, every employee supports the Church's ministry and strives to build the Kingdom of God through his or her work. The nature of collaboration among employees and the Church's ministry to the broader community must be done with faith, hope, and charity. The work must find its distinctive character in the person of Jesus Christ and must have as its end the sanctification of souls and the transformation of the world. All decisions, work, and interactions must further the Church's mission. As co-workers in the vineyard, all employees are stewards of the resources of the community. Given all this, every employee must be committed to continuous personal formation in the mission and in his or her particular professional activity.

"All of the baptized are called to work toward the transformation of the world. Most do this by working in the secular realm; some do this by working in the church and focusing on the building of ecclesial communion, which has among its purposes the transformation of the world. Working in the Church is a path of Christian discipleship to be encouraged by the hierarchy." (*Lumen Gentium*, nos. 30, 33,37)

Adapted from:

Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry (2005). United States Conference of Catholic Bishops: Washington, D.C. <http://www.usccb.org/upload/co-workers-vineyard-lay-ecclesial-ministry-2005.pdf>

You are the Face of the Church

You are the face of the Church to those you serve. Presented below are ten guidelines for effective ministry and service to others. While God alone ultimately draws us to Himself, we can help or inhibit this process by the way we interact with others. Be mindful of the fact that many will draw conclusions about God's Church based upon His servant: you.

1. *Immerse Yourself in a Sacramental Prayer Life.* We are extremely busy people. Still, daily prayer and for Catholics the frequent reception of the Holy Eucharist and the Sacrament of Penance, devotion to Mary, the angels and saints, and various other spiritual practices – all drawing us in to deeper communion with the Most Holy Trinity – are essential for Church-related employees and volunteers.
2. *Be Enthusiastic.* Never say “I don’t agree with it, but the Church says ...” Catholics have a lot to feel good about, and we want people to feel good about being Catholic. An upbeat explanation of Church teaching and Archdiocesan policies go a long way toward helping your efforts.
3. *Appearance Counts.* How you dress and carry yourself express your general attitude. Clothing, for example, should be modest and neat. *Make certain that your professional appearance reflects the positive influence you hope to be.*
4. *Know Your Material.* Depending upon your specific ministry, make sure you pursue the knowledge needed to serve God’s people well in that role. Also, further your education and formation in appropriate ways so that you never stop learning how to do a better job for those whom you serve.
5. *Balancing.* It’s no act! God gives us bodies, minds, hearts, souls and so many other gifts. Pursuing health in all these areas – using the virtue of temperance so that one doesn’t dominate the others – is part of answering our universal call to holiness.
6. *Remember that You’re Never Completely Off-Duty.* What sorts of entertainment do you pursue? Where do you spend your free time, and what activities occur there? You have chosen Church-related work as part of your identity, so your whole life remains focused on living virtuously.
7. *Relationships are the Essence of Ministry.* Fostering suitable relationships with supervisors and co-workers – along with those entrusted to your care – is crucially important in carrying out your responsibilities effectively. *Maintain appropriate relationship boundaries.*
8. *Avoid Conflicts of Interest.* Service in the Church gives you access to people and a chance to influence them positively by God’s grace. Keeping business-related matters as well as all potentially conflicting pursuits appropriately separate from ministry activities lends additional credibility and integrity to all your hard work.
9. *Safety First.* Policies regarding consent for medical treatment, parental permission, transportation to and from events, and so forth exist to protect all members of Christ’s body from foreseeable harm. Avoid being negligent in any way for the safety of those you serve.
10. *Show a team attitude.* The wisdom of a group often enhances an individual’s idea. Working collaboratively tends to bring out the best in us all. Be aware that ministry and service in the Church entail interacting productively with others such that our mission of drawing people to Christ through the Catholic Church is carried out faithfully and effectively.

Mission Statement of the Archdiocese of Indianapolis

We the Church in Central and Southern Indiana, called to faith and salvation in Jesus Christ in the Roman Catholic tradition, strive to live the Gospel by:

- Worshiping God in word and sacrament
- Learning, teaching, and sharing our faith
- Serving human needs

We commit ourselves to generosity and to the responsible use of our spiritual and material resources.

Values

- Prayer and spiritual growth
- Life-long learning and sharing our faith
- Parish and family, the individual and community
- Justice and consistent moral standards
- Pro-active leadership and shared responsibility
- Vital presence in urban, suburban, and rural neighborhoods
- Stewardship

Goals

- Foster spiritual and sacramental life
- Teach and share Catholic beliefs, traditions, and values
- Provide for the pastoral and leadership needs of the people of the Archdiocese
- Work for peace and social justice through service and advocacy
- Promote generous sharing and responsible use of all human and material resources

Introduction

As an employer, each parish, school, and agency of the Archdiocese of Indianapolis is committed to abiding by all applicable federal, state, and local laws. This Employee Handbook contains policies with which members of our staff should be familiar. The Archdiocese reserves the right to change any of these policies at any time.

The language in this handbook is not intended to create a contract between any parish, school, or agency of the Archdiocese and any or all its employees. The intent of the handbook is to establish policies that embrace our values as a Church and promote the just treatment of our employees.

The Archdiocesan Director of Human Resources is responsible for the overall administration and interpretation of these policies, and any questions should be directed to the Archdiocesan Human Resources Office.

Definitions

1. **Archdiocese of Indianapolis** -Herein referred to as Archdiocese as used in this handbook refers collectively to all the incorporated parishes, schools, agencies and other institutions of the Archdiocese of Indianapolis, not only to the administrative offices of the Archdiocese (colloquially known as the Catholic Center). Therefore, the duties and responsibilities assigned to the Archdiocese in this handbook would typically be performed by the parish, school, or other institution for which the employee works.
2. **Regular Full-Time Employees** - Employees who are regularly scheduled to work 30 or more hours per week.
3. **Regular Part-Time Employees** - Employees who are regularly scheduled to work fewer than 30 hours per week.
4. **Temporary Employees** - Employees who are hired to perform a designated function for a definite period, which generally does not exceed six months.
5. **Seasonal Employees** – Employees who are hired to perform a designated function for a definite period, which corresponds to a season such as a sports season, mowing season, holiday season, etc.
6. **Non-Exempt and Exempt Employees** - All employees of the Archdiocese are either non-exempt or exempt.
 - a. **Non-Exempt Employees** - Employees who are paid an hourly wage and are compensated for working overtime. Generally, this category includes secretaries, receptionists, administrative assistants, clerks, bookkeepers, bus drivers, day care workers, custodians, housekeepers, cleaners, maintenance workers, cafeteria workers, instructional assistants, and cooks.
 - b. **Exempt Employees** - Employees who are paid a set salary and are not compensated for working overtime. Generally, this category includes administrators, agency directors, teachers, school guidance counselors, and other licensed professionals.
7. **Religious Employees** – Men (non-ordained) and women who are members of religious communities in the Catholic Church and who work full or part-time positions at an employing location of the Archdiocese.
8. **Lay Employees** - For the purposes of these policies, lay employees include employees who are not ordained and who are not members of religious communities.
9. **Priests and Deacons** –Personnel policies for priests and deacons are contained in separate documents available through the Vicar for Clergy. Deacons who are employed by parishes, schools, and agencies of the Archdiocese are covered by the policies in this handbook regarding their employment.
10. **Independent Contractors** - Companies and rarely individuals who are contracted to perform specific project related and specialized services for the Archdiocese or Archdiocesan institutions. They are paid at the completion of a project or service based upon the terms of a written contract. Independent contractors are not employees of the Archdiocese and are therefore not eligible for employee

benefits nor are they covered by the personnel policies of the Archdiocese. Independent contractor agreements approved by the Compliance Committee are available through the Archdiocesan Human Resources Office. Individuals who perform routine work on a scheduled basis as dictated by the institution cannot be classified as Independent Contractors. Misclassification of individuals as independent contractors is problematic, resulting in fines and penalties.

11. **Paid Leave** – The use of sick, vacation or personal time.

Key Employment Policies

The Dignity of Every Person

As a Church, we honor the dignity of every person and value compassion and respect for all people. We are committed, as followers of Jesus Christ, to justice in all dealings with our employees.

Application of Policies

The policies in this handbook apply to all lay employees, non-ordained religious employees, and deacons who are employed by parishes, schools, agencies, deanery centers, and other institutions of the Archdiocese, including those who are employed at the Catholic Center.

All policies cited can be provided by contacting the Human Resources Office. Any modifications of or additions to these policies by a parish, school, or agency must be reviewed and approved by the Archdiocesan Human Resources Office.

Diversity Policy

As followers of Christ, we have a moral and social obligation to treat everyone justly. To create an inclusive workplace and Church, everyone who works for the Archdiocese must be personally committed to this policy.

It is our policy and goal as an employer and organization that everyone be respectful of the heritage and culture of the various groups represented at each work site. We also demand this same respect for the uniqueness of each individual. If and when a definition of diversity contradicts with the doctrinal moral teaching of the Church, including the precepts of the Church and canon law, the latter remains our guide.

We make the commitment to comply with all local, state, and federal laws relevant to equal employment opportunity and with the provisions of the Americans with Disabilities Act (ADA) that are applicable to religious organizations.

Any questions about this policy or reports of possible violations should be directed to the Archdiocesan Human Resources Office.

Equal Employment Opportunity Policy

The Archdiocese shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Archdiocese will not discriminate against any employee or applicant in a manner that violates the law. The Archdiocese is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, disability, or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Archdiocese's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Archdiocesan Director of Human Resources shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

As a religious employer, the Archdiocese may offer preference to practicing Catholics. Employees, regardless of their religious affiliation, are expected to conduct themselves in their personal lives in a manner that is consistent with the policies of the Archdiocese and the moral or religious teachings of the Roman Catholic Church. Applicants who maintain a lifestyle or personal conduct that is at variance with such moral or religious teaching will not be considered for employment.

Decisions for hiring or promotion will be based upon qualifications, ability, and availability. It is the policy of the Archdiocese to comply with local, state and federal laws relating to discrimination. The law, however, does permit religious convictions to be considered in certain employment-related decisions.

The nature of the work performed in some positions requires that they are staffed by professed and practicing Catholics. Further, those positions that the Archdiocese has designated as "ministerial" carry with them special responsibilities and duties that are necessary in upholding the moral or religious teaching of the Catholic Church.

Any questions about this policy or reports of possible violations should be directed to the Archdiocesan Human Resources Office.

Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, the Archdiocese hires only those individuals who are authorized to work in the United States. All employees will be required to submit documentary proof of their identity and employment authorization to the Archdiocese at the time of hire. Employees will also be required to complete and sign under penalty of perjury, Immigration and Naturalization Form I-9. Form I-9 requires you to attest that you are authorized to work in the U.S. and that the documents you submit are genuine. The Archdiocese may participate in the federal government's electronic verification system, known as E-Verify, to confirm work authorization.

Americans with Disabilities Act

The Archdiocese is committed to accommodating employees with disabilities. Any employee that has a physical or mental impairment that substantially limits one or more major life activities (like walking, standing, kneeling, or breathing) and requires an accommodation to be able to perform his or her job should make request for an accommodation. To the extent the request is reasonable and not unduly burdensome, the Archdiocese will try to implement a plan to accommodate the employee's disability. All accommodation requests should be submitted through the Archdiocesan Human Resources Office.

Harassment Prevention Policy

The Archdiocese is committed to providing a professional work environment for our employees that is free from harassment. The Archdiocese has a moral and legal obligation to provide a work environment that is not only free from harassment, but also respects the dignity of each person as created in the image and likeness of God.

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interaction with vendors and independent contractors. No employee should suffer sexual or any other harassment based on a protected characteristic by any vendor, volunteer, visitor or other third party. The Archdiocese cannot always control the conduct of nonemployees, but will attempt to remedy any such situations that arise. It is also the responsibility of every employee to respect the rights of other employees, applicants, volunteers, vendors, and visitors.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical or emotional abuse
- Inappropriate comments or attention drawn to physical, social, emotional, or intellectual differences of others
- Racial insults or derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, innuendos, or jokes
- Display of obscene or inappropriate images
- Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation

Legally, employers and employees are liable for acts of harassment whether committed by supervisors or by fellow employees. An employee can be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under Title VII of the Civil Rights Act.

The Archdiocese prohibits any form of harassment by employees, co-workers, supervisors, contractors, vendors, and clients, and we view such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile environment, are specifically prohibited. Any employee who has been found to engage in such harassment, after an investigation has been conducted, may be subject to immediate discipline, up to and including termination of employment.

Individuals who believe they are victims of harassment, as well as those who believe they have observed harassment, are strongly urged to report such incidents promptly to their supervisor. If the supervisor is unwilling to take action the individual should make a report to the Director of the Archdiocesan Human Resources . No victim retaliation or discrimination will result from any good-faith complaint made under this policy. The Archdiocese will investigate every harassment complaint in a timely manner and, when there is a finding of harassment, take corrective action to stop the harassment and prevent the misconduct from recurring. Assistance to victims of harassment is also available through our Employee Assistance Program (EAP).

A person in a position of authority at any parish, school or agency who has knowledge, or should have had knowledge, of conduct constituting harassment must report it immediately using the process described below. Any administrator, supervisor, or manager who is aware of harassment and condones it, by action or inaction, is also subject to disciplinary action.

Harassment Reporting Process

Any questions about this policy or reports of possible violations should be directed to the Human Resources Office or reported online at www.archdioceseofindianapolis.ethicspoint.com. Confidentiality will be maintained to the extent practical and appropriate under the given circumstances.

Sexual Misconduct Policy

The Archdiocese does not permit or condone child sexual abuse and other forms of sexual misconduct under any circumstances. The Archdiocese has issued a Code of Conduct and a policy on sexual misconduct called *To Be Safe and Secure*, which provides a thorough explanation of these issues and the appropriate reporting procedures. All employees are expected to be familiar with and follow the procedures.

Safe Environment Policy

Training

As a Church, we cherish life and seek to protect the most vulnerable individuals among us from harm. One of the most important ways we demonstrate this commitment is through educational programs designed to provide information about how to keep children and vulnerable adults safe from abuse. The Safe Environment Policy ensures the provision of training for adults on how to recognize and report abuse. This training includes information on various forms of sexual misconduct. It also provides information on appropriate boundaries in relationships.

Safe Environment training must be completed before employment or volunteer service begins.

Supervisors at each parish, school, and agency are accountable for ensuring that all employees and all volunteers who have contact with children complete safe environment training prior to the first day of work or volunteer service as well as completing re-training when required. This safe environment training is intended to bolster awareness, enhance knowledge, and more fully demonstrate our commitment to the well-being of every person served by the ministries of our parishes, schools, and agencies. Allegations of sexual misconduct are investigated, with the assistance of a Review Board, in accordance with the Archdiocese is found in the *To Be Safe and Secure* policy.

Background Checks

As a Church, we value the safety of children in our care, our employees and volunteers, and the people whom we serve. We want to take prudent measures to attempt to safeguard people from potential harm. Therefore, the Archdiocese has implemented a policy on background checks for our priests, seminarians, religious and lay employees, and volunteers who have contact with children.

It is the policy of the Archdiocese of Indianapolis to conduct background checks on the following individuals:

1. All seminarians.
2. All priests and deacons.
3. All religious and lay employees.
4. All volunteers who have contact with children.

Background checks do not need to be conducted on lay employees or volunteers who are under 18 years of age since criminal records are not available for juveniles.

All active employees and volunteers will be monitored through the background check system used by the Archdiocese every quarter. This includes a check through the national criminal database.

Approval to work, serve or volunteer in any parish, school and agency is at the discretion of the Archdiocese in consultation with Human Resources.

Workplace Safety

Prevention of Workplace Violence

The Archdiocese recognizes that workplace violence is a concern among employers and employees across the country. The Archdiocese is committed to providing a safe, violence-free workplace. In this regard, the Archdiocese strictly prohibits employees, consultants, clients, visitors, or anyone else on our property from behaving in a violent or threatening manner. Moreover, the Archdiocese seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent actions.

The Archdiocese believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and a clear understanding of the types of behavior that can potentially lead to workplace violence.

Workplace violence may include, but is not limited to, the following:

- (1) Threats of any kind;
- (2) Threatening, physically aggressive, or violent behavior, such as bullying, intimidation or attempts to instill fear in others;
- (3) Other behavior that suggests a propensity towards violence, which may include belligerent speech, excessive arguing or swearing, damage to property or threats of damage to

- property, or a demonstrated pattern of refusal to follow policies and procedures;
- (4) Possession of weapons or firearms while in parish, school, or agency buildings or while conducting work-related activities (except for sworn law enforcement officers).

If any employee observes or becomes aware of any of the above-listed actions or behaviors by a fellow employee, customer, client, visitor, or anyone else, he or she should notify a supervisor or the Human Resources Office immediately.

Furthermore, employees should notify a supervisor or the Human Resources Office if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the reporting individual will be informed of the results of the investigation. To the extent possible, the Archdiocese will maintain the confidentiality of the reporting employee and of the investigation. The Archdiocese may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Archdiocese will not tolerate retaliation against any employee who reports workplace violence.

If the Archdiocese determines that workplace violence has occurred, the Archdiocese will take appropriate corrective action, which may include discipline of employees who violate this policy. The appropriate discipline will depend on the particular facts, but may include written or verbal warnings, probation, reassignment of responsibilities, suspension, or termination of employment. If the violent behavior is that of a non-employee, the Archdiocese will take appropriate corrective action to ensure that such behavior is not repeated.

Any employee who believes that he or she may have a personal or work-related issue that could lead to violent behavior is encouraged to speak with their supervisor, contact the Human Resources Office or the Employee Assistance Program (EAP).

Weapons Policy

Employees may not bring firearms and other weapons inside the buildings of our parishes, schools, and agencies. An exception to this policy is provided for employees who are sworn law enforcement officers. State law permits employees to bring firearms and ammunition onto our property if the weapons and ammunition are in the glove box of a locked vehicle, locked in a vehicle's trunk, or stored out of plain sight in a locked vehicle.

Use of Alcohol and/or Drugs

The parishes, schools, and agencies of the Archdiocese have a vital interest in maintaining safe, healthful, and efficient working environments for their employees. The ministry of our parishes, schools, and agencies is dependent upon the physical and psychological health of its employees. Accordingly, it is the expectation of the Archdiocese and inherent in the offer of employment that all employees present themselves to the worksite fit for duty.

The Archdiocese also recognizes that employees who experience problems of substance abuse need professional help to overcome these problems. It is the Archdiocese's desire to assist such employees

in their efforts to seek counseling and treatment directed toward rehabilitation.

Employees who are under the influence of drugs or alcohol on the job pose serious safety and health risks to themselves and to others as well. The possession, use, or sale of an illegal drug also violates the law. The unauthorized possession or sale of a prescription drug is also illegal and violates our policy.

The policy of the Archdiocese is as follows:

Alcohol: Being impaired or under the influence of alcohol while performing any job duties is prohibited. The possession and consumption of alcohol on parish, school, or agency property are prohibited except for approved events.

Illegal Drugs: The use, sale, purchase, transfer, possession or being under the influence of an illegal drug by any employee while on parish, school, or agency property or while performing job-related duties is prohibited.

Disciplinary Action: Violation of the above policy will result in disciplinary action, up to and including termination, or in requiring that such employee participate satisfactorily in a substance abuse assistance or rehabilitation program approved by federal, state, or local health authorities and by the Archdiocese, in consultation with the Human Resources Office.

Legal Drugs: The use of or being under the influence of any legally obtained drug by any employee while performing Archdiocesan business or while on Archdiocesan property is prohibited to the extent that such use or influence may affect the safety of co-workers or members of the public, may impair the ability to perform the employee's job, or negatively affect the safe, efficient and exemplary operation of the parish, school, or agency. An employee may continue to work, even under the influence of a legally obtained drug, if the supervisor, in conjunction with the Human Resources Office, determines that the employee does not pose a threat to his/her own safety or the safety of others, and that the employee's job performance and the expectations of the exemplary behavior are not significantly affected by the use of legal drugs. This policy will also allow for reasonable accommodation of employees using legally obtained drugs to treat health conditions, as required by the Americans with Disabilities Act.

Tobacco-Free Workplace

To safeguard the health of employees and guests, it is recommended that the use of tobacco and vaping are prohibited at all parishes, schools, and agencies. State law prohibits smoking within eight (8) feet of all entrances. Specific policies will be set at each location.

Right of Inspection

Where an employee has demonstrated suspicion of theft or of possessing alcohol, illicit drugs, or weapons, or appears to be impaired by alcohol or drugs, or is suspected of other misconduct, the employee may be asked to open purses, backpacks, lunch containers, and similar private property to search. The parishes, schools, and agencies of the Archdiocese have the right at any time to search desks, lockers, employer-provided electronic devices, such as computers and cell phones, and other

office areas with or without employee approval. Refusal to cooperate in a search will result in discipline, up to and including termination of employment.

Emergency Closures

If it is necessary to close an office or a building because of an emergency, (e.g., snow, fire, electrical outage, etc.), every employee will be paid for a normally scheduled day's work. School employees may be required to make up days due to state requirements and will not, in that case, be paid for the missed day.

Unless the office or building is completely closed for all employees, those employees who are unable to reach the building due to snow or other conditions may use accumulated vacation days, personal days, or leave without pay for their absence.

Pay Practices & Compensation

Archdiocesan Payroll

Employees receive pay checks on a bi-weekly payroll schedule established by the Archdiocese Central Payroll Office. All organizations of the Archdiocese are expected to follow the payroll schedule established.

Direct deposit of compensation into the employee's checking and/or savings account is required. Employees are responsible for updating their banking information through the employee self-service portal.

Payroll Week

The payroll week shall be the calendar week beginning at 12:01 a.m. Sunday and ending at midnight the following Saturday for all parishes, schools, and agencies. The workday is defined by a timeframe beginning at 12:01 a.m. and ending at midnight.

Working Hours

Supervisors will establish appropriate work schedules for employees. If an unusual situation exists for an employee, working hours may be adjusted into a different time period, at the discretion of the supervisor. Any exception that is granted to normal working hours must not, in the judgment of the supervisor, interfere with the operation of the organization. Exceptions made for any employee must be considered for every employee in a similar situation.

Time Keeping

Employees are required to keep time records noting actual hours worked and identifying leave time, whether paid or unpaid. Time records will be kept for exempt and for non-exempt employees on a payroll period basis and will be submitted to the supervisor for verification of accuracy and approval at the end of the pay period. Full time exempt employees are required only to document leave time taken, whether paid or unpaid.

The format for recordkeeping is established by the Central Payroll Office of the Archdiocese. Electronic timekeeping is the standard method of recordkeeping for time worked and any time off taken.

Employees may not clock in more than seven minutes before the start of a work shift or clock out more than seven minutes after the end of a work shift without the supervisor's prior approval. Failure to follow the established work schedule by padding work hours may result in disciplinary action, up to and including termination of employment.

Non-exempt employees are required to clock out for lunch if they are not working. The actual length of the lunch period is to be determined by the supervisor in consideration of the needs of the work unit. Lunch and break times should not be used to shorten the workday.

Overtime

In general, overtime is discouraged, although sometimes necessary. Only non-exempt employees are eligible for overtime pay. Many employees are scheduled to work under 40 hours per week. Therefore, extra hours up to 40 hours per week are compensated at the regular rate of pay. For all hours worked over 40 hours per week, overtime will be compensated at the rate of one and one-half times the regular rate of pay. If the employee has more than one pay rate, the overtime will be paid at the rate in effect at the time the hours in excess of 40 hours are worked.

Hours Worked

When calculating eligibility for overtime, only actual hours worked are counted. Paid time off such as sick time, vacation time, holidays, bereavement days, etc. are not considered hours worked for determination of eligibility for overtime.

Prior Approval Required

All overtime work must be approved in advance by the supervisor. Working overtime hours without prior approval of the supervisor may subject employees to disciplinary action.

Exempt employees are not entitled to receive overtime pay. Due to the nature of their positions, exempt staff should expect occasional extra hours and irregular schedules, without additional compensation or additional time off. Some flexibility in office hours may be permitted for exempt employees with irregular work hours.

Flexible Work Schedule

At the discretion of the supervisor, employees may be permitted to change their work schedules to adjust for hours that would be worked over 40 in a payroll week. Changes to the work schedule may be considered unless the change of schedule interferes unreasonably with the business of the organization. Changes to the work schedule must occur during the same seven-day payroll week in which overtime is anticipated.

Compensatory time refers to paid time off given outside of the pay period instead of payment for overtime to non-exempt employees. Compensatory time is never permitted because it is not lawful for

private employers.

Working hours may be adjusted within the same payroll week, at the discretion of your supervisor. Work schedules can be changed to adjust for hours that would be worked over 40 in a payroll week or to help employees balance responsibilities regarding work, family, education, and other life issues. For example, with supervisor approval, an employee may change his schedule to work an hour less on one day and an hour more on the following day to accommodate the employee's need. Changes to the work schedule must occur during the same seven-day payroll week in which overtime is anticipated.

Any exception to normal working hours that is granted must not, in the judgment of the supervisor, interfere with the operation of the parish, school, or agency.

Compensatory time refers to paid time off given outside of the pay period instead of payment for overtime to non-exempt employees. Compensatory time is never permitted because it is not lawful for private employers.

Voluntary Payroll Deductions

Through voluntary deductions in their pay, employees can save in the Archdiocesan Retirement Savings Plan. They can also contribute to the United Catholic Appeal or the United Way. More information and new voluntary payroll deductions must be reviewed by the Central Payroll Office of the Archdiocese.

Reimbursement of Expenses

When approved in advance of incurring the expense, employees will be reimbursed for expenses that are incurred as a result of job duties (meals, lodging, parking, tolls, etc.). Automobile mileage, other than the employee's normal commute from their homes, will be compensated at a rate set by the Archdiocesan Office of Accounting Services on at least an annual basis and published in the budget guidelines or set in the particular guidelines of your parish or school.

Actual expenses incurred in attendance at conferences, conventions, and the like, with the prior approval of the supervisor, are reimbursed with appropriate funding. Expense accounts with supporting documentation must be approved by the supervisor before being presented for reimbursement.

Pay Increases

Employees are eligible for annual salary increases based upon (a) the availability of funding, (b) the employee's job performance, and (c) recommendations from the appropriate Archdiocese office pertaining to that ministry.

Compensation Arrangements

As a tax-exempt organization, donations we receive must be used in the best interests of the people we serve, not for the personal benefit of our employees, vendors, or contractors. Therefore, all compensation arrangements (salaries, benefits, perks, contracts for goods and services, etc.) must be reasonable, within approved budgets, and comparable to rates among similar organizations for the services provided.

Time Away from Work

Overview

The structure of many time off policies vary by parish, school, and agency, reflecting their individualized needs and unique circumstances. Parish, school, and agency specific modifications and/ or policies must be in writing and are subject to change or termination at any time. Additionally, any modifications or additions to policies must be reviewed and approved by the Human Resources Office.

If there are no written, approved by human resources policies at your parish, school, or agency, time off policies are provided for the use of your parish, school, or agency. These policies serve as the policies for those locations until written, approved policies are in place. These policies include but are not limited to policies concerning: Paid Time Off, Vacation, Holidays and Holy Days, Sick Days, Spiritual Enrichment Days, Professional Development, Personal Days, Bereavement Leave, Flex Time, Election Day Leave, Marital and Parental Leave.

Time away from work is based on a yearly basis. "Year" is defined as a calendar year, school year, or fiscal year. Locations vary as to when their year begins. Employees should refer to the business manager at their location to determine how/when their year begins and concludes.

The scheduling of time off or days off is subject to the approval of your manager, unless FMLA or USSERA eligibility applies. Requests for time away from work should be made as far in advance as possible. The supervisor may, at any time, ask the employee to submit a doctor's statement regarding the absence. Unscheduled absences affect operations and should be kept to a minimum. Unplanned, unapproved, or unscheduled absences may result in disciplinary action. Paid time off cannot be used to extend any form of leave.

In order to assess for FMLA eligibility, and to be paid for this time, the following procedure must be followed:

1. Following 3 days absence for an FMLA qualifying reason (see list on page 25 of handbook), the Human Resources Office must be notified by the employee or supervisor about potential FMLA. The Human Resources Office will contact the employee to assess FMLA eligibility.
2. If an employee is absent for 5 days for the same reason, medical certification from a doctor is needed explaining the necessity for time off to utilize paid time off. Additional documentation may be required for FMLA certification purposes and continued utilization of paid time off.
3. Employees are responsible for providing information as requested by the Human Resources Office.

An employee's time away from work is not transferrable to other employees, nor can it be gifted to other employees. This includes: Vacation, Sick, Personal days, and all paid or unpaid leaves of absence.

Paid Time Off Benefits for Shared Employees

Paid time off benefits for shared employees are provided by each parish, school, or agency where the employee works in proportion to the hours he or she works at that location.

Holidays and Holy Days for Full-Year Employees

Employees of the Archdiocese will normally receive the following paid holidays:

New Year's Day	Dr. Martin Luther King, Jr. Day	Memorial Day
Independence Day	Labor Day	Thanksgiving
Friday following Thanksgiving	Christmas Eve	Christmas

Note: Some locations are closed for a holiday break between Christmas Eve and New Year's Day, and the days off from work are paid holidays.

If a holiday occurs on a weekend, the holiday is observed on the business day before or after the holiday if the parish or agency is typically open for business Monday through Friday. Employees are eligible for holiday pay, reflective of the hours they would have worked, if they would have been scheduled to work on the day the holiday was observed. Employees are not eligible for holiday pay if they would not regularly have been scheduled to work on the day the holiday was celebrated.

In observance of the major and designated holy days of the church, all employees are encouraged to participate in Mass.

Locations May Observe Different Holidays as Paid Holidays: Archdiocesan organizations may allot specific holidays that vary, and each parish, school, or agency, will determine if holy days will be observed through time off or in other appropriate ways. Please consult your supervisor for any necessary clarification.

School holiday schedules differ. Please direct questions to the school Principal.

Vacation Benefits

General Information about Vacation Benefits

Since the purpose of a vacation is to provide opportunity for rest, recreation, and safeguarding of health, an active employee will not receive pay in lieu of vacation.

Exempt employees may use vacation time in increments of no less than one-half day. Full-time and part-time non-exempt employees may use accrued vacation time in increments of one hour.

Vacations are to be taken in the year in which they are earned. Unused vacation of up to one work week may be carried over to the next year.

To promote a smooth transition of duties, no vacation time can be taken after an employee gives notice of resignation.

School Year Only Employees

Persons hired on a contract basis to work only during the school year and the time immediately before and after the commencement of instruction do not accrue vacation benefits.

Vacation Benefits for Full-Time Employees working the Full Year

Persons hired as full-time employees during the first half of the year will be eligible for a vacation of two weeks during their first year.

Persons hired as full-time employees during the second half of the year receive one week of paid vacation during their first year.

In subsequent years, full-time employees are eligible for vacation during the year as follows, with vacation time being granted on January 1:

Years of Service	Days of Vacation (if 5-day work week)
2	10
3	12
4	14
5 -6	15
7-8	16
9-10	17
11-12	18
13-14	19
15 or more	20

In computing years of service for vacations, the year during which employment began is counted as a full year regardless of the month employment began. Vacation is pro-rated for employees who work less than a five-day work week.

Vacation Benefits for Part-Time Employees working the Full Year

Part-time employees must work at least 30 hours per pay period to be eligible for vacation time. Vacation time for regular part-time employees will be accrued on a per pay period basis. Part-time employees may use only accrued vacation time.

Part-time employees who do not work at least 30 hours per pay are not eligible for vacation time.

Change in Employee Status

Full-time to Part-time

The amount of time granted to full-time employees is pro-rated to the date of the change and remains available for the employee’s use. The employee then begins to accrue vacation time on a per pay period basis. Any unused vacation from the previous year, of up to one work week, will remain available for the employee’s use.

Part-time to Full-time

Vacation time accrued prior to the date of the change is retained for use. The amount of time granted to full-time employees is pro-rated to the date of the change and is added to the balance.

Transfer

Transfers between parishes, schools, and agencies do not affect years of service for vacation accrual. Upon transfer, an employee will be compensated by their original location for any earned, but unused vacation time on a prorated basis. Vacation at the new location will be accrued based on that location’s policy.

Rehire

Employees who are rehired with a break in service of less than 12 months, will retain their years of service for vacation accrual.

Additional Information about Vacation Days

Unused vacation days may be carried forward to the next year in the following way:

Vacations are to be taken in the year in which they are earned. Unused vacation of up to one work week may be carried over to the next year.

When employment ends:

To promote a smooth transition of duties, no vacation time can be taken after an employee gives notice of resignation.

When employment ends, an employee will be compensated for any earned, but unused vacation time, based on the calculation steps below.

Part time employees will be paid for earned, but unused vacation time.

Vacation payment for full time employees will be pro-rated based on the amount of vacation time they have accrued at time of separation. This is determined by the number of months worked thus far in the year.

Any unused rollover from the previous year should be paid out in full.

Because vacation is made available to full-time employees at the beginning of the year rather than accrued during the year, employees who have used all their vacation will not be responsible to repay the parish, school or agency for the vacation they have already taken if they leave employment before December.

Steps to calculate vacation payout, for full time employees

*Vacation time, for full time employees, is placed in the employees' vacation bank at the beginning of the year, based on their individual location. This time has not yet been earned by the employee....

1. Determine carryover balance from prior year; a maximum of one workweek
2. Determine amount of vacation time awarded for current year
3. Multiply the amount awarded for the current year in which the time is earned by the multiplier that corresponds with the month the employee terminates; this is the prorated amount.

Month	Multiplier
Month 1	0
Month 2	.17
Month 3	.25
Month 4	.34
Month 5	.42
Month 6	.50
Month 7	.58
Month 8	.66
Month 9	.75
Month 10	.83
Month 11	.92
Month 12	1.00

4. Determine vacation used during the current year
5. Subtract any vacation used from prior year carryover first.
6. Subtract any remaining vacation used from the calculated prorated amount.
7. Payout remaining days.

Example:

Employee carried over 5 days.
Employee awarded 10 days and terminated in June.
Employee used 7 days of vacation.

Multiply awarded days by June multiplier $10 \times .50 = 5$ this is the prorated amount.
Subtract 7 days from the 5 days that were carried over which leaves 2 days used.
Subtract the remaining 2 days used from the calculated prorated amount $5 - 2 = 3$.
Pay the employee for 3 days vacation.

Sick Days

General Information about Sick Days

Sick days with pay may be taken in case of the illness of the employee, his/her child, or other relatives. Medical and dental appointments that cannot be arranged outside of regular work hours may be included in sick leave. The supervisor may, at any time, ask the employee to submit a doctor's statement regarding the absence.

Full-time and part-time non-exempt employees may take sick days in one-hour increments. Exempt employees will be charged a full sick day when they take a sick day. They cannot take partial sick days.

When sick time is exhausted and additional time is needed, vacation time may be taken or the time may be considered leave without pay.

Maximum accumulated sick days:

Employees working five days per week- Sick leave up to 90 workdays, commensurate with the number of hours per day typically worked, may be accumulated.

Employees working four days per week- Sick leave up to 72 workdays, commensurate with the number of hours per day typically worked, may be accumulated.

Maximum accumulated sick days applies to both full-time employees and part-time employees who work 30 hours per pay.

Part-time employees who work less than 30 hours per pay do not accrue sick time.

Full-time, full year employees are granted 12 sick days per year if they work a five-day work week. Sick days are pro-rated for employees working less than a five-day work week. Sick days are granted on the first day of the year for your location. For new hires, a pro-rated number of days are granted upon hire.

Month	Multiplier
Month 1	1.00
Month 2	.92
Month 3	.83
Month 4	.75
Month 5	.66
Month 6	.58
Month 7	.50
Month 8	.42
Month 9	.34
Month 10	.25
Month 11	.17
Month 12	0

Part-time, full year, working at least 30 hours per pay accrue pro-rated sick days on a per pay-period basis, based on hours worked.

School Year Employees

Teachers and other full-time employees who work during the school year are allowed sick days as specified in their contract. Teachers with less than a full 192 days of contracted service will receive one sick leave day for each 18 days of teaching in accordance with the contract.

Part-time employees who work only during the school year may receive sick days each, as specified in their contract, pro-rated to the hours per day they are normally scheduled to work.

Change in Employee Status

Full-time to Part-time

The amount of time granted to full-time employees is pro-rated to the date of the change and remains available for the employee’s use. The employee then begins to accrue sick time on a per pay period basis, based on hours worked. Any unused sick time will remain available for the employee’s use.

Part-time to Full-time

Sick time accrued prior to the date of the change is retained for use. The amount of time granted to full-time employees is pro-rated to the date of the change and is added to the balance.

Transfer

Transfers between parishes, schools, and agencies do not affect accrued sick leave unless there is a break in service. All accrued sick time will be transferred to the new location. If the employee has a break in service, the employee will still be credited for all time worked unless the time absent from employment with the Archdiocese exceeds 12 months.

Rehire

If the employee has a break in service, the employee will still be credited for all time worked, unless the time absent from employment with the Archdiocese exceeds 12 months.

Additional Information about Sick Days

Sick time is not transferrable to other employees and may not be gifted to other employees.

Unused sick days may be carried forward to the next year in the following way:

Employees working five days per week- Sick leave up to 90 days may be accumulated and carried over from year to year.

Employees working four days per week- Sick leave up to 72 days may be accumulated and carried over from year to year.

Unused sick days carried forward to the next year applies to both full-time employees and part-time employees who work 30 hours per pay.

Part-time employees who work less than 30 hours per pay do not accrue sick time.

When employment ends: There will be no payment for accumulated sick days when employment ends.

Personal Days

General Information about Personal Days

It is expected that employees will conduct as much of their personal business as possible on non-working time. However, if an occasion arises when it is imperative for an employee to be absent for personal reasons, approval should be secured at least one week in advance from the supervisor, whenever possible.

The personal leave eligibility for each staff member shall be effective with the beginning of each year.

Employees working the Full Year

Full-time, full year employees are eligible to receive two (2) days of personal leave with pay per year. For exempt employees, personal leave must be taken in increments of at least half a day. Non-exempt employees may take personal leave in increments of one hour.

New full-time, full year employees hired during the first half of the year will receive two days of personal leave during their first year.

New full-time, full year employees hired during the second half of the year will receive one day of personal leave during their first year.

Part-time, full-year employees are not eligible for personal days.

School Year Employees

Contracted employees who work during the school year are eligible to receive personal leave as outlined in their contract.

Noncontracted, new full-time employees hired in the first semester will receive two days of personal leave during their first year.

Noncontracted, new full-time employees hired in the second semester will receive one day of personal leave during their first year.

Part-time employees who work only during the school year are not eligible for personal days.

For exempt employees, personal leave must be taken in increments of at least half a day. Non-exempt employees may take personal leave in increments of one hour.

Change in Employee Status

Full-time to Part-time

Full-time employees transferring to part-time maintain earned personal days at time of transition to full-time. However, part-time employees are not eligible for personal days, so no further personal days will be earned.

Part-time to Full-time

Part-time employees that transition to full-time during the first half of the year will receive two personal days for the first year of their change.

Part-time employees that transition to full-time during the second half of the year after will receive one day of personal leave the first year of their change.

School year employees moving from part-time to full-time will receive 2 personal days if the change is made during the first semester, 1 personal day if the change is made during the second semester.

If, for some reason, the employee does have earned personal days, the employee will maintain these days upon moving to full-time, and additional days added based on when the transition occurs in the year. However, available personal days will not exceed 2 days.

Transfer

Personal days do not transfer between locations. Full time employees are given personal days based on location and when the transfer occurs within the year.

Rehire

Full time employees rehired during the first half of the year will receive 2 personal days. Full time employees rehired during the second half of the year will receive 1 personal day. Part time employees are not eligible for personal days.

Additional Information about Personal Days

Unused personal days shall not be carried forward to the next year.

When employment ends: There will be no payment for unused personal leave when employment ends.

Summary of Recommended Paid Time Off Policies:

Policies at each parish, school, or agency may vary.

Paid Time Off	Full Time - Year-Round	Full Time - School Year
Holidays	Yes, if scheduled to work on the holiday	Yes, if scheduled to work on the holiday
Vacation	Yes	No
Sick	Yes	Yes
Personal	Yes	Yes
Spiritual Enrichment	Yes, 1	Yes, 1

Paid Time Off	Part Time (30+ hours/pay) - Year-Round	Part Time (30+ hours/pay) - School Year
Holidays	Yes, if scheduled to work on the holiday	Yes, if scheduled to work on the holiday
Vacation	Yes, prorated	No
Sick	Yes, prorated	Yes, prorated
Personal	No	No
Spiritual Enrichment	Yes, 1	Yes, 1

Paid Time Off	Part Time: <i>Less Than 30 hours/ pay</i> Year-Round	Part Time: <i>Less Than 30 hours/pay</i> School Year
Holidays	No	No
Vacation	No	No
Sick	No	No
Personal	No	No
Spiritual Enrichment	No	No

Paid Time Off	Contract Employees Contract Employee are subject to the time off policies outlined within their contract
Holidays	No
Vacation	No
Sick	Yes As specified in contract.
Personal	Yes As specified in contract.
Spiritual Enrichment	No

Family and Medical Leave (FMLA)

Basic Leave Entitlement

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave per 12-month period to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job; or
- For military family leave entitlements to address certain qualifying exigencies or to provide care for a covered service member.

Eligibility Requirements

Employees are eligible if they have worked for any parish, school, or agency of the Archdiocese for at least one-year total at any time in the past and have worked for at least 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Maximum Amount of Leave

The maximum amount of leave available under this policy is 12 work weeks in a rolling 12-month period measured backward from the date of any FMLA leave usage. Where spouses are both employed by the Archdiocese, they are each entitled to 12 work weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent with a serious health condition. This leave cannot be extended with the utilization of any paid or unpaid leave, or additional time away from work.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or who are called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing

medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage on the same terms as if the employee had continued to work. Upon return from FMLA leave, an employee must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms unless the position has been eliminated during the time of absence. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

Employees whose leave qualifies under the FMLA may choose to use accrued paid leave (sick days, personal days, and vacation days) while taking FMLA leave. Holiday pay will be provided if the employee was normally scheduled to work on that day. To use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. The use of paid leave or any paid time off does not extend FMLA.

Employee Responsibilities

If an employee is off for more than three consecutive (3) days, or (3) days for the same reason and qualifies for FMLA, they must elect FMLA. Employees must provide 30 days' notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted toward the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

The Human Resources Office must be consulted to determine if leave requests meet FMLA qualifications.

Return to Work

An employee returning to work from an FMLA leave of absence must be able to perform the essential functions of his/her or job with or without reasonable accommodations. An eligible employee on FMLA leave is to submit to the Human Resources Office a medical release (*i.e.*, fitness for duty certification) indicating that the employee is able to return to work and perform the essential functions of the employee's position with or without reasonable accommodation. Failure to submit a medical release may preclude the employee from being restored to his or her employment.

Application

To request Family and Medical Leave, please obtain a form from the Archdiocesan Human Resources Office.

Military Active Duty Deployment/Enlistment

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 grants special considerations and rights to employees that are either called to active military status or enlist in the armed forces. Active duty military leave will be unpaid.

Employees are terminated after 12 weeks of absence due to deployment. However, USERRA requires employers to grant such employees reinstatement of the position held at the time of departure for military service, or in some cases to a position of equivalent or equal stature and pay, provided the employee is discharged from service honorably. The cumulative length of service that causes an absence from a position may not exceed five (5) years, except where provided by law.

USERRA also requires that returning eligible employees be granted seniority and benefits at the same level as if the employee had not left employment for service. Benefit time will continue to accrue while an employee is on military leave. Additionally, servicemembers are able (but are not required) to use accrued vacation days while performing military duty.

If an employee's health plan coverage would terminate because of an absence due to uniformed service, the person may elect at his/her own cost to continue the health plan coverage for up to eighteen (18) months after the absence begins, or the period of service, whichever is shorter.

Upon returning from military leave of absence an employee will be reinstated to a position, provided the employee is discharged from military status under honorable conditions and makes a request for reinstatement within 30 days after release from active duty, or one year after release from hospitalization due to illness or injury sustained in the course of active duty. The employee must also be qualified to perform the essential functions of the position for which he/she is being reinstated.

Employees on such leave must notify the Archdiocesan Human Resources Office of their intent to return to employment in accordance with all applicable state and federal laws.

Non-FMLA Leave of Absence and Personal Leave Policies

Non-FMLA Leave of Absence

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take unpaid leave for certain family and medical reasons.

Some employees, due to part time status or having been employed for less than a year, do not qualify for FMLA. The Archdiocese of Indianapolis offers a non-FMLA leave of absence (Non-FMLA Leave) to these employees, providing up to 12 weeks unpaid leave for the following reasons:

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

Eligibility Requirements

Employees are eligible for Non-FMLA Leave if they have worked for any parish, school, or agency of the Archdiocese and do not currently qualify for FMLA, due to their part time status or having been employed for under a year.

Non-FMLA Leave will not be granted as additional leave after traditional FMLA leave has been exhausted.

If at any point an employee becomes qualified for FMLA during their Non-FMLA Leave, the Non-FMLA leave will end and FMLA will begin.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment as determined by the Archdiocese, in its discretion.

*as defined by the teachings of the Roman Catholic Church

Personal Leave of Absence

A full-time employee who has completed at least 12 months of employment and who is in good standing (has not received a Performance Improvement Plan within the previous six (6) months) may request an unpaid personal leave of absence (“Personal Leave”) for a period of up to 4 work weeks, unless special circumstances require more leave and are approved by the Human Resources Office with the approved maximum being no more than 6 work weeks. Personal Leave may be granted to a part-time employee on a pro-rated basis. A Personal Leave must be requested in writing at least 30 days in advance, unless necessitated by an emergency, in which case oral notification should be followed by prompt written application for the leave.

Personal Leave may be granted for any justifiable reason at the Archdiocese’s discretion, provided the leave does not disrupt operations.

General Information about Non-FMLA and Personal Leave

Maximum Amount of Leave

The maximum amount of Non-FMLA Leave available under this policy is 12 work weeks in a rolling 12-month period, with the approval of the Human Resources Office.

The maximum amount of Personal Leave available under this policy is 6 work weeks in a rolling 12-month period, with the approval of the Human Resources Office.

Use of Leave

Employees must attempt to schedule planned medical treatment, either his or her own or that of a seriously ill family member (spouse, child or parent), so that it does not unduly disrupt the operation of his or her parish, school or agency.

Both Non-FMLA Leave and Personal Leave can be taken in either full or partial days. However, Non-FMLA Leave can only be taken as supported by the employee’s certification. Neither Non-FMLA Leave or Personal Leave will extend past the maximum allowed under each of these policies. Either leave may only be taken in a single block of time, beginning with the first day of that leave, regardless of the total amount of time or hours needed for such leave. The use of partial days on either leave will not extend the available amount of leave beyond the maximum duration provided.

Time taken off for Non-FMLA Leave must be taken in whole week work increments. Therefore, any time taken during a given week counts as one week of leave, up to a maximum of 12 work weeks of leave over the course of a 12-week period, as described under Maximum Amount of Leave above.

Time taken off for Personal Leave must be taken in whole week work increments. Therefore, any time taken during a given week counts as one week of leave, up to a maximum of 4 work weeks of leave over the course of a 4-work week period, as described under Maximum Amount of Leave above (a 6- work week maximum under special circumstances, with approval from the Human Resources Office).

These polices cannot be combined together.

Job Protection

Non-FMLA Leave and Personal Leave are not job protected leaves and an employee does not have job restoration rights. The Archdiocese cannot guarantee reinstatement to employees returning from Non-FMLA Leave or Personal Leave (unless such leave is covered by the Family and Medical Leave Act), but will make every effort to reinstate employees to their former positions if business requirements permit.

If after twelve weeks of Non-FMLA Leave or a maximum of 6 work weeks of Personal Leave, an employee is unable to return to work their employment may end. However, locations should consult

with the Human Resources Office prior to making the decision to terminate an employee.

An employee who fails to return to work on the scheduled return date or who exceeds the leave may be subject to dismissal from employment.

Benefits

Subject to the terms, conditions, and limitations of the applicable plans, the Archdiocese of Indianapolis will continue to provide health insurance benefits for the full period of the approved Non-FMLA Leave and Personal Leave. Insurance premiums will continue to be deducted from the employee's paycheck. In the event the employee does not receive a paycheck, insurance will be paid for via Central Payroll's automated payment system. If applicable, information will be mailed/emailed to the employee about this payment process. Non-FMLA Leave and Personal Leave does not constitute a break in service affecting an employee's anniversary date.

Substitution of Paid Leave for Unpaid Leave

An employee taking a Non-FMLA Leave or Personal Leave must use available sick, personal, and vacation days, concurrently with the approved Non-FMLA Leave or Personal Leave.

Employee Responsibilities

Employees must provide 30 days' notice of the need to take Non-FMLA Leave or Personal Leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

If an employee is off for a serious medical condition, as defined above, for more than three consecutive (3) days and does not qualify for FMLA, due to part time status or having been employed under a year, they will be placed on Non-FMLA Leave.

Employees must provide sufficient information for the employer to determine if the leave qualifies for a Non-FMLA Leave and the anticipated timing and duration of the leave. This information may include certification of the serious medical condition or legal documents pertaining to birth, adoption or foster care. Periodic recertification supporting the need for leave may be requested.

Employer Responsibilities

The Human Resources Office must be consulted to determine if the leave request meets Non-FMLA Leave and Personal Leave qualifications. Requests for Non-FMLA Leave and Personal Leave will be evaluated for approval considering several factors including the employee's position, anticipated workload requirements and staffing considerations during the proposed period of absence.

The Human Resources Office will inform employees requesting leave if they are eligible for Non-FMLA Leave or Personal Leave. If an employee is eligible, the employer will provide notice specifying the expectations for leave and the required documentation. If an employee is not eligible, the employer must provide a reason for the ineligibility.

The Human Resources Office will inform employees as to the amount of leave approved and expected date of return.

Return to Work

An employee returning to work from a Non-FMLA Leave or Personal Leave must be able to perform the essential functions of his or job with or without reasonable accommodations. An employee on Non-FMLA Leave is to submit to the Human Resources Office a medical release (*i.e.*, fitness for duty certification)

indicating that the employee is able to return to work and perform the essential functions of the employee's position with or without reasonable accommodation.

The release is to be provided to the Human Resources Office no later than the day the employee is scheduled to return to work.

If an employee fails to report to work on the day after the expiration of the approved Non-FMLA Leave or the Personal Leave period, the Archdiocese will assume the employee has resigned and employment may be terminated.

Application

To request either Non-FMLA Leave or Personal Leave, please obtain a form from the Archdiocesan Human Resources Office.

Bereavement Leave

Employees, who work at least 30 hours per pay period, are allowed up to one workweek if needed, with pay, in the event of a death in their immediate family. Immediate family includes parents, spouse, sibling, child, grandparent, grandchild, and in-laws to the same degree, including those in "step" relations or fostering relations. Immediate family might also include other relatives who acted as a parent.

In the event of a death of a relative from other than the immediate family, up to one (1) day's absence with pay will be permitted.

Time off to attend a funeral of a friend or other person may be taken as personal leave.

Marital and Parental Leave

Marital Leave

At participating locations, employees who regularly work at least 30 hours per pay period are eligible to receive two workweeks of paid leave to celebrate marriage. This paid leave is provided in addition to the vacation, personal days, and sick days our policies allow. This does not extend any leave but runs concurrently with leave time for those who are eligible for any other leave. Please consult with the business manager as to the application of this policy at your particular location.

Parental Leave

Purpose/Objective

The Archdiocese of Indianapolis and its parishes, schools and agencies will provide up to 8 (eight) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave or Non-FMLA leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after the effective date of this handbook.

Eligibility

Eligible employees must meet the following criteria:

- Employees who regularly work at least 30 hours per pay period
- Be a full- or part-time, regular employee (temporary and seasonal employees are not eligible for this benefit).

- Where spouses are both employed by the Archdiocese, they are each entitled to 8 work weeks of parental leave under this policy for the birth and care of a newborn child, for placement of a child for adoption or foster care

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of eight (8) work weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event.
- Should an employee experience an additional birth, adoption, or placement of a child/ children within the same 12-month period, the employee will be provided an additional 8 week leave. Given this circumstance, an employee's leave will not exceed 16 weeks in a rolling 12-month calendar period.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, scheduled weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- As stated above, paid parental leave must run concurrently with either FMLA or Non-FMLA leave, as applicable, and in accordance with the guidelines stated within those leaves. Paid parental leave may not be used or extended beyond the eight-week time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- If an employee does not qualify for FMLA, and is on employer provided Non-FMLA Leave, paid parental leave taken under this policy will run concurrently with Non-FMLA Leave. In no case will the total amount of leave-whether paid or unpaid-granted to the employee under Non-FMLA Leave exceed 12 weeks.
- The archdiocese will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource office with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR office to substantiate the request.
- As is the case with all company policies, the archdiocese has the exclusive right to interpret, amend or rescind this policy.

Election Day Leave

Full-time employees may take up to 1 ½ hours for voting in general national, state, or county elections. Every effort should be made to keep the office operational. The parish, school, or agency will pay an employee for regularly scheduled hours of work for voting. Those employees serving as election officials will be paid the difference between the sum received for their election duties and their regular pay.

Jury Duty and Subpoenaed Court Appearances

If an employee is summoned for jury duty, he/she is responsible for submitting to the supervisor a letter from the Court (or a summons) verifying this fact as soon as possible before reporting to court. The parish, school, or agency will pay an employee for regularly scheduled hours of work when jury duty occurs during working hours.

On any day that one is excused by the Court by noon, he/she is expected to return to work for the remainder of the day.

An employee subpoenaed for Court appearances to testify or to be a witness is covered under the same guidelines. However, an employee who is a party to a civil or criminal action must use personal, vacation, or unpaid leave.

If an employee is subpoenaed to appear in Court or for a deposition or interview on business of the Archdiocese or any of its institutions, he/she should notify his/her supervisor immediately. A summons is a notice of a lawsuit. If anyone receives a summons directed to the Archdiocese or any of its affiliated organizations, the Chancellor's Office should be notified immediately.

Professional Development

The Archdiocese supports the ongoing professional development of staff members. Parishes, schools or agencies are encouraged to provide appropriate paid time off and funding for workshops and conferences, with the prior approval of the supervisor.

Employees may request their parish, school, or agency to assist in the payment of expenses incurred for education and training taken to enhance professional skills. Attendance at some educational programs is required, such as the teacher's institute and semester days. Any reimbursement for costs that may be involved requires the prior approval of the supervisor and must be on the preapproved budget for the current year.

Spiritual Enrichment Days

The Archdiocese believes that ongoing spiritual development is essential to the well-being and effectiveness of employees. As such, each Archdiocesan organization is encouraged to provide at least one paid spiritual enrichment day for eligible staff members, which may include attendance at a retreat or participation in private or group reflection. Employees should consult with their business manager, principal, or pastor to determine eligibility. Eligible staff members would generally include employees who work at least 30 hours per pay period. There is no reimbursement for costs associated with spiritual enrichment.

Confidentiality and Conflicts of Interest

Confidentiality

Almost all employees naturally accumulate a great deal of confidential information concerning parish, school, and agency matters, other employees, and persons who are served by the various programs of the Archdiocese. Such information should be kept private and should not be disclosed except with persons having legitimate interest because of their jobs.

Conflicts of Interest

Employees shall not engage in behaviors that may present a potential conflict of interest. A conflict of interest refers to a situation in which financial or personal considerations may compromise or have the appearance of compromising the judgment and objectivity of an employee. The basic types of conflicts of interest are:

1. Business interests or investments;
2. Gifts, payments, or favors;
3. Employment of relatives;
4. Confidential or proprietary information; and
5. Compensation arrangements.

When presented with a situation that could compromise the objectivity that is essential for effective decision-making and/or that could damage the reputation of the individuals involved or the Archdiocese, the employee should disclose the potential conflict of interest to their supervisor and Archdiocesan Human Resources Office.

Gifts, Payments and Favors

No employee may offer, exchange, or accept gifts, payments, or favors, either directly or indirectly, from any individual or organization which is conducting or soliciting business with the Archdiocese. "Gifts, payments and favors" include, but are not limited to gifts of objects or money, vacations, and loans. The term "indirect" includes the offering or acceptance of gifts, payments and favors by a relative, a person acting on behalf of the employee, or a business entity in which the employee has an interest.

This policy does not preclude the offering or accepting of Christmas remembrances, thank-you gifts, business meals, or occasional gifts of nominal value, the sum of which may not exceed fifty (\$50.00) from any organization in a calendar year. Any exceptions to this policy require the prior knowledge and consent of the supervisor.

Solicitation

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on the employer's property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the Archdiocese may not solicit or distribute literature on employer's premises at any time for any reason. Employees are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the pastor, administrator, PLC, principal, agency director or dean.

Employment Relationship

At-Will

An employee without a contract is an at-will employee. An at-will employee may resign at any time. Similarly, the employer may terminate an at-will employee for any reason but may not violate state or federal laws.

Contract

A person is employed under contract when both the employer and the employee sign a written agreement that specifies the terms of employment. Contracts for employment are to be executed only for school administrators (Principals, Vice or Assistant Principals, Presidents, High School Athletic Directors), guidance counselors and teachers. All other employees are at-will employees. No other person should be employed under a written contract without written authorization of the Vicar General or his designee. All Contracts are to be authorized by and issued through the Office of Catholic Schools.

Establishing Positions

1. When a parish, school, or agency establishes a position, it represents a major commitment of resources in support of the mission of the Church and in response to the needs of the Church and society.
2. Pastors have the authority to establish positions, to change them, or to abolish them and may consult with their respective councils (Pastoral, Finance, etc.), commissions, other advisory groups, and the Archdiocesan Human Resources Office, when requested by the pastor.
3. At the time that a position is established, a Job Description shall be prepared by the supervisor and approved by the Archdiocesan Human Resources Office.

Performance Development

The parishes, schools, and agencies of the Archdiocese deeply value the unique and essential contributions of every member of the staff. As an organization, we strive to promote excellence in all our various ministries and ensure that we are fully meeting the needs of the people whom we are here to serve. The performance development process is designed to promote excellence in all forms of work and to enhance our growth as individuals and as an organization.

It is an expectation that each employee participates in at least one performance appraisal per year. Every employee will have input throughout the process, which is often based on the fiscal year of the Archdiocese (July 1 through June 30). The timetable may vary in some parishes, schools, and agencies. Sample forms and more information about the performance appraisal and development process is available from the Archdiocesan Human Resources Office.

Hiring and Reorganizing

1. Position Descriptions: All employees should have written, up-to-date position descriptions. The description states:
 - a. Purpose for the position and how it responds to the needs of the organization or community
 - b. Description of the responsibilities and tasks of the position
 - c. Examples of work to be done
 - d. Qualifications necessary in an applicant

Position descriptions should normally be reviewed and updated annually, which may occur in conjunction with the performance appraisal meeting. The Archdiocesan Human Resources Office has drafts of position descriptions for a wide variety of positions that may be helpful in the development process.

2. Vacancy Posting and Current Staff: Employers should normally consider the qualifications of current staff members when vacancies exist. Current staff may be notified of vacancies and may apply for the position(s).
3. Applications: Employers shall require applicants for vacancies to complete a standard Archdiocesan application form.
4. References: Before offering a position to a candidate, it is essential that the employer carefully and thoroughly check references, especially former employers and others who have worked with the candidate. Candidates who have formerly worked for the Archdiocese should be screened by contacting the Archdiocesan Human Resources Office to determine if the candidate is eligible to be rehired. Information about how to check references and forms to document references are available from the Archdiocesan Human Resources Office.
5. Criminal History Check: The offer of employment is contingent on the results of a criminal history check, conducted by the parish, school, or agency.
6. All employees must successfully complete training in safe environment policies of the Archdiocese prior to beginning employment.

Employment of Relatives

To retain the objectivity that is essential to effective decision-making, relatives are not to hire or supervise one another or check, review, and/or process work of one another. Supervisors may further restrict the employment of relatives where close proximity might disrupt optimal performance of functions.

A relative, for this purpose, is defined as: husband, wife, father, mother, stepfather, stepmother, child, stepchild, grandparent, grandchild, in-law, brother, sister, niece, nephew, aunt, or uncle.

The purpose is to prevent situations in which an employee's family situation may create a conflict-of-interest with his or her job duties. Any exceptions to this policy require the prior approval of the supervisor and the Archdiocesan Director of Human Resources.

Personnel Files

A personnel file is to be maintained at each parish, school, or agency for each employee. These files are confidential. As such, the employee and appropriate supervisor(s) may request to view items from the employment record. These requests are subject to approval, on an as needed basis. Approved documents may be reviewed by the employee or the direct supervisor of the employee within the parish or school business office or the Archdiocesan Human Resources Office. FMLA records and other records that may contain health record information are kept separately, as required by law, in the Archdiocesan Human Resources Office at the Catholic Center. Completed Forms I-9 should be kept in separate files—one for current employees and one for terminated employees. Records may not be removed from the location where they are stored.

Worker's Compensation

Indiana state law requires employers to provide certain benefits to employees who are injured on the job. The benefits include qualified medical expenses as well as payments in lieu of lost wages and in case of permanent disability.

The Archdiocese provides this program to employees at the expense of the parish, school, or agency. Employees who are injured on the job must notify their supervisors immediately. Supervisors must immediately report the injury through the Archdiocesan Risk Management Office.

Unemployment Compensation

As a church, the parishes, schools, and agencies of the Archdiocese are exempt from the state unemployment compensation insurance program. Therefore, employees cannot receive unemployment compensation from the parish, school, or agency at which they were employed. However, unemployment insurance benefits may be payable to the employee from a previous employer. The availability of this compensation is determined by the Indiana Department of Workforce Development.

End of Employment

Termination takes two forms: by the employee (Voluntary) or by the employer (Involuntary).

- **Resignation:** The employee is expected to give written notice of the resignation two (2) to four (4) weeks before the planned termination date. The earliest possible notice is appreciated.
- **Abandonment of Employment:** The employee fails to report to work for three (3) consecutive days without notice to the employer.
- **Retirement:** The earliest possible notice is appreciated.
- **Reorganization:** The position occupied by the employee is ended due to reorganization.
- **Funding:** Sufficient funds are not available to the employer for the position in question.
- **Unsatisfactory Performance:** The employer should document the employee's unsatisfactory performance and follow these procedures:
 - Written notice of duties or responsibilities performed unsatisfactorily, with opportunity to improve and change, along with an explicit warning of the consequences for continued unsatisfactory performance, should be given to the employee.
 - If the employee's performance does not improve, the employee can be dismissed.
- **Misrepresentation:** Employment will be terminated if the employer discovers information about

the employment or personal history of the employee that was not disclosed by the employee at the time of hiring and which, in the opinion of the employer, is a material misrepresentation which directly or indirectly affects the employee's ability to carry out the mission of the employer and perform his/her job. No notice is required.

- **Misconduct:** Misconduct includes, but is not limited to, the employee's willful or intentional violation of laws or regulations, the employer's policies, rules or instructions or the commonly accepted norms of social and professional behavior appropriate to positions in the Church; breach of confidentiality; insubordination; dishonesty; or any other act contrary to those reasonably expected by the employer. No notice is required.

It is strongly recommended that the Archdiocesan Human Resources Office (or the Office of Catholic Schools for school employees) is consulted before the employment of any staff member from an Archdiocesan parish, school, or agency is involuntarily terminated. Since individual circumstances differ greatly, the procedures described above are intended to be general guidelines, and some variance is permitted to allow for the use of good judgment and discretion in every situation.

References

Supervisors and other staff members may respond to reference requests with dates of service and position title. Please refer any questions about references to the Archdiocesan Human Resources Office.

Standards of Conduct & Corrective Action

Workplace Culture

Personal Conduct

As employees of the parishes, schools, and agencies of the Archdiocese, we support our Mission not only through the performance of our specific responsibilities, but also by the way in which we model these values through our professional and personal behavior. Therefore, the conduct and lifestyles of all employees are expected to be in accordance with the values and teachings of the Catholic Church. Expectations for personal conduct are higher for employees in ministerial and leadership positions, and discretion will be used in considering individual circumstances.

Just Treatment

As we strive to minister in the Archdiocese, we are expected to work with others who are also pursuing the Archdiocesan mission. Sometimes, differences may develop which interfere with effectiveness. Whenever this happens, it is important that employees of the Archdiocese know the procedures by which these differences can be addressed.

It is important that a difference—a single incident or a series of misunderstandings causing conflict — be resolved as quickly as possible to restore harmony and ministerial effectiveness. Every person serving on the Archdiocesan staff has the right and the responsibility to initiate these procedures if he/she is experiencing what is perceived to be unjust treatment by another staff member.

Open Door Policy

We are committed to open communication and seeking to improve as the Archdiocese of Indianapolis. To help us meet this goal, we have an open-door policy, by which employees are encouraged to report

work-related concerns. If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If you don't feel comfortable bringing the matter to your supervisor, please feel free to raise the issue with any pastor, administrator, PLC, principal, or agency director. We encourage you to come forward and make your concerns known to the Archdiocese. We can't solve the problem if we don't know about it.

Managing Workplace Concerns

Overview

The Archdiocese is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our employees. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence. In efforts to provide this environment, the Archdiocese responds in a rapid, clear, and just way when infractions occur. These infractions may include issues related to job performance, workplace conflict, misconduct, and threats to the health, safety, and well-being of our employees.

Employee Grievance Reporting and Investigation

We encourage employees to come forward with any workplace issue even if the subject of concern is not explicitly covered by our written policies.

Employees are encouraged to report concerns first to his or her supervisor and attempt to resolve the problem. Supervisors and others are expected to take the necessary time to hear the issue, discuss possible solutions and provide a response to employee concerns.

If the employee is not comfortable approaching their supervisor, they may approach the next-level supervisor or Human Resources Office.

The Archdiocese will conduct a thorough and prompt investigation of all reported issues and maintain the investigation as confidential to the fullest extent feasible. It is our goal to address issues quickly, however, the nature of the concern may dictate further investigation and discussion that can be time consuming. A response to all concerns will be given in a reasonable timeframe.

When the circumstances surrounding the investigation suggest immediate dismissal, the employee should be placed on Administrative Leave pending a thorough investigation of facts. If the investigation reveals that the employee should not be discharged from employment, the hours of work "lost" due to the administrative leave will be reimbursed.

If a mutually satisfactory resolution of the problem is not reached, the employee may contact the next-level supervisor (such as Pastor, Principal, Agency Director, etc.). The next level supervisor will generally call together those involved in the problem and assist them in resolving the issue.

It is the role of the Archdiocesan Human Resources Office to assist all parties through the process and facilitate the attainment of a mutually satisfying solution. The Archdiocesan Human Resources Office may be consulted by any party at any point to assist.

We expect all employees to cooperate fully in any investigations by, for example, answering questions completely and honestly, providing the investigator all documents and other materials that might be relevant. All reports will be handled as confidentially as possible. When the investigation is complete, the Archdiocese will take corrective action as needed.

Any manager who receives a report, hears of, witnesses, or is subject to inappropriate conduct is required to thoroughly document such information and immediately notify Human Resources. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health or safety, wages or hours, drug or alcohol use, or an EthicsPoint violation.

Non-Retaliation

We will not engage in or allow retaliation against any employee who makes a report in good faith or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a report, this conduct should be reported immediately to the Chancellor of the Archdiocese or Archdiocesan Director of Human Resources. Such reports will be recorded and analyzed to ensure that our complaint management processes comply with this policy. Trends will be identified, and feedback will be provided to the relevant employees to improve responses to complaints if necessary.

Disciplinary Procedure

Typically, when issues occur, the Archdiocese endorses a policy of progressive discipline, as outlined, to attempt to provide employees with notice of deficiencies and an opportunity to improve. These steps may be used to meet an employee's job specific or behavior (misconduct)-related concerns.

The following outlines the progressive disciplinary procedure of the Archdiocese. The Archdiocese retains the right to administer discipline in any manner it sees fit, given the particular circumstance. This policy does not modify the status of employees as employees at will or in any way restrict the Archdiocese's right to bypass the disciplinary procedures suggested.

All steps below, including concerns addressed and actions to be taken, should be discussed with the employee in a confidential setting and documented in his or her personnel file as they progress.

Step 1: Discussion with Employee. This creates an opportunity for the immediate supervisor to bring attention to the existing performance or conduct issue. The supervisor should discuss the nature of the problem or the violation of company policies. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

The supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning. This step involves more formalized documentation of the performance or conduct or issues and consequences.

The immediate supervisor will meet with the employee to review any additional incidents or information about the performance or conduct issues as well as any prior corrective action plans. Management will outline the consequences for continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be drafted. This PIP will be issued within five business days of a Step 2 meeting, with a stated timeline for the PIP. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension/ Administrative Leave. Some performance, conduct or other incidents require removal of the employee from the workplace. When immediate action is necessary, the immediate supervisor may place the employee on administrative leave pending the results of an investigation, to document possible occurrences or for other situations at the discretion of the Human Resources Office. Supervisors must consult with the Archdiocesan Human Resources Office (or with the Office of Catholic Schools for school employees) prior to placing employees on administrative leave.

Administrative leave that is recommended as part of the next step of the progressive discipline policy is subject to approval from a next-level manager and Human Resources.

If the investigation reveals that the employee should not be discharged from employment, the hours of work "lost" due to the administrative leave will be reimbursed.

Step 4: Termination/ Failure to improve. Failure to improve performance or behavior after the written warning or leave can result in termination. The last step in the progressive discipline process is a recommendation to terminate employment. The Archdiocese reserves the right to combine and skip steps depending on the circumstances of the situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

In cases involving serious misconduct, contract violations, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. In these instances, the employee should be suspended immediately, and an investigation of the incident(s) leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

The Archdiocesan Human Resources Office may be contacted at any time during this process for assistance.

EthicsPoint

To report misconduct specifically concerning children or vulnerable adults, the safety of minors, or financial misconduct, contact EthicsPoint at 888-383-6810 or use the Archdiocese Misconduct Hotline button found on ArchIndy.org, on the left side of the page.

Workplace Guidelines

Office Hours

Employees are expected to be on-time or, if they will be absent, to notify their supervisor thirty minutes

before their scheduled start time. Additionally, employees are expected to stay for the duration of their scheduled time or seek approval from their supervisor if they need to leave early.

Hours will vary by location, please consult with your supervisor, pastor, business manager or principal for further information.

Personal Appearance

Personal appearance is important in every parish, school, and agency. Neatness, cleanliness, modesty, and appropriate attire are essential for a professional appearance. An employee's appearance and conduct inspire the confidence of the public and other employees. Questions about what is considered acceptable personal appearance should be addressed with your supervisor.

Use of Communications Technology

Computers, internet, email, and telephones are available for work-related purposes. Personal use should be kept to a minimum. Employees are reminded that the employer owns any communication sent via email or that is stored on any employer-provided equipment. Supervisor(s) and other authorized staff have the right to access any material in an employee's email or on an employer-provided computer at any time. Employees should not consider their electronic communication, storage, or access to be private if it is created or stored on work systems.

Social Media and Electronic Communications Policy

This policy does not prohibit the types of activities protected by federal labor law, such as the online discussion of wages or working conditions among employees. However, be advised that comments on social media are generally not protected if they are mere complaints not made in relation to group activity among employees.

In general, the parishes, schools, and agencies of the Archdiocese respect the right of employees to use personal websites, social networks, and blogs during non-work hours as a medium of self-expression. Employees should bear in mind, however, that although websites, social networks, and blogs are generally viewed as a medium of personal expression, the posting of certain comments and information may have a harmful effect on the parishes, schools, and agencies of the Archdiocese. Considering this possibility, employees should adhere to the following policy regarding the use of personal and professional websites, social networks, and blogs:

- Employees are prohibited from electronic communication with children and endangered or vulnerable adults without copying another employee and/or a parent or guardian.
- Employees should not create, post or otherwise access blogs, social networks, or personal websites for personal use during normal working hours. Employees may access websites, blogs, and social networks for legitimate professional job-related purposes during the workday with the approval of their supervisors.
- If you identify yourself as an employee of a parish, school, or agency of the Archdiocese on a personal website, blog, or social network, please make it clear that the views you express are yours alone and that they do not necessarily reflect the views of your parish, school, or agency. If you identify yourself as an employee of a parish, school, or agency of the Archdiocese on a personal website, blog, or social network, to help reduce the potential for confusion, it is required that you put the following notice in a reasonably prominent place on your site (such as

at the bottom of your personal profile page):

“The views expressed on this website/blog/social network are mine alone and do not necessarily reflect the views of my employer.”

- Employees are prohibited from disclosing on personal or professional websites, blogs, or social networks any information that is confidential or proprietary to any parish, school, or agency of the Archdiocese or to any third party that has disclosed information to the employer.
- The parishes, schools, and agencies of the Archdiocese have exclusive rights to certain concepts or developments you produce that are related to parish, school, or agency business. Employees may not use parish, school, or agency trademarks or logos on their sites. Please consult with the Archdiocesan Director of Communications if you have questions about publishing anything related to your parish, school, or agency of employment on your site.
- Employees are prohibited from providing a link or otherwise referring to a parish, school, or agency website or the Archdiocesan website on their personal websites, social networks, or blogs without the prior approval of the Archdiocesan Director of Communications.
- The parishes, schools, and agencies of the Archdiocese will not tolerate the posting of discriminatory, obscene, derogatory, defamatory, libelous, or slanderous statements, comments and images which discredit or cause embarrassment to the parishes, schools, and agencies of the Archdiocese, our employees, clients, vendors, and others.
- The parishes, schools, and agencies of the Archdiocese reserve the right to monitor websites, social networks, or blogs created on employer-provided computers during the workday or on employer-provided computers on personal time.
- The parishes, schools, and agencies of the Archdiocese may require that you confine your commentary on websites, social networks, or blogs to topics unrelated to your employment (or in some cases, that you temporarily suspend your website, social network, or blog activity altogether) if there is reason to believe that it is necessary or advisable to ensure compliance with this policy or with federal or state laws.
- The conduct and lifestyles of all employees are expected to be in accordance with the values and teachings of the Catholic Church. This includes what is reflected on social media and electronic communications.
- Employees cannot engage in sexual or other harassment in violation of Archdiocesan policy.
- Making discriminatory, defamatory, libelous, or slanderous statements in discussing Archdiocese.
- Employees are prohibited from engaging in other violations of Archdiocesan policy or the law.

Employees in violation of the Archdiocesan Social Media and Electronic Communications Policy may be disciplined up to and including termination.

Use of School or Church Name

The Archdiocese forbids employees to use its name or the name of any of its agencies in connection with sports teams or any other promotion without permission in writing from the Vicar General. Likewise, employees may not use the name of a parish, school, or other Archdiocesan organization for any non-approved purpose without the advance permission of the pastor, principal, or administrator.

Copyright Protection

Copyright infringement is defined as “the use of works protected by copyright law without

permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display, or perform the protected work or to make derivative works.”

Employees are expected to abide by copyright requirements and refrain from illegal reproduction, recording, and broadcast of educational materials, computer software, printed or electronic music, movies, and other copyrighted materials. Questions about this policy or reports of possible violations should be directed to your supervisor or the Archdiocesan Human Resources Office.

Lactation Accommodation

All women who breastfeed their children and who need to express milk during the workday will discuss with their supervisors and the Archdiocesan Human Resources Office to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job.

Time for Lactation Accommodation: Supervisors may consider flexible working arrangements. Women may use their break and lunch time to express milk. Vacation and personal hours can also be used to express milk if needed. Breaks to express milk should not last longer than 30 minutes.

The Environment for Lactation Accommodation: The supervisor and/or the Archdiocesan Human Resources Office will work with each nursing mother to determine a private area in which they may express milk. Milk should be placed in cooler-type containers and may be stored in parish, school, and agency refrigerators.

Remote Work

It is important to cultivate a sense of community in our workplace, and we value the camaraderie and collaboration that can come from working together in the same place. Therefore, physical presence in the workplace is preferred and is the normative way in which we serve.

As an employer, we also recognize that there are situations when employees may temporarily need to work remotely.

Not all positions are well-suited for remote working, and therefore some employees may not be eligible to work from home. Please check with your location as to the application of this policy, as well as expectations for employees working remotely.

A Remote Work request must be completed and approved prior to remote work that exceeds an average of two (2) days per month.

Addendum A

Remote Work

It is important to cultivate a sense of community in our workplace, and we value the camaraderie and collaboration that can come from working together in the same place. Therefore, physical presence in the workplace is preferred and is the normative way in which we serve.

As an employer, we also recognize that there are situations when employees may temporarily need to work remotely, and we wish to provide a process to accommodate a request to work remotely as well as requirements and procedures to promote effectiveness and consistency.

Eligibility

An employee may be eligible to work remotely if they have been actively employed in their current position for at least six (6) months, their duties can be successfully accomplished off-site through the use of information technology, they have proven to be able to work effectively on an independent basis, and they have received written approval to work remotely through the process described in this policy.

Not all positions are well-suited for remote working, and therefore some employees may not be eligible to work from home. Please check with your location as to the application of this policy.

Please note that employees must have access to a high-speed internet in order to work remotely. All work should be done from a secure virtual private network (VPN).

A maximum of 90 days may be submitted for approval per calendar year. Consecutive or ongoing requests will not be approved.

Approval

A Remote Work Request Form must be completed and approved prior to remote work that exceeds an average of two (2) days per month.

Rules and other policies

While working remotely, employees must adhere to all the conditions in the Employee Handbook. All Archdiocesan policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of the location where work is performed.

Work expectations

Employees should work their usually scheduled hours each day and be accessible by e-mail and phone during those hours. In order to receive and make calls remotely, work phones should be forwarded to the employee's computer or personal phone, as applicable. If phone calls to work phone numbers cannot be answered immediately, employees should regularly check voice mail and promptly respond to any messages.

Employees must meet deadlines, uphold high-quality standards, and report work activity as required by the employee's supervisor. While some scheduling flexibility may be allowed, the employees must agree to work set hours as much as possible on regularly scheduled workdays.

Employees will interact with their supervisors to receive work assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to the work procedures that are mutually agreed upon.

Timekeeping and Time Off Requests

Hourly employees must record their hours worked each day in the Paylocity system and should receive

approval from their supervisors for any work beyond normal working hours. If an employee wishes to take vacation or use personal days, a request should be made through the Paylocity system, and approval must be granted by the supervisor.

Security of Information and Property

All work performed remains the intellectual property of the Archdiocese whether it is performed at home or in the office and securing data and work-related information is of utmost concern. Employees shall safeguard all work-related records, papers, correspondence, and computer files. Any breaches in security protocol will be investigated and may lead to disciplinary action.

Employees should have access to a Virtual Private Network (VPN) to secure connections with servers and networks. The VPN must be used at all times during work hours. Teleconferencing should only occur by means of Microsoft Teams or any other system approved by the Archdiocesan Director of Information Technology (IT) to ensure confidentiality.

Expense Reimbursement

The Archdiocese will not be responsible for operating costs, internet-related expenses, home maintenance, or any other incidental cost (such as utilities) associated with the use of the employee's residence or any other location used for remote work. However, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while performing approved work for the Archdiocese.

Worker's Compensation

Employees are covered under the Workers' Compensation Law of Indiana if they are injured in the course of performing work-related duties at their residence or other approved telecommuting location. Any work-related injuries should be reported immediately to the employee's supervisor.

Equipment

Employees should work with their supervisors on any specific equipment needed to successfully perform their work remotely. Requests for new or additional equipment must be submitted to the pastor, principal, or supervisor for review and approval. Any equipment provided by your parish, school, or agency, such as laptop computers, should be protected from damage and unauthorized use. Note that before taking home any equipment or materials, employees should inventory and record all items being taken with their supervisor. When the employee returns to the office, these items must be checked-in/re-inventoried with their supervisor.