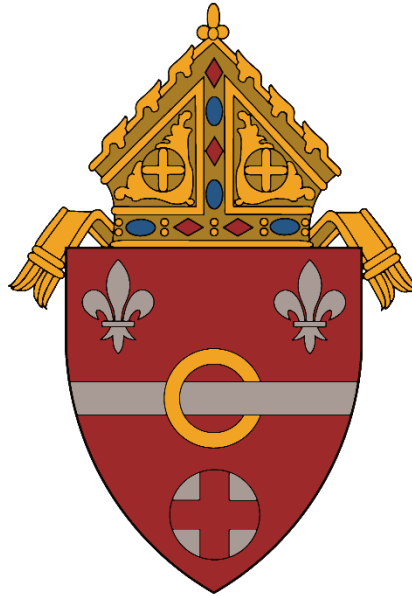


# Diocese of Allentown LAY EMPLOYEE HANDBOOK



FOR ALL

Parishes and Schools

Chancery

Vicar for Clergy

Communications

Tribunal

Secretariat for Evangelization, Education, and Formation

Secretariat for Catholic Health & Human Services & Youth Protection

Secretariat for Temporal Administration

TABLE OF CONTENTS

*Welcome from our Bishop* \_\_\_\_\_ 5

*Statement of Beliefs* \_\_\_\_\_ 6

***WELCOME TO THE DIOCESE OF ALLENTOWN*** \_\_\_\_\_ 8

***SECTION I: GENERAL INFORMATION*** \_\_\_\_\_ 8

    A. Work as Ministry \_\_\_\_\_ 8

    B. Nature of Employment \_\_\_\_\_ 9

    C. Catholic Identity and Mission Statement \_\_\_\_\_ 9

    D. Background Check and Certification Requirements \_\_\_\_\_ 10

    E. Equal Employment Opportunity Statement \_\_\_\_\_ 10

    F. Americans with Disabilities Act (ADA) \_\_\_\_\_ 11

    G. Employment of Relatives \_\_\_\_\_ 11

    H. Personnel Files \_\_\_\_\_ 11

    I. Promotions, transfers and rehires \_\_\_\_\_ 12

    J. Voluntary Resignations \_\_\_\_\_ 13

    K. Exit Meeting \_\_\_\_\_ 14

    L. Expense Reimbursement \_\_\_\_\_ 14

    M. Special Events \_\_\_\_\_ 14

***SECTION II: HOURS OF WORK AND COMPENSATION*** \_\_\_\_\_ 14

    A. Employee Classification \_\_\_\_\_ 14

    B. Pay Period \_\_\_\_\_ 15

    C. Timekeeping \_\_\_\_\_ 15

    D. Business Hours and Work Schedules \_\_\_\_\_ 16

    E. Remote Work Policy \_\_\_\_\_ 17

    F. Overtime \_\_\_\_\_ 19

    G. Paycheck Inaccuracies \_\_\_\_\_ 19

***SECTION III: EMPLOYEE CONDUCT AND WORK RULES*** \_\_\_\_\_ 20

    A. Confidentiality and Protection of Property Rights \_\_\_\_\_ 20

    B. Attendance/Tardiness \_\_\_\_\_ 21

    C. Drug and Alcohol Use \_\_\_\_\_ 22

    D. Personal Appearance and Dress Code \_\_\_\_\_ 23

    E. Inclement Weather \_\_\_\_\_ 25

    F. Sexual and Other Forms of Unlawful Harassment \_\_\_\_\_ 25

G. Safety and Security _____	27
H. Work Related Injuries _____	28
I. Workplace Violence _____	28
J. Smoking _____	29
K. Housekeeping _____	29
L. Supplies and Equipment _____	29
M. Bulletin Boards _____	29
N. Personal Phone Calls, Cell Phone Use, Text Messaging, Headphones, Streaming, and Radios _____	30
O. Email _____	31
P. Internet Code of Conduct _____	32
Q. Outside Employment _____	34
R. Solicitation and Distribution _____	34
S. Gifts _____	35
T. Performance Expectations _____	35
U. Disciplinary Action _____	36
V. Termination of Employment _____	37
<b>SECTION IV: BENEFITS _____</b>	<b>37</b>
A. Health and Retirement Benefits _____	37
B. Holidays _____	38
C. Holy Days of Obligation _____	38
D. Vacations _____	39
E. Sick Leave _____	41
F. Benefit Accrual _____	42
G. Family and Medical Leave _____	42
H. Administrative Leave of Absence _____	43
I. Bereavement Leave _____	44
J. Military Leave _____	44
K. Jury Duty / Court Appearance _____	44
L. Educational Assistance _____	45
<b>APPENDICES _____</b>	<b>48</b>
A. Expense Report Form _____	48
B. Bi-weekly Employee Time Sheet _____	49

C. Remote Work Form _____	50
D. Employee Absence Report _____	51
E. Vacation Request Form _____	52
F. Educational Assistance Application _____	53
<b><i>EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGMENT</i></b> _____	<b>55</b>



**OFFICE OF THE BISHOP**

Mailing Address  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA  
18105-1538

1 January 2026

Dear Colleague in Christ,

Welcome to the Diocese of Allentown, and thank you for answering the call to serve the mission of the Church through your work as a Diocesan Administrative Employee.

Your role is an essential part of our shared mission to bring the Gospel of Jesus Christ to the people of our Diocese. Whether your work involves direct support of parish life, Catholic education, social services, or diocesan operations, you contribute to the spiritual and pastoral care of thousands of faithful across our five counties. For this, I am deeply grateful.

As you begin—or continue—your journey with us, I encourage you to view your service not merely as employment, but as a ministry: an opportunity to place your talents, time, and professional expertise at the service of the Church and its mission.

This handbook is intended to help guide you in your responsibilities and to ensure that we all work together in a spirit of unity, charity, and fidelity to the mission of the Church. I urge you to read it carefully and refer to it often.

Please know of my prayers for you and your loved ones. May your time with the Diocese be marked by growth, fulfillment, and the abiding joy that comes from serving our Lord and His Church.

With every best wish, I remain

Gratefully yours in Christ,

✠ Most Reverend Alfred A. Schlert

## Bishop of Allentown

### Statement of Beliefs

The Church is commissioned by God to attend to the fundamental dignity of all persons, and has the particular duty to proclaim the way of salvation offered by Jesus Christ. Our institutions respond to this call serving the bodily and spiritual needs of those in our community. Those individuals who desire to take up this call are invited to give witness to Catholic beliefs by working in our diocesan institutions. We live out this call by word and deed in our professional and personal lives, including in any presence we may have online.

We believe...

- ... in God: the Father who created all things visible and invisible; the Son, Jesus Christ, who became man, and who rose from the dead for the salvation of souls; and the Holy Spirit, who inspired the words of Scripture and continues to animate the life of the Church.
  - Employees may not promote any personal beliefs or belong to organizations (i.e. Freemasons, Planned Parenthood, etc.) that contradict Church teaching.
- ... that faith and reason work together in our pursuit of knowledge. We encourage everyone to explore the goodness of God's creation as it is expressed and discovered via the artistic, scientific, and theological disciplines, as well as through dialogue between those disciplines.
  - Employees may not suggest that Scripture/faith/piety are unintelligent, superstitious, or belong only to a former era of human history.
- ... that because Mary and the saints are united with God in heaven, it is good to ask them to pray for and with us. Being human, not divine, they do not act on their own power, but rather intercede for us with God.
  - Employees may not suggest that such prayer is either idolatrous or superstitious, or that it is a kind of "wishing well" that guarantees a positive result.
- ... that God created human beings as a unity of body and soul, and as male and female; our anatomical complementarity is an outward sign of our spiritual complementarity.

- Employees may not promote adultery, cohabitation, contraception, homosexuality, gender fluidity, polygamy, pornography, premarital sex, same sex unions, transgenderism, or any ideologies that reject either the body-soul unity, the Sacrament of Marriage, or any other doctrines, laws, or teachings of the Catholic Church.
- ... that all human life is sacred from the moment of conception to natural death. We affirm that everyone should be treated in accordance with that dignity. Therefore, we reject all ideologies and acts that attack human dignity such as abortion; abuse or bullying, especially of vulnerable groups (e.g., children, disabled, elderly); euthanasia (i.e., “assisted suicide”); hatred and prejudice; human trafficking; mutilation and torture; and unjust war.
  - Employees may not promote the activities and ideologies listed above, and rather should treat others with compassion, kindness, and respect, including in any online profiles.
- ... that Jesus is truly present in the Sacrament of the Eucharist, which is no mere symbol, but rather a real participation in the ongoing re-presentation of God’s sacrifice at Calvary.
  - Employees will model reverence whenever they attend liturgies or prayer services. Employees may not promote or tolerate mockery or disdain of liturgical activities.

I agree to comply with and act consistently in accordance with this Statement of Beliefs and the stated philosophy and teaching of the Roman Catholic Church. I acknowledge my failure to do so may subject me to disciplinary action up to and including termination of employment.

## WELCOME TO THE DIOCESE OF ALLENTOWN

We are pleased to have you join us at the Diocese of Allentown (hereinafter “the Diocese”) and hope that you will enjoy working with us. This Employee Handbook outlines some of the privileges and benefits which the Diocese currently offers and explains some of your responsibilities as an employee. You are required to read this handbook carefully so that you will be aware of the current policies, benefits, and procedures in place at the Diocese.

Consistent with Pennsylvania law, your employment with the Diocese is at-will and can be terminated at any time for any reason, with or without cause and with or without notice, at the option of either you or the Diocese. This Handbook does not alter your employment at-will status or guarantee you employment for any specific period of time. The at-will employment status of any Diocesan employee can be altered only by a written employment contract signed by an authorized representative of the Diocese.

This Employee Handbook supersedes all prior versions of the Handbook.

Employees who have any questions concerning the contents of this Handbook are encouraged to contact the Diocesan Office of Human Resources at 610-871-5200.

We look forward to a long and mutually beneficial working relationship. God bless you for your commitment and efforts on behalf of the Diocese!

### SECTION I: GENERAL INFORMATION

#### A. Work as Ministry

A diocese is that “portion of the people of God, which is entrusted to a bishop to be nurtured by him, with the cooperation of the presbyterium, in such a way that, remaining close to its pastor and gathered by him through the Gospel and the Eucharist in the Holy Spirit, it constitutes a particular Church. In this Church, the one, holy, catholic, and apostolic Church of Christ truly exists and functions.” (*Code of Canon Law* §. 369)

Those who work in the administrative offices of the Diocese help en flesh the Bishop’s shepherding of his flock. Some employees do this by providing practical services to parishes. Others assist by supporting parishes, schools, priests, deacons, and others within the Diocese in their respective ministries. These employees promote a rich celebration of the sacred liturgy, evangelize in witness and service,

acquire or prepare catechetical materials, organize ministry conferences, support youth ministries, promote respect for human life, call for justice, encourage ministry to those who are in prison or in need, help ensure that ministries are healthy, adjudicate sacramental and canonical matters, and otherwise witness or serve for the sake of or on behalf of the Church's mission in the world.

## **B. Nature of Employment**

All employees are subject to the Diocese's policy of employment-at-will. As such, either the Diocese or the employee may terminate the employment relationship at any time, with or without cause and with or without notice. The at-will employment of employees of the Diocese can be altered only by a written employment contract signed by an authorized representative of the Diocese.

## **C. Catholic Identity and Mission Statement**

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church in regard to matters of faith and morals. Each employee is therefore expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the Diocese and to avoid any embarrassment or scandal to the Catholic faithful of the Diocese. Each employee plays a part in furthering the mission of the Church.

Each employee must avoid engaging in any conduct in or out of the workplace which, in the judgment of the Diocese, constitutes serious or public immorality, sacrilege, lewd conduct, public scandal or overt rejection of, or the holding up to doubt, public ridicule or question of the official teaching, doctrine or laws of the Roman Catholic Church, as contained in, but not limited to, the *Catechism of the Catholic Church*, the *Code of Canon Law* of the Roman Catholic Church, the decrees, policies or norms issued by Church authority, and in the official policies or handbooks adopted by the Diocese.

Any violation of this policy may result in disciplinary action against the employee, which may include, but not be limited to counseling, admonition, completion of corrective action, suspension, or termination of employment. An employee whose employment is terminated pursuant to this policy may, within seven days of his or her dismissal, petition the Office of the Diocesan Bishop, at his discretion, to review the termination decision. Petition to the Office of the Diocesan Bishop shall be the sole and exclusive means of review of dismissals for violation of this policy.

#### **D. Background Check and Certification Requirements**

All new employees are required to complete a PA State Police Criminal Record Check (PATCH), PA Child Abuse History Certificate, FBI Criminal Background Fingerprint Check as required under Commonwealth of Pennsylvania's Act 153 of 2014 and acknowledgments for the Child Protective Services Law, Code of Conduct, Social Media and Electronic Communications, and Sexual Abuse policies. All background checks and Mandated Reporter training for staff and volunteers must be completed prior to working with children. Protecting God's Children training should be taken within 30 days of employment.

New employees in Accounting and Finance (including parish/school bookkeepers) are required to submit to a financial/credit check.

State law requires all school employees to present current background checks prior to hire.

Background re-checks and Mandated Reporter training are completed every five years, in compliance with the Child Protective Services Law. Employees are required to keep their background status up to date with Safe Environment. Failure to do so may result in suspension or discharge.

#### **E. Equal Employment Opportunity Statement**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Diocese are based solely on merit, qualifications, and abilities.

The Diocese will recruit, hire, train, supervise, and compensate its employees based upon factors such as performance of job duties and requirements, work quality, behavior, training, education, and experience. James Joyce once described the Catholic Church as "here comes everybody." He was right. Accordingly, the Diocese equally provides employment opportunity regardless of race, color, sex, national origin, protected age category, sexual orientation, pregnancy, familial status, veteran status, genetic information, or disability (of a person who is otherwise qualified). The Diocese, consistent with its rights under the First Amendment and various statutes, complies with local, state, and federal laws.

The Diocese may, in its discretion, make employment decisions based on religion including all aspects of religious observance and practice as well as belief. It may also make employment-related decisions based upon the individual's conduct and speech on and off the job, including his or her alignment with Catholic values. The Diocese is a religious organization. A person's faith, morals, and church participation may be

essential to a particular role on behalf of the Diocese. The Diocese reserves the right to exercise its religious freedom by making hiring and retention decisions based on religious preference and/or based on its religious teachings when there is a bona fide occupational qualification for the position.

All employees are expected to cooperate fully in meeting the Diocese's Equal Employment Opportunity objectives. The Diocese will not tolerate retaliation against any employee who reports acts of discrimination or who provides information in connection with any such complaint. Any employee who believes he or she has been discriminated against must immediately report any incident or complaints of discrimination to the Office of Human Resources.

#### **F. Americans with Disabilities Act (ADA)**

Consistent with its EEO policy, the Diocese will not discriminate against any employee or applicant for employment on the basis of a disability or medical condition with respect to any term or condition of employment. Among other things, the ADA requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or physical or mental limitations. Subject to certain limitations, the ADA requires employers to attempt to reasonably accommodate individuals with disabilities. The Diocese will comply with the ADA in all respects.

#### **G. Employment of Relatives**

The employment of relatives is permissible provided that one employee is not directly supervising the other. No relative of the person who processes payroll may work at the location. A relative for this purpose is defined as husband, wife, father, mother, daughter, son, brother, sister, grandparent, grandchild, niece, nephew, aunt, uncle, cousin, stepson, step-daughter, step-father, step-mother, step-brother, step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, foster child or ward of the court.

#### **H. Personnel Files**

All diocesan locations maintain a personnel file for each employee. In addition to the personnel file, all diocesan locations maintain separate files for Form I-9 (Employment Eligibility Verification) and medical information. Medical information availability is strictly limited to authorized personnel on a need-to-know basis.

Employees are to notify the Office of Human Resources in the event of a change in

your name, address, phone number, emergency contact(s), personal status such as newly married, birth of a child, etc., so that your personnel file may be kept current.

Upon the submission of a written request to the Diocese, employees are permitted to examine the contents of their personnel files. Within a reasonable time after receipt of a request, the Office of Human Resources will schedule a time, during regular business hours, when the requesting employee may inspect the contents of the personnel file. This inspection must occur during the employee's free time, not during the employee's regularly scheduled working hours. Although the inspecting employee may take notes regarding the inspection, the personnel file and its contents may not be photocopied, photographed, or removed from the place of inspection. Letters of reference and planning materials are not subject to examination.

### I. Promotions, transfers and rehires

As a Catholic organization, we recognize that each person is uniquely gifted by God and called to use those gifts in service to others. In considering promotions, we strive to practice the Catholic principles of justice and stewardship—recognizing and affirming the talents and contributions of our employees in ways that promote both individual flourishing and the common good. Decisions regarding advancement are made with prayerful discernment and integrity, upholding the dignity of work and the importance of encouraging personal and professional growth within our faith-driven mission.

The Diocese of Allentown recognizes that staff motivation, productivity, and retention are dependent upon people working in positions that are well suited to their interests, and therefore offers and encourages internal transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

**Hiring Manager Responsibilities:** Upon the hiring department manager's knowledge of an employee within the Diocese having interest in its opening, the hiring manager **MUST** notify the Office of Human Resources so that eligibility for promotion, transfer or rehire may be determined before any interview is held. No verbal or written hiring commitments can be made without the knowledge and assistance of the Office of Human Resources.

Internal job opportunities will be electronically sent via the Weekly News as they become available. Employees are also encouraged to monitor job opportunities on the Diocesan website under the employment section for suitable positions of interest. To apply for an internal job opening:

Step 1: Ensure that you meet all eligibility requirements:

- You are a current, regular full- or part-time employee.
- You have been in your current position for at least six months.
- You have achieved “Meets Expectations” or above for all criteria on your last Performance Evaluation and Review in your current position.
- You have not had an employee counseling or corrective action (oral or written warning) within six months nor a performance improvement plan for the last 12 months in your current position.
- You meet the qualifications and any additional requirements listed for the position on the internal job posting.

In all cases, the employee’s work record, including but not limited to performance, attendance, efforts to develop skills, and related behavior, will be used as valid criteria for determining suitability for a position.

Step 2: Complete an Internal Job Application form:

Applications are available from the Human Resources Office. A current resume (unless otherwise noted) and cover letter must accompany the completed application.

Step 3: Submit your completed Internal Job Application to the Human Resources Office and the hiring manager.

Step 4: Qualified candidates will participate in an initial interview for the position. Finalists may participate in additional interviews. All internal candidates will be notified of the hiring decision before it is announced. It is the responsibility of the new hiring manager/supervisor and the employee’s current hiring manager/supervisor to coordinate a mutually agreeable starting date for the selected employee.

## **J. Voluntary Resignations**

Employees are requested to give advance notice in writing of their intent to terminate their employment. The minimum time requested for such notice is four (4) weeks for exempt employees and two (2) weeks for non-exempt employees. Employees may not use vacation leave during any resignation notice period. An employee who is entitled to receive payment for unused vacation time shall accrue such time only through the last day actually worked. Any employee who fails to provide the requested advance notice of resignation will not be paid for any accrued but unused vacation time.

## **K. Exit Meeting**

Prior to leaving employment, employees are expected to meet with their supervisor or the Office of Human Resources to return all Diocesan property in the employee's possession, custody, or control. This property includes items such as credit cards, keys, fobs, computer passwords, cell phones, computers, laptops, iPads, etc.

Employees leaving diocesan employment may have an exit interview with the Office of Human Resources. An employee may decline to be interviewed but must have an exit meeting with a director or supervisor.

## **L. Expense Reimbursement**

Automobile mileage and reimbursement for the use of your personal car for Diocesan business is made at the IRS standard rate in effect at the time the expense is incurred. Expense vouchers (see Appendix) are available from accounting and are to be turned in to your supervisor in a timely manner along with accompanying receipts, if any. Receipts for all expenses and credit card charges are due within 30 days.

## **M. Special Events**

An employee's attendance at certain special functions, including Masses, conferences, a co-worker's retirement, or funeral Mass is permitted without loss of pay or the need to use paid time off. Employees should confirm with the Office of Human Resources that a specific event is subject to this provision.

# **SECTION II: HOURS OF WORK AND COMPENSATION**

## **A. Employee Classification**

To determine eligibility for benefits and overtime compensation and to ensure compliance with the Fair Labor Standards Act (FLSA) and other federal and state laws and regulations, the Diocese classifies its employees as follows:

**Non-exempt:** Non-exempt employees are subject to the overtime requirements of the FLSA. Non-exempt employees are required to record all hours worked.

**Exempt:** Exempt employees are not subject to the overtime requirements of the FLSA.

All employees are also classified as follows:

**Full-Time:** An employee who regularly works thirty-five or more (35+) hours per week. Full-time employees are eligible for the standard Diocesan benefit package, subject to the terms, conditions, and limitations of each benefit program, including eligibility based on hours worked each week.

**Part-Time:** An employee who regularly works less than thirty-five (35) hours per week. Part-time employees are eligible for some Diocesan benefits, subject to the terms, conditions, and limitations of each benefit program, including eligibility based on hours worked each week.

**Per Diem:** Employees who are hired to fill in on an as-needed basis, typically for temporary or short-term assignments, and compensated at a daily rate rather than hourly or annually.

**Seasonal/Temporary:** Employees who are hired to assist in the completion of a specific project, vacation relief, etc. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal/Temporary employees are not eligible for any of the Diocesan benefit programs.

## **B. Pay Period**

The work week at the Diocese runs from Sunday through Saturday with two (2) work weeks in each pay period. Employees are generally paid bi-weekly or every other Friday. Various mandatory deductions are withheld from each regular paycheck. In addition, all garnishments and employee-authorized deductions (e.g., health insurance contributions, etc.) are also automatically withheld from each regular paycheck. If a regularly scheduled payday falls on a day off, such as a holiday, employees will be paid on the last scheduled day of work before the regularly scheduled payday.

## **C. Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee of the Diocese. Federal and state laws require the Diocese to keep an accurate record of time worked to calculate employee pay and benefits. Time worked includes all time actually spent on the job performing assigned duties.

All non-exempt employees must record their time in iSolved, use time sheets, or a timeclock at the employee's location, to record the number of hours worked each day. Time sheets should indicate the start and completion time of each workday, as well as

the start and completion time of each lunch break. The employee's immediate supervisor must approve any changes to time records in writing or approve them through iSolved. The employee must get prior approval for overtime hours.

Exempt employees are not required to clock in and out.

Employees shall not clock in or clock out for other employees or permit or request any other employees to do so for them. Altering, falsifying, or tampering with time records will result in disciplinary action up to and including termination of employment.

#### **D. Business Hours and Work Schedules**

A parish, school, or agency may establish a written policy regarding Office Hours/Lunch Time that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers. Such policy deviations require the consent of Diocesan Human Resource prior to implementation.

The normal work week is thirty-five (35) to forty (40) hours, depending on your location. Employees should schedule their lunch and break periods in consultation with their supervisor to ensure adequate coverage within their department. Employees receive an unpaid lunch period of one hour, and is to be in addition to the regular work schedule of seven (7) hours per day. The lunch period is not included in the regular hours of employment. Any changes to the normal work schedule must be approved in advance by your supervisor. During lunchtime, non-exempt employees are not to perform any duties or to remain at their desks.

Although giving breaks or lunch is not required by law, we encourage employees to get out of the office and take lunch away from their workstations. It helps employees to regroup and recharge for the next part of their shift. This helps keep energy positive and employees sharp.

Work schedules for employees of the Diocese are determined on an individual employee basis in consultation with the Pastor, Administrator or supervisor, and the Office of Human Resources. Employees will be advised by their immediate supervisor or the Office of Human Resources of the days they are required to work and the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees are expected to work their assigned schedules. Employees are prohibited from making unauthorized changes to their assigned schedules.

Employees must receive prior approval by their supervisor before working additional time beyond their scheduled workday. If the hours for an employee are set, for

example, from 8:00 a.m. to 4:00 p.m., with an hour lunch, the employee should be at work until 4:00 p.m. The employee cannot use their lunch to leave at 3:00 p.m. without approval, because they are not fulfilling their scheduled hours. If the employee works through their lunch without approval and leaves, they must be paid for all time worked, but they will be disciplined for not working their scheduled hours and not receiving prior approval. An employee may be terminated if they continue to violate his/her scheduled hours.

#### E. Remote Work Policy

As a Catholic organization, we recognize that work is a form of participation in God's creative action and a means by which individuals live out their vocation. Whether performed on-site or remotely, work must be approached with integrity, accountability, and a spirit of service. Remote work arrangements should reflect our commitment to professionalism, stewardship, and respect for the dignity of each person.

Employees approved for remote work are expected to:

- Uphold the mission and values of the organization in all interactions, communications, and work habits.
- Maintain a work environment that reflects our Catholic commitment to order, responsibility, and the common good.
- Safeguard confidentiality and use organizational resources in a manner consistent with Catholic social teaching, particularly the principles of subsidiarity and solidarity.
- Be available and communicative during agreed-upon working hours to foster a spirit of collaboration and unity with team members, even across distances.

Remote work is a privilege that supports flexibility and is based on trust; it must be exercised in a way that honors our shared mission to serve others faithfully and effectively.

The Diocese of Allentown considers working remotely to be an alternative work arrangement in cases where required for a compelling reason. Remote work may not be available or appropriate for every employee and every job.

1. Either an employee or a supervisor may suggest working remotely as a (usually temporary) alternate work arrangement.

2. Remote work may be permitted on a short-term or project basis, more fully described below. All requests for remote work arrangements are made on a case-by-case basis.
3. Individuals requesting remote work arrangements must have been employed with the Diocese for a minimum of 90 days of continuous, regular employment and must have exhibited above average performance.
4. Any remote work arrangement made will be on a trial basis for the first 30 days, and may be discontinued, at will, at any time, at the request of either the remote worker or the Diocese.
5. The employee and manager will agree on the number of days of remote work allowed each week or length of time for the remote work event, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone and email within a reasonable time period during the agreed upon work schedule.
6. Before entering into any remote work arrangement, the employee and manager, with the Secretary of the employee's Secretariat and the Office of Human Resources, will evaluate the suitability of such an arrangement, paying particular attention to the following areas and complete the Remote Work Request form (see Appendix) which will be placed in the employee's personnel file:
  - a. Employee Suitability – assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
  - b. Job Responsibilities – discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
  - c. Equipment needs, workspace considerations, and scheduling issues.
7. Evaluation of remote workers' performance during remote work will include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings, if possible, to discuss work progress and problems.
8. The employer may monitor e-mail, voice mail messages and Internet use in the office or while working remotely.

9. The employee must continue to comply with all other policies while working remotely.
10. The employee must have a high-speed internet connection.

#### F. Overtime

On occasion, employees of the Diocese may be required to work overtime hours. When possible, advance notification of overtime assignments will be provided. Overtime assignments will be distributed as equitably as possible to all employees qualified to perform the required work.

Any time actually worked by a non-exempt employee in excess of forty (40) hours per week is considered overtime. Non-exempt employees shall be paid for overtime at 1½ times the employee's regular rate of pay. All overtime, however, must be pre-approved by the employee's immediate supervisor. Employees who are approaching the forty (40) hour threshold for overtime in any given week are responsible for notifying their immediate supervisor prior to working any overtime hours. For purposes of overtime calculations, time taken as holidays, vacation, sick days, or any other time not actually worked shall not be counted.

Refusal to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action up to and including termination of employment.

#### G. Paycheck Inaccuracies

The Diocese strives to ensure that all employees are paid in accordance with their position and the requirements of the law. Should any employee believe that his or her paycheck is incorrect, either in the gross amount paid or in any deductions made by the Diocese, School or Parish, he/she should report the problem immediately to the Office of Human Resources or the location's Bookkeeper/Business Manager. This complaint should be in writing and accompanied by a copy of the employee's pay stub.

In accordance with the requirements of the Fair Labor Standards Act, the Diocese is committed to the prompt investigation and resolution of any disputes regarding pay. Accordingly, the Diocese will investigate all such complaints thoroughly, and, if any pay was inappropriately withheld from an employee's paycheck, it will be reimbursed within fourteen (14) days of the employee's complaint. Employees may bring questions about their pay to attention of the Diocese without fear of reprisal or retaliation.

### SECTION III: EMPLOYEE CONDUCT AND WORK RULES

#### **A. Confidentiality and Protection of Property Rights**

Sensitive information must be treated with discretion and integrity. As a Catholic ministry, we are called to honor the dignity of our mission and those we serve by exercising prudence, protecting confidentiality, and ensuring that all communications and decisions reflect our commitment to the values and teachings of the Church. Information should only be shared on a need-to-know basis, in accordance with our policies relating to privacy. Except as is necessary for the proper performance of their duties for the Diocese, employees shall not, for any reason, either directly or indirectly disclose to any person or entity outside of the Diocese or use for their own personal benefit any Confidential Information of the Diocese, either during their employment with the Diocese or following termination of that employment. For the purposes of this policy, “Confidential Information” means any information relating in any way to the business of the Diocese, disclosed to or known by the Employee as a consequence of, result of, or through the Employee’s employment with the Diocese. This information includes, but is not limited to, any and all information about parishioners, donors, vendors, services, projects, programs, costs, insurance, marketing, finances, or other business of the Diocese.

To integrate the example of Jesus Christ and the teachings of the Catholic Church in every aspect of our work, the Diocese actively promotes and encourages the highest level of ethics. This includes a deep respect for the dignity and privacy of every individual we serve. Upholding confidentiality is not only a professional obligation but also a moral responsibility rooted in our Catholic values. All employees are expected to treat sensitive information with discretion and integrity, reflecting the Church’s call to protect the vulnerable and act with compassion, honesty, and trustworthiness in all interactions.

Employees of the Diocese shall, at all times, take all precautions necessary to protect from loss or disclosure all documents or other information containing, referring, or relating to such Confidential Information. Additionally, except as is necessary for the proper performance of their job duties for the Diocese, any disclosure of Confidential Information must be specifically approved by the employee’s immediate supervisor or an authorized representative of the Diocese.

Upon termination of employment or at any time upon the request of the Diocese, employees shall promptly return to the Diocese all documents, files, records, notes, lists, or other tangible property, whether in hard copy or on a USB drive, containing, referring, or relating to such Confidential Information. In addition, upon termination of employment, employees shall promptly return to the Diocese any other of the Diocese’s property in their possession, custody, or control, including tools, equipment,

and supplies. After leaving parish/school/diocesan employment, former employees are expected to continue to keep information confidential.

The employer owns any work product or intellectual property created, modified and/or implemented by the employee in the course of their employment. Should the employee misappropriate and/or infringe upon the organization's ownership of intellectual property, the employer has the right to seek injunctive relief and the recovery of attorney's fees and costs upon demonstration of the employee's breach. Intellectual property or work product created by the employee (i) entirely on his or her own time, (ii) without the use of any organizational property (e.g., equipment, supplies, facilities or confidential, trade secret information), (iii) that does not relate directly to the organization's business or anticipated research or development, and (iv) does not result from the individual's work performed for the organization, belong to the employee.

#### **B. Attendance/Tardiness**

Regular and timely attendance is an essential function for all jobs with the Diocese. Every employee is important to the Diocese's mission, and we expect that all will be present on a regular basis. As such, regular and timely attendance at work is a mandatory requirement for employment with the Diocese. If, for any reason, an employee is unable to report to work, the employee must notify his or her immediate supervisor of the reason necessitating the absence or tardiness at least thirty (30) minutes prior to the scheduled start of their workday, or as soon as practicable under the circumstances.

Employees who are absent or tardy without providing the requisite notification will be subject to disciplinary action up to and including termination. Employees who are absent two (2) consecutive workdays without notification to their immediate supervisor will be deemed to have resigned from employment with the Diocese and will be terminated.

Employees are required to report off from work each day or part thereof that they are unable to work. In the event an employee is aware that an illness, injury, or some other issue will require an absence from work for two (2) or more consecutive days, the employee may request permission from his or her immediate supervisor not to report off on a daily basis.

A return-to-work note from a doctor or medical professional is required following any absence from work of three or more days due to a health/medical condition or injury. The supervisor of the employee must record the absence in the payroll system.

### C. Drug and Alcohol Use

As stewards of our bodies, which are temples of the Holy Spirit (1 Corinthians 6:19-20), we are called to honor God by maintaining a healthy and substance-free lifestyle. The Diocese, in accordance with Catholic teaching, recognizes the inherent dignity and worth of every human person and therefore has a vital interest in ensuring a safe, healthy and efficient working environment and in preventing accidents and injuries resulting from the misuse of alcohol or drugs. The Compassion of Christ calls us to assist those who are struggling and to offer help through programs of recovery, rehabilitation, and spiritual renewal. While we must ensure a safe and efficient work environment, we also seek to encourage a culture of respect, empathy, and support for those who may need assistance with substance abuse. To promote the goal of providing a safe and drug/alcohol-free workplace, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on the Diocese's premises, employees may not use, possess, distribute, sell or be under the influence of alcohol, illegal drugs, or prescription drugs used in excess of their prescribed dosage. The legal use of prescribed drugs is permitted only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner. Violations of this policy will subject the employee to disciplinary action up to and including termination of employment and/or required participation in a substance abuse rehabilitation or treatment program.

In furtherance of this policy, the Diocese reserves the right to administer drug and alcohol tests in the following situations:

- As a step in the employment process (e.g., as a precondition to employment).
- When an employee is involved in a work-related accident or injury.
- When there is reasonable suspicion to believe an employee is under the influence of drugs or alcohol; and
- As a follow-up program to treatment for drug or alcohol abuse.

Refusal to submit to a drug and alcohol test will subject the employee to disciplinary action up to and including termination of employment. The Diocese will take reasonable steps to protect the confidentiality of the results of drug and alcohol testing.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their immediate supervisor or the Office of Human Resources to receive assistance or referrals to appropriate resources in the community.

## D. Personal Appearance and Dress Code

As a Catholic organization, our employees serve as visible representatives of our mission and values. Our approach to professional dress reflects the dignity of the human person, respect for our work environment, and the virtue of modesty, in alignment with Catholic social teaching. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Diocese presents to our coworkers, its students, donors, volunteers, visitors, and other members, business partners, and visitors.

Basic elements for appropriate and professional dress, regardless of work location, include attire which is clean, wrinkle-free and in good condition. Listed below is an overview of acceptable grooming and business attire standards, as well as examples of some items which are not appropriate for our office and work environment.

Depending on the work location, supervisors may exercise reasonable discretion to determine appropriateness for employee dress and appearance. This list is not intended to be all-inclusive. The items listed should help set general parameters for proper dress and grooming and allow you to make intelligent judgments about items that are not specifically addressed. If you are not sure if something is appropriate, check with your supervisor or Human Resources.

Pants/slacks – Dress pants, slacks, trousers, and tailored pantsuits are acceptable, along with coordinated separates. Dress cropped pants and tailored capri pant suits are appropriate seasonally. Leggings are allowable, but must be covered by a sweater, jacket, cardigan, or dress that must be no shorter than 6 inches above the knee when standing. Inappropriate items include denim jeans, colored jeans, casual capris, sweatpants, shorts, overalls, spandex, and pants worn below the waist or hipline, and any article of clothing that is excessively tight, worn, or faded.

Shirts – Long or short sleeved dress shirts with tie (with or without suit coat or sport coat), dressy pullovers, blouses, and sweaters with a collared shirt are acceptable. Examples of inappropriate shirts include T-shirts, sweatshirts, tank tops, halter tops, midriff tops, spaghetti straps, and those that are backless or strapless. Shirts with large lettering or logos should not be worn. T-shirts or collared shirts may be approved and/or provided for specific events and occasions. Shirts should not be unbuttoned more than two inches from the neckline.

Dresses/skirts – Businesslike dresses, coordinated dressy separates worn with or without a blazer, and skirts with modest hemlines no more than 2 inches above the knee are acceptable. Mini-skirts and denim skirts are inappropriate and may not be worn.

Footwear – Loafers, oxfords and dress shoes; pumps, sling backs, d’Orsay’s, open-toe

dress shoes (flats or with heels), dress sandals or wedges, and dress boots which fall below the knee are appropriate. Athletic shoes or sandals, sneakers, flip-flops, or slippers may not be worn at work.

Personal Hygiene – Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Cologne and perfume should be used *sparingly* out of respect for coworkers' sensitivities.

Jewelry, Accessories and Tattoos – Jewelry should be simple and classic and/or relay a professional appearance. Body piercing jewelry may only be worn on the ear. No other area of the body should be visible with body piercing jewelry or accessories. Visible tattoos on the face and neck are not allowed. Other visible tattoos or body art are permitted as long as they aren't excessive, do not contain offensive words or imagery, or messages that are contrary to Catholic teaching. Tattoos which do not comply with this policy will be required to be covered by long-sleeved shirts, pants, turtlenecks, or concealing makeup.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible and consistent with the business necessity and workplace safety standards, unless it creates an undue hardship. Employees requesting a workplace attire accommodation based on religious beliefs, disability or other reasons should contact the Diocesan Office of Human Resources.

Employees may be required to wear uniforms or protective clothing, depending on the nature of their job. Employees should carry or wear Diocese of Allentown identification while at work.

At the discretion of executive management and in special circumstances (i.e. preparing for an event, employee fundraiser, inclement weather, etc.), employees may be permitted to dress in a more casual fashion than is normally required. On these limited occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, or any clothing considered inappropriate for the workplace as described in this policy.

As part of our commitment to Catholic identity, employees should ensure that their personal appearance, grooming, and attire reflect the dignity and professionalism expected in a Catholic work environment. All persons will follow the dress code expectations of their biological sex while on Diocesan or Parish property and while representing the Diocese at outside functions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, non-exempt employees will not be compensated for the time away from work. Consult with your immediate supervisor or the Office of Human Resources if you have questions as to what constitutes appropriate attire. Violation of this policy will subject the employee to disciplinary action up to and

including termination of employment.

#### **E. Inclement Weather**

A parish, school, or agency may establish a written policy regarding Weather/Emergency Closings that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

Due to severe weather or other conditions, the Diocese, schools, or parish offices may close early, or for the entire day. The Secretary, Pastor, or Principal responsible for your work location will notify you of the office closure procedures. When normal operations are maintained, and employees are unable to travel into work, employees will be required to utilize a vacation day(s). If the employee does not have a vacation day(s), the day(s) will be unpaid. When the Diocese, school or parish is closed due to weather or other emergency conditions, employees will generally be paid for such time.

#### **F. Sexual and Other Forms of Unlawful Harassment**

We strive to provide a professional and positive work environment for employees, and a workplace free of tensions involving matters inconsistent with our Catholic mission, values and vision. As Catholics, we are called to respect the dignity of every human person and promote peace and justice in all aspects of our lives, including the workplace. The Diocese promotes a culture of nonviolence and seeks to create a safe and healthy work environment that reflects these values.

In keeping with those principles, employees must treat every person with compassion, kindness, respect, and dignity while at work.

The Diocese of Allentown strives to provide a professional and positive work environment for its employees, and a workplace free of tensions involving matters inconsistent with its mission. As such, the Diocese will not tolerate any form of unlawful harassment (e.g. sexual, racial, ethnic, disability, age, etc.) at work. It also will not tolerate retaliation for opposing harassing behavior, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Not only is harassment offensive to the individual, but it is also offensive to the values of the Gospel and the Church's teachings on the dignity of the human person.

Because all employees represent the Catholic Church and its teachings, they are expected to conduct themselves according to the goals and mission of the church. Our conduct, simply put, should be a positive reflection of the Church, its teachings, and our mission.

Consistent with the Diocese's policy of equal employment opportunity, harassment in the workplace based upon a person's race, color, sex, religion, marital status, national origin, ancestry, age, disability, veteran status, genetic information, or the like, will not be tolerated concerning employees or applicants for employment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

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

No employee of the Diocese shall threaten or insinuate, either expressly or implicitly, that another employee's or an applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no employee of the Diocese shall promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Pursuant to this policy, the following is prohibited on the part of any employee of the Diocese: unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault; or any unwelcome conduct directed toward any employee because of the individual's sex. This list is not all-inclusive.

Any employee of the Diocese, who feels that he or she has been subjected to unlawful harassment, whether sexual, racial, religious, or otherwise, must immediately report this conduct to their immediate supervisor. In the event an employee is uncomfortable, for any reason, discussing such matters with their immediate supervisor or, in the alternative, the employee is not satisfied after bringing the matter to the attention of their immediate supervisor; the employee is directed to promptly report the matter to the Office of Human Resources. In the event an employee is uncomfortable, for any

reason, discussing such matters with the Office of Human Resources or, in the alternative, the employee is not satisfied after bringing the matter to the attention of the Office of Human Resources, the employee is directed to promptly report the matter to any other manager or supervisor of the Diocese. Notwithstanding the procedure outlined herein, any complaint alleging unlawful harassment by a priest, deacon, or member of a religious congregation or order who is associated with the Diocese shall promptly be referred to the Office of Human Resources.

The Diocese will investigate allegations of harassment in as thorough, prompt, and confidential a manner as is reasonably possible under the circumstances and will take appropriate corrective action when warranted. The Diocese will undertake all investigations of alleged harassment with due regard to the privacy of all parties involved, consistent with a thorough and appropriate investigation.

Any employee of the Diocese who is determined, after an investigation, to have engaged in any incidents of harassment in violation of this policy will be subject to disciplinary action up to and including termination of employment.

Employees of the Diocese may raise concerns and make complaints of unlawful harassment without fear of reprisal. Retaliation in any form against an employee of the Diocese who exercises, in good faith, the right to make a complaint pursuant to this policy is strictly prohibited and will itself constitute a basis for appropriate disciplinary action.

Employees with questions regarding this policy should contact the Office of Human Resources.

## **G. Safety and Security**

As Catholics, we are called to respect the dignity of every human person and promote peace and justice in all aspects of our lives, including the workplace. The Diocese promotes a culture of nonviolence and seeks to create a safe and healthy work environment that reflects these values.

We believe that a safe workplace is essential for the flourishing of all individuals. Therefore, we strive to create an atmosphere where everyone feels valued and cared for, reflecting the love and compassion that Jesus Christ showed to all people.

At the Diocese of Allentown, we are committed to fostering a safe and healthy environment for all our employees, clients, and community members. Our health and safety practices are rooted in our Catholic identity, which teaches us to respect and protect the dignity of every human life.

Offices are to be locked at the end of the day and when you are away for extended periods of time. Employees who are issued keys, will receive keys on their first day of work. If a key is lost, report it immediately to your supervisor and the Manager of Properties and Facilities. The Diocese is not responsible for the loss or damage of personal possessions through fire, theft, or any other means. Employees are encouraged not to bring personal possessions to the office. The Diocese reserves the right to enter and examine the contents of any desk, filing cabinet, locker, computer, or any other storage item on Diocesan premises, including parking lots. When an individual leaves employment, the Office of Human Resources and/or the employee's supervisor will be responsible for the return of all credit cards, fobs, entry cards, keys, cellphones, computer passwords, and PIN numbers on the employee's last workday.

## **H. Work Related Injuries**

Workers' Compensation coverage provides statutory medical and wage loss benefits for employees who sustain an on-the-job injury or occupational disease. The injury or disease must arise out of or in the course of the employee's job or duties. All on-the-job related accidents or illnesses must be reported immediately to your supervisor, as failure to report accidents injuries, or illnesses on a timely basis may result in the denial of your worker's compensation claim. Your supervisor is then required to complete an Employer's Report of Occupational Injury or Disease and submit the form to Catholic Mutual Group for evaluation. The completion of the Employer's Report of Occupational Injury or Disease is not an acceptance of a work injury. If the claim is deemed to be compensable under the Workers' Compensation Act, Workers' compensation benefits will run concurrently with FMLA leave, if applicable.

## **I. Workplace Violence**

Threats, threatening language, or any other acts of aggression or violence made toward, or by, another employee will not be tolerated and may lead to disciplinary action up to, and including, termination of employment. A threat may include loud, disruptive or angry behavior or language, physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. Any employee who witnesses, or is the recipient of violent behavior, should promptly inform their supervisor and the Office of Human Resources. All reports and threats will be fully investigated, and no employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this policy. Any employee who takes any adverse action against a person who reports any act of violence, or a suspicion of violence, shall be subject to disciplinary action up to, and including, termination of employment.

The Diocese prohibits the possession of weapons on its property at all times, including our parking lot. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons, martial arts paraphernalia, stun guns, tear gas, and the like. The Diocese reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on our property. Any employee violating this policy is subject to disciplinary action up to, and including, termination of employment.

#### **J. Smoking**

As stewards of our bodies, which are temples of the Holy Spirit (1 Corinthians 6:19-20), we are called to honor God by maintaining a healthy and substance-free lifestyle. In keeping with the Diocese's intent to provide a clean, safe, and healthy work environment, smoking and other use of tobacco products is prohibited throughout the workplace. This prohibition includes vaping, e-cigarettes, and any other similar smoking activity. Violation of this policy will subject the employee to disciplinary action up to and including termination.

#### **K. Housekeeping**

Employees are responsible for keeping the workplace clean, neat, and free of items not being used. Likewise, all Diocese property and equipment should be kept clean and in its proper place, waste should be disposed of properly, and supplies should be maintained in an orderly manner in their designated locations.

#### **L. Supplies and Equipment**

The Diocese provides the equipment and supplies necessary for employees to perform the jobs to which they are assigned. Employees are expected to care for all Diocese equipment, supplies, and property. Equipment malfunctions or supply issues should be reported immediately to the employee's supervisor. The Diocese's equipment and supplies are intended to be used only for Diocesan business. Use of Diocesan equipment or supplies for personal needs must be specifically approved by a supervisor or manager. Violation of any aspect of this policy will result in disciplinary action up to and including termination.

#### **M. Bulletin Boards**

Employees are responsible to review the bulletin boards regularly. To ensure adequate space on the bulletin board for Diocesan notices and displays of information required

by law, employees shall not post any items on the bulletin board. Please contact the Office for Human Resources for approval to post any items.

#### **N. Personal Phone Calls, Cell Phone Use, Text Messaging, Headphones, Streaming, and Radios**

We recognize that cell phones are an integral part of everyday life, but cell phone usage during work hours can interfere with productivity and distract other employees. The Diocese expects all employees to use cell phones in a sensible manner during work hours, which includes turning off, or silencing, any cellular device. During work hours employees are not allowed to:

- Play games on their cell phone
- Use their device for any reason while driving a Diocesan vehicle.
- Use their device's camera or microphone to record business information.
- Disturb co-workers by speaking on their phone for personal reasons during work hours.
- Download, upload, or view inappropriate, illegal, or obscene material on any device or over the Diocesan computer network or internet connection.

The Diocese reserves the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity, or interferes with normal business operations, the employee's right to use a cellular device during work hours will be suspended.

The wearing of headphones is prohibited during work hours, unless specifically granted permission by your supervisor. If you are granted permission to use headphones for a particular task, please ensure that the volume is lower, so other employees are not affected. This policy does not apply to the use of headphones in conjunction with internet meeting software like Teams or Zoom.

The streaming of music and video from the internet consumes valuable bandwidth. Employees are prohibited from streaming music or video over the Diocesan internet connection and computer network.

Although generally discouraged, employees may use a radio if granted permission by your supervisor. Be aware that some lyrics may be offensive to other employees. Other employees may not be able to concentrate due to music, or radio talking, even at a low volume. You may be asked to cease the use of the radio if it affects other employees.

The surreptitious recording of conversations with co-workers is not allowed and is subject to discipline, including termination of employment. Pennsylvania's

wiretapping law is a "two-party consent" law. Pennsylvania makes it a crime to intercept or record a telephone call or conversation unless all parties to the conversation give consent.

## O. Email

The Diocese maintains an email system for normal business operations. This system is provided by the Diocese to assist it in the conduct of business within the Diocese. The email system is Diocesan property. All messages composed, sent, or received on the email system are and remain the property of the Diocese. They are not the private property of any employee. Employees should have no expectation of privacy on the Diocesan email system.

The use of the email system is reserved solely for the conduct of Diocesan business. It may not be used for personal business. The email system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations, or other non-job-related solicitations.

The email system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, or any other content that offensively addresses another person's age, race, color, sex, religious or political beliefs, national origin, disability, or any other protected characteristic. Likewise, the email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

The Diocese reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the email system for any purpose. The contents of email properly obtained for legitimate business purposes may be disclosed by the Diocese without the permission of the employee. Accordingly, the confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All employee passwords must be disclosed to the Diocese.

Notwithstanding the Diocese's right to retrieve and read any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval by the Diocese.

Any employee who discovers a violation of this policy shall immediately notify the Office of Human Resources. Any employee who violates this policy or uses the email

system for improper purposes shall be subject to disciplinary action up to and including termination of employment.

#### **P. Internet Code of Conduct**

The Church requires that employees and volunteers maintain some clear boundaries on their personal social networking sites. These boundaries include:

- Refraining from critical or damaging comments about the ministries of the Church. Generally, although an employee's personal social networking site is personal, it is not private. Comments can be shared with a wide variety of people, and comments that damage the Church's ministries may have such an egregious effect that the employment relationship is threatened.
- Understanding that some behaviors are contrary to the teachings of the Church, if there is evidence of these behaviors on a social networking site, even if it is a personal social networking site, the employment relationship might be threatened. Such behaviors include violent behavior or comments, comments disrespectful to an individual or a group of individuals, sexually aggressive or lewd behavior or comments, or comments indicating participation in sexual misconduct or harassment.

As a Catholic organization, we commit to the common good and seek to ensure that the internet and email systems are used for productive, ethical, and charitable purposes. Internet usage should enhance the mission of serving others, not for personal gain or actions that hinder our collective work.

The Diocese makes a variety of information systems available to employees to assist with the mission of the Diocese. Employees also must remember that the purpose of these systems is to further the Church's mission and not to provide a communication facility for employees' personal use.

All employees must always seek to uphold the dignity of every person in their online interactions. Communications via email and internet should reflect the respect and love for our neighbors that is central to our Catholic teachings.

In our digital interactions, let us be guided by the words of St. Paul in Ephesians 4:29: "Let no evil talk come out of your mouths, but only what is useful for building up, as there is need, so that your words may give grace to those who hear." Our social media policy encourages uplifting and constructive dialogue, spreading messages of hope and encouragement.

For more specific information related to the Internet and Communications, please refer

to the Diocese's "Social Media and Electronic Communications Policies" and the Diocese's Code of Conduct.

- **Communications**

Each employee of the Diocese is responsible for the content of all text, audio, or images that they place or send over the Internet and/or on the Diocese's home page. Fraudulent, harassing, or obscene messages, pictures, or other text are strictly prohibited. All messages communicated on the Internet should have the responsible employee's name attached. No messages will be transmitted under an assumed name. Diocesan Internet users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Abusive, profane, or offensive language is not to be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet systems.

- **Software**

To prevent computer viruses from being transmitted through the Diocesan system, there may be no unauthorized downloading of any software or other Internet information (including programs, graphics, utilities, games, screensavers, etc.). All Internet downloads must be pre-approved by the Diocese. Even with approval, the software must be checked with a virus scan before installation.

- **Copyright Issues**

Copyrighted materials belonging to entities other than the Diocese may not be transmitted by Diocesan employees on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the Diocese and/or legal action by the copyright owner.

- **Security**

All messages, including electronic mail, that are created, sent or retrieved over the Internet are the property of the Diocese and should not be considered private information. The Diocese reserves the right to access and monitor all messages and files on its computer systems as well as all Internet usage, as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

- **Violations**  
Violation of any provision of this policy may result in disciplinary action up to and including termination. If necessary, the Diocese will advise the appropriate legal authorities.
- **For more information**  
If you have questions or need further guidance, please contact your immediate supervisor or the Office of Human Resources.

## **Q. Outside Employment**

Although the Diocese does not discourage outside employment and does encourage civic involvement, there are occasions when such activities could create a conflict of interest. Employees considering such activities should consult with the Office of Human Resources and their supervisor prior to making any commitments for outside employment. If outside work activity causes or contributes to job-related problems, the employee may be subject to disciplinary action, up to and including termination.

## **R. Solicitation and Distribution**

As a Catholic organization, we strive to maintain a workplace that fosters respect, focus, and community in alignment with our mission. Solicitation and distribution of materials should reflect our commitment to ethical conduct and should not interfere with our shared vocation of service.

Our workplace is dedicated to fulfilling our Catholic mission through professionalism and respect for all. While we encourage acts of charity and service, we ask that all solicitations and distributions align with our values and not disrupt the work entrusted to us.

If you wish to solicit from coworkers for charitable purposes (non-profit, Church, educational, civic, and fraternal organizations), you may do so only in non-work areas during non-working hours (before or after work; during breaks). In this regard, however, you must first obtain permission from the Office of Human Resources before approaching other employees. Solicitation and/or distribution via literature, email, fax, or voicemail for any purpose during the working time of the person doing the soliciting or the person being solicited is strictly prohibited. No employee is required to participate or contribute to such causes or efforts. Non-employees are prohibited from all solicitation and distribution activities on Diocesan premises regardless of the cause or purpose unless expressly permitted by the Diocese.

## S. Gifts

An employee may not offer, exchange, or accept gifts, either directly or indirectly, from any individual, firm, or institution which conducts business with or has contracts with the Diocese. The term “*directly*” includes vacations, loans, loan guarantees, expenses, consultant fees, stipends, direct gifts of objects or money, etc. The term “*indirectly*” includes the offering or acceptance of payments, gifts, or favors by a relative, a person acting on behalf of the employee, or a contractor, partnership, corporation, or business entity in which the employee has an interest. These rules do not preclude the offering or acceptance of non-monetary Christmas gifts, thank you gifts, business meals, or occasional gifts of nominal value.

## T. Performance Expectations

The work of Diocesan employees reflects upon the Diocese of Allentown and upon the greater Church. The ministries of the Diocese depend upon the quality of the staff's work and the quality of their relationships within the community. Therefore, employees' conduct should always reflect favorably upon the employee, the Diocese, and the Church, and should further the goals of the Church.

The Church expects from its employees the highest standards of competence, loyalty, and service. In all dealings with the general public, and with each other, employees must respect the dignity of each individual and assist the mission of the Church. All staff members are expected to engage in mutual and cooperative actions in relationships with each other, and also with the general membership of the Church.

It is vital that members, visitors, and fellow employees are treated with unfailing courtesy and understanding at all times, regardless of the situation. Any unreasonable requests by Church members or visitors should be handled as courteously as possible, and then reported promptly to a supervisor.

Employees should be present on a regular and punctual basis. They should be competent, honest, and of good spirit. They should avoid appearances of impropriety and preserve the confidentiality of sensitive information.

To provide candid feedback, ensure alignment of personal and departmental goals, and the opportunity to discuss overall performance, the supervisors are expected to conduct annual Performance Reviews for every employee. New Employees receive a formal Performance Evaluation after ninety days. Similarly, for any employee who is promoted to another position a Performance Review will typically take place after ninety days.

## U. Disciplinary Action

As those called to serve the Lord, it is important for the Diocese to approach disciplinary action with fairness, consistency, and respect for the employee's dignity, while also ensuring that our organization's mission and values are upheld. Employees will be subject to discipline for failure to adequately perform work duties and/or for violation of any Diocesan rules, policies, or procedures. Such discipline may be in the form of a verbal warning, written warning, suspension with or without pay, or immediate discharge. Disciplinary action need not taken in any order. Rather, the determination of the appropriate disciplinary action shall be in the sole discretion of the Diocese based upon the facts and circumstances of each situation.

Examples of infractions that may result in disciplinary action up to and including termination include, *but are not limited to*, the following:

1. Unauthorized, unexplained, or excessive absence, tardiness or leaving work early; failure to provide timely and proper notification of lateness or absence.
2. Unprofessional conduct or obscene, abusive or disruptive language or behavior.
3. Failure to follow the personal appearance policy.
4. Lack of attention to job responsibilities or refusing to perform work as directed.
5. Unauthorized use of office equipment or materials.
6. Falsification of documents and/or records, such as employment applications, personnel documents, time-keeping records, production records, absence documents, claims with respect to injuries, claims for benefits, etc.
7. Divulging or discussing confidential information.
8. Unsatisfactory performance of job duties.
9. Dishonesty or theft of property.
10. Reporting to work under the influence of alcohol, illegal drugs, prescription drugs in excess of the prescribed dosage, or other controlled substances, or possessing, using, distributing or selling such substances in the workplace.
11. Fighting, horseplay, or other unsafe or disruptive conduct in the workplace.
12. Insubordination or other disrespectful conduct.
13. Prohibited use of tobacco products.
14. Inappropriate email or internet usage.
15. Conduct inconsistent with the teachings, faith, morals, and laws of the Catholic Church.
16. Publicly opposing the teachings of the Catholic Faith or publicly advocating for any position in conflict with Catholic teaching, the Official Magisterium of the Church, or the specific positions of the Diocese or USCCB. This requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.
17. Unauthorized use of Diocesan property or vehicles.
18. Sleeping while at work.

19. Inability to work well with co-workers or supervisors; failure to maintain harmonious relationships with co-workers or supervisors.
20. Outside employment while on a leave of absence or outside employment that conflicts with Diocesan interests.
21. Bringing, using, or having possession of weapons, explosives, or firearms on Diocesan premises or in Diocesan vehicles.
22. Violation of the non-solicitation policy.
23. Engaging in conduct harmful to Diocese's image or reputation.
24. Misrepresentation, falsification, or material omissions with respect to employment application.
25. Working overtime without authorization.
26. Harassment or other unlawful or unwelcome conduct.

**NOTE:** This list is not comprehensive or all-inclusive and does not limit, in any way, the right of the Diocese to terminate employment at any time, with or without cause and with or without notice.

## **V. Termination of Employment**

Occasionally, it may be necessary to terminate an employee for reasons including, but not limited to, unsatisfactory work performance, habitual or excessive absences or tardiness, no call/no show of two or more days, violation of policies or other inappropriate behavior. Termination may occur after the employee has been warned in writing, however, an infraction may be serious enough to warrant immediate termination. A terminated employee shall forfeit, and not be paid for, any accrued and unused vacation.

## **SECTION IV: BENEFITS**

### **A. Health and Retirement Benefits**

The Diocese of Allentown offers a generous array of health and retirement benefits to its lay employees. Questions about health or retirement benefits can be directed to the location's business manager or to the Diocesan Benefits Manager.

#### **Health Coverage**

Lay employees are enrolled in health benefits through the iSolved. Upon hire or at the time of a Qualifying Life Event, the employee will be notified by email to make his/her selections.

Employees who work 35 hours per week or more are offered medical, dental and a variety of voluntary benefits. Employees who work 25 hours per week or more are

offered voluntary benefits. Voluntary benefits currently include: Term Life insurance, Long-term Disability insurance, Short-term Disability insurance, Accident insurance, Critical Illness insurance, Hospital Indemnity insurance, and Vision insurance. Voluntary benefits are optional and at the expense of the employee. Medical and dental coverage is effective the 1st day of the month following date of hire. Employees become eligible for all voluntary benefits at 90 days after hire.

### Retirement Benefits

All employees scheduled at least 8 hours per week are eligible to contribute to the 401K plan after 90 days of service. There is no employer match, and contributions are at the employee's discretion.

All full-time employees over 30 hours per week are eligible for the Lay Employee Pension Plan. This is a mandatory, defined benefit plan based on an employee's years of service and his/her salary. There is a one (1) year waiting period based on the date of hire before the employee begins contributing 3% of his/her salary to the fund. The employment location does not match the contribution but contributes to the plan itself.

### **B. Holidays**

A parish, school, or agency may establish a written policy regarding holidays that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

Full-time employees are eligible for all holidays with pay. Part-time employees will be paid for those holidays which fall on their normal workdays. If the holidays do not fall on normal workdays, no additional time or compensation will be paid. Employees on FMLA, or an approved Unpaid Personal Leave, are not entitled to holiday pay unless they are receiving paid time during this timeframe. The following holidays are observed: New Year's Day, Martin Luther King Day, Presidents' Day, Holy Thursday, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas. When New Year's Day or Independence Day falls on a Saturday, it will be observed on the previous Friday. When the holiday falls on a Sunday, it will be observed on the following Monday. The Bishop may designate additional holidays at his sole discretion.

### **C. Holy Days of Obligation**

A parish, school, or agency may establish a written policy on Holy Days of Obligation that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

In keeping with the religious mission of the Diocese, our offices are also closed on certain religious holy days of obligation. These holy days will be observed on the days in which they fall on the liturgical calendar in accord with the directives of the United States Catholic Conference of Bishops (USCCB). Full-time employees are eligible for all holy days with pay. Part-time employees will be paid for those holy days which fall on their normal workdays. If the holy days do not fall on normal workdays, no additional time or compensation will be paid. Employees on FMLA, or an approved Unpaid Personal Leave, are not entitled to Holy Day pay unless they are receiving paid time during this timeframe. The Bishop may designate additional holy days at his sole discretion.

#### D. Vacations

A parish, school, or agency may establish a written Vacation Policy that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

The Diocese offers paid vacation to regular, full-time and regular, part-time employees. A vacation year renews annually on January 1st, subject to the guidelines below:

<u>Service Period</u>	<u>Full Time Days Per Year</u>	<u>Part Time Days Per Year</u>
Initial Service *	5 Days Max	3 Days Max
Year 1	5 Days	3 Days
Years 2 – 4	10 Days	5 Days
Years 5 – 14	15 Days	8 Days
Years 15 – 24	20 Days	10 Days
Years 25	22 Days	11 Days

\* The number of days in this table are approximate. Initial Service is defined as your date of hire through December 31st of that year. The initial vacation amount will be pro-rated based on the total number of days allotted and your actual date of hire.

<u>Hire Date</u>	<u>Full Time</u>	<u>Part Time</u>
January 1 – March 14	5 days	3 days
March 15 – May 26	4 days	2 days
May 27 – August 7	3 days	2 days
August 8 – October 19	2 days	1 day
October 20 – December 31	1 day	0 days

An employee's annual vacation leave entitlement should be used by December 31 of each calendar year. However, up to 5 days may be carried over into the new year.

Employees who fall below 20 hours per week for the period of January 1 through December 31 in the preceding year will be eligible for a prorated number of paid vacation hours in the current year.

Vacation days used in excess of those accrued must be approved by the supervisor, and if in excess of the allowed number of days, will be unpaid.

Paid vacation days used in excess of what has been accrued at time of termination of employment must be repaid to the Diocese.

#### ***Vacation - Carry Over***

Regular, full-time employees may carry up to five (5) vacation days into the next calendar year with their supervisor's written approval. Part-time employees may carry up to three (3) vacation days into the next calendar year with their supervisor's written approval. Any vacation days in excess of these carry over maximums will be forfeited by the employee.

#### ***Vacation - FMLA or Administrative Leave***

Employees on FMLA or Administrative Leave will be required to use their remaining vacation time concurrently with the FMLA or Administrative leave. If the employee's FMLA or Administrative Leave continues from the end of one calendar year into the beginning of the next calendar year, the employee's vacation time as of January 1 will be used until the employee returns to work or the vacation time expires.

#### ***Vacation - Requesting***

Vacation time may be taken in ½ day increments. To request vacation time, use the iSolved payroll self-service portal, or a Vacation Request Form (see Appendix) should be completed and submitted to your immediate supervisor. Requests for vacation are subject to approval based on sufficient staffing for the office or work site. If two or more employees request the same day/week for vacation, the employee with greater seniority will be given preference.

#### ***Vacation - Unused***

Accrued but unused vacation days will be paid at separation from employment for employees with six (6) months or more employment. Payment will be made at the employee's rate at time of separation. Employees may not use vacation days during a resignation notice period. The Diocese asks that exempt employees provide at least four (4) weeks' notice of voluntary resignation and non-exempt employees give two (2) weeks' notice of voluntary resignation. Employees terminated for cause will not receive payment for accrued but unused vacation days.

## E. Sick Leave

A parish, school, or agency may establish a written Sick Leave Policy that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

### Full-time Employees

The Diocese provides regular, full-time employees with paid sick leave. Employees become eligible for sick days after completing 90 days of full-time employment. We ask when you are sick that you stay home to take care of yourself so you may return to work sooner and not risk getting other employees sick.

If an employee is unable to work due to illness, the employee must notify their immediate supervisor as soon as possible and certainly before the employee is to report to work. An employee requesting sick leave may be required to present medical documentation. Sick leave may be taken if an employee needs time off for medical appointments. Sick leave may also be used to provide care for a child or spouse who is ill and to take a child or spouse to a medical appointment, when necessary. Medical appointments should be scheduled, to the extent possible, so they cause the least amount of disruption to the employee's regular work schedule. In most cases, medical appointments should not require a full day absence. If you do not report for work and do not notify your supervisor of your absence for two consecutive days, you will be deemed to have abandoned your job and will be terminated.

If an employee misses (3) three or more consecutive days because of illness or other health related condition, the employee must provide the Office of Human Resources with documentation from their treating physician stating the nature of their illness, diagnosis, prognosis and the employee's ability to return to work. Supervisors should notify the Office of Human Resources whenever an employee is out of work three or more consecutive days due to illness or other health-related condition. Employees who fail to notify their supervisor of their inability to report to work will be subject to disciplinary action up to, and including, termination of employment.

An Absence must be entered into the payroll system by the employee or supervisor.

### Part-time Employees

Regular, part-time employees are eligible for paid sick leave after two complete years of service with the Diocese. Sick leave will be accrued at twelve (12) hours per calendar year, pro-rated in the year the employee becomes eligible. Sick leave may be accumulated to a maximum of one hundred (100) hours. Sick leave shall be paid at the employee's hourly rate not to exceed the number of hours regularly scheduled. Paid sick hours are not included in hours worked for overtime calculations. Sick leave in excess of one hundred (100) hours shall be forfeited and the employee shall not be

entitled to pay for the lost sick hours. Employees will forfeit and not be entitled to pay for accrued but unused sick leave at the time of termination, retirement, or resignation. An employee requesting sick leave may be required to present medical documentation. If a part-time employee has no accrued sick time, time off for illness and medical appointments will be unpaid.

#### **F. Benefit Accrual**

All employees who are actively at work or on paid leave—such as vacation or sick days—will continue to accrue paid leave benefits. Employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits from a third-party such as Short-Term Disability, Long Term Disability or Workers' Compensation. However, in accordance with Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), employees on eligible military leave may be entitled to reinstatement upon returning from military leave with all benefits that would have been obtained had they not been on military leave.

#### **G. Family and Medical Leave**

The Diocese is committed to full compliance with all the requirements of the Family and Medical Leave Act ("FMLA"). Employees who have been employed by the Diocese for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period are eligible for up to twelve (12) weeks of unpaid leave due to the birth or adoption of a child or the "serious health condition" of the employee or the employee's spouse, child, or parent. An eligible employee's FMLA leave entitlement is limited to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period.

In addition, eligible employees are entitled to up to twelve (12) weeks of leave because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active-duty status with the National Guard or the Reserves in support of a contingency operation. A "qualifying exigency" arises when the military member is on active duty or is called to active duty status and includes the following: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities that are agreed upon by the Diocese and the employee.

Further, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is

available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Eligible employees who need to take FMLA leave must provide the Diocese with at least thirty (30) days advance notice before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition. If thirty (30) days’ notice is not possible, due to lack of knowledge of approximately when the leave will be required, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. When an employee fails to give the requisite notice for FMLA leave, the commencement of such leave may be delayed.

Eligible employees are required to substitute paid leave (e.g., accrued vacation time) for FMLA unpaid leave. Any remaining FMLA leave time beyond the accrued paid leave will be unpaid. Employees are required to cover the cost of their medical and other insurance during the time their leave is unpaid.

For eligible employees who are covered under the Diocese’s health insurance plan, the Diocese will continue to make its contribution toward the employee’s health insurance coverage while the employee is on FMLA leave. In order for such coverage to continue, however, employees on FMLA leave must continue to pay their share of the premium payment.

#### H. Administrative Leave of Absence

Employees, who are not eligible for FMLA, may be granted administrative leave at the sole discretion of the Diocese. The amount of leave granted by the Diocese, if any, will depend upon the particular facts and circumstances of each request.

An employee on Administrative Leave must first use all sick days, personal days, vacation days or any other paid leave available. Otherwise, this leave is unpaid. Depending upon the length of the leave, the Diocese may require an employee to pay the full cost of his or her health care coverage in order to continue such coverage during the period of the leave. In addition, at the discretion of the Diocese, other employee fringe benefits may be suspended or limited due to the duration of the leave.

An employee on Administrative Leave, who engages in other employment or who does not return to work on the date the leave of absence expires, will be deemed by the Diocese to have voluntarily resigned from his or her employment as of the date the leave began.

## **I. Bereavement Leave**

The Diocese of Allentown understands that when a loved one passes time is needed to make arrangements and to be with family and other loved ones. A full-time or part-time employee who has been with the Diocese ninety (90) calendar days of employment will be granted days off from regularly scheduled duty with regular pay as follows:

2 Days: Aunt, uncle, niece, nephew, aunt/uncle-in-law, cousin

3 Days: Grandparent, grandchild, grandparent-in-law, sibling, sister/brother-in-law, stepbrother/sister, step grandchild or step grandparent

5 Days: Spouse, child, stepchild, parent, stepparent, son/daughter-in-law, daughter-in-law, sister or brother, or parent-in-law.

Bereavement leave must include the actual day of the funeral Mass or service and must be on regularly scheduled workdays. If additional time off is necessary, employees may use vacation time. If the death or funeral occurs during a scheduled vacation period, adjustments will be made to provide for bereavement leave. If the funeral Mass or service is held on a Saturday or Sunday, the bereavement time is reduced by one day.

It is always sacred work to bury the dead. Gathering to celebrate the life of a loved ones, those we are close and to proclaim the hope of the Resurrection are essential practices of our Christian faith. Therefore, an employee's attendance at co-workers, former co-workers or co-workers' family members' funeral service is permitted without loss of pay or using any paid time off.

## **J. Military Leave**

A Military Leave of Absence is defined as a leave for military reserve training or call to military service in time of national or State emergency. With regard to employees who are required to take a Military Leave of Absence, the Diocese is committed to full compliance with the Uniformed Services Employment and Reemployment Rights Act, the Pennsylvania Military Leave of Absence Act, and any other applicable statute or regulation.

## **K. Jury Duty / Court Appearance**

All employees must inform their supervisor and the Office of Human Resources as soon as being notified of the call to jury duty. For each workday a full-time employee

serves as a juror, the Diocese will pay the difference between jury compensation and the employee's salary/normal hourly rate up to a maximum of ten (10) days. Beyond ten (10) days the employee will be required to use their paid time. If no paid time is available, the time spent as a juror will be unpaid. Part-time employees will be paid, as noted above, only for those days worked as a juror on their regularly scheduled workday.

Employees must submit verification of jury duty pay to their supervisor and/or the Office of Human Resources. When an employee's attendance in court is not required on a given day, the employee must report to work during their normally scheduled working hours. Hours spent as a juror are not considered "hours worked" and, therefore, are not considered in the calculation of overtime.

Employees must notify their supervisor upon receipt of a summons or subpoena. Employees appearing in court on their own behalf are required to use vacation days, or any other paid time. Employees appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not session, or when their presence in court is not required. In these situations, employees will be granted unpaid leave or may use available paid leave.

## **L. Educational Assistance**

### **A. Policy**

The Diocese of Allentown will reimburse an employee up to a maximum of \$3000 per year for education or continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, and the like, which are job-related.

An employee must secure a passing grade of "B" or its equivalent, or obtain a certification, to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

### **B. Eligibility**

Full-time, regular employees who are not teachers and have completed one year of employment are eligible under this policy.

### **C. Procedure**

To receive reimbursement for educational expenses, employees should follow the

procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A Educational Assistance Application (see Appendices) must be completed by the employee, and the appropriate signatures obtained.
- The original Educational Assistance Application, with signatures, must be submitted to HR. The employee should maintain a copy until he or she has completed the educational course. If approved, one half (½) of the tuition request will be paid up front.
- The employee must continue to be employed by the Diocese of Allentown for a period of 3 years following the reimbursement. This requirement does not apply to continuing education (CEU), seminars, or certification tests.
- Once the course is successfully completed, the employee should resubmit a copy of the Educational Assistance Application form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will coordinate the reimbursement of the second half of the tuition payment with the finance department.

In the event the employee leaves employment with the Diocese of Allentown, the employee must agree to reimburse the Diocese. The employee will be billed for the amount of all reimbursements. Any questions related to this policy should be directed to the HR department.

This handbook provides policies and procedures to be followed during the course of your employment with the Diocese of Allentown. From time to time, the Diocese reviews its policies, procedures, and benefits and makes revisions resulting in modifications, additions or rescissions of this Handbook and such changes may take effect with or without advance notice. If you have any questions, please contact your supervisor or the Executive Director of Human Resources.



**B. Bi-weekly Employee Time Sheet**

<b>DIOCESE OF ALLENTOWN</b>										
<b>BI-WEEKLY EMPLOYEE TIME SHEET</b>										
EMPLOYEE NAME: _____					PAY DATE: _____					
PLEASE PRINT					MM/DD/YYYY					
DEPARTMENT: _____					LOCATION: _____					
Date	Day of Week	Time In	Time Out	Hours Worked	Vacation	Holiday	Sick	Other	Total Hours to be Paid	Remarks
<i>Week 1</i>										
<b>WEEK ONE TOTAL</b>										
<i>Week 2</i>										
<b>WEEK TWO TOTAL</b>										
<b>BI-WEEKLY TOTALS</b>										
EMPLOYEE SIGNATURE: _____							DATE: _____			
SUPERVISOR SIGNATURE: _____							DATE: _____			

*Ordinarily, ALL employee time should be completed in iSolved!*

**C. Remote Work Form**

**DIOCESE OF ALLENTOWN  
REMOTE WORK FORM**

The following hours and location are agreed upon in support of the Remote Work arrangement:

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Primary Business Location: \_\_\_\_\_

Duration of Remote Work: From: \_\_\_\_\_ To: \_\_\_\_\_

General Remote Hours: \_\_\_\_\_

General Remote Work Hours:

Day	Start Time	End Time	Location (primary, remote)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Comments (schedule, flexibility, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Equipment to be supplied by the Diocese of Allentown for business use at the Remote Location:  
\_\_\_\_\_  
\_\_\_\_\_

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

Supervisor Signature  
\_\_\_\_\_

Human Resources Approval \_\_\_\_\_

D. Employee Absence Report

**DIOCESE OF ALLENTOWN**

**ABSENCE REPORT**

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Who Reported Absence: \_\_\_\_\_

How was Absence Reported:  Phone  In Person  E-mail  Other

List Dates of Absences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Absent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Absence:  Accident  Sickness - Self  
 Death in Family  Sickness - Family Member  
 Jury Duty  Unexcused Absence  
 Leave of Absence  Excused Absence  
 FMLA  FMLA - Intermittent

Reason/Comments: \_\_\_\_\_  
\_\_\_\_\_

Is Absence to Be Paid:  Yes  No

Signature of Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

AFTER SUPERVISOR'S APPROVAL  
RETURN TO YOUR LOCATIONS SCHOOL/PARISH/HUMAN RESOURCES OFFICE

**E. Vacation Request Form**

Diocese of Allentown  
Vacation Request Form

Previous year carryover days: \_\_\_\_\_  
Days currently available: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Vacation Days to be taken	Full	Half	AM	PM

Subtract the vacation days you are taking from your current days available to get the number of Vacation Days Remaining. This number will then become Days Currently Available on your next completed Vacation Request Form.

Vacation Days Remaining: \_\_\_\_\_

Vacation With Pay       Vacation Without Pay\*

*Signature of Supervisor* \_\_\_\_\_      *Date* \_\_\_\_\_

**After Supervisor's Approval, return to the your location's School/Parish/Human Resources Office**

***Ordinarily, ALL VACATION/TIME OFF REQUEST should be completed in iSolved!***

## F. Educational Assistance Application

PLEASE NOTE: By completing & forwarding this form, you agree to the conditions stated in the policy regarding reimbursement, and agree that, should you not complete three (3) years' employment following the reimbursement, you will repay the Diocese for any reimbursement(s) made.

### Instructions:

- Complete the educational assistance application and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Meet with your department manager to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval.
- Submit the original, signed form to the Human Resources (HR) Department for final review.
- If funding is approved, a check for one-half of your tuition and fees will be advanced to you.
- Upon completion of the course, submit a copy of your grade report to the HR Department. If the course was successfully completed, the other ½ of your tuition will be reimbursed to you. If the course is not successfully completed, payback of the advanced tuition will be arranged.

---

### EDUCATIONAL ASSISTANCE APPLICATION

Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Course title: \_\_\_\_\_

Course dates: \_\_\_\_\_ to \_\_\_\_\_

Degree sought (if applicable): \_\_\_\_\_

Name of institution:

---

Address of institution:

---

Course Expenses:

Tuition: \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Books/materials \$ \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Development objective (what long-term goal is this program/course intended to help you reach):

---

---

---

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

**I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of B or better for graduate courses; a grade of C or better for undergraduate courses) of each course and submission of all receipts and paid bills within 30 days thereafter. I further understand that failure to successfully complete any course(s) will result in an obligation to repay [company name] the amount of tuition advanced.**

---

Employee Signature

---

Date

**Diocese of Allentown  
Employee Handbook Receipt Acknowledgment**

This employee handbook has been prepared for your understanding of the policies, practices, benefits and expectations of the Diocese of Allentown, parish and/or school. It is important to read this entire handbook. We reserve the right to make changes at any time with or without notice and to interpret these policies and procedures at the discretion of the diocese, Parish and/or school. This employee handbook supersedes all prior handbooks and previously issued policies.

You acknowledge that you have been made aware that the Diocese of Allentown, parish and/or school has an Employee Handbook and that a copy of the handbook, in electronic and/or paper form, has been made available to you for review. It is your responsibility to read the employee handbook. Then sign, date, and return this acknowledgement form. Make a copy of this page for your records before submitting it.

You agree to keep this handbook in your possession during your employment and to update it whenever new information is provided to you. You acknowledge that this handbook remains the property of the diocese, parish and/or school and must be returned, if in paper form, immediately upon request, or upon the termination of your employment. You further acknowledge that you will not share this handbook with anyone outside the diocese, parish and/or school.

By signing below, you acknowledge that you have read and understood the policies outlined in this employee handbook. You agree to comply with the policies contained in this handbook and to read and understand any revisions to it and be bound by them. You understand this handbook is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This handbook is not a full statement of the diocesan, parishes and/or schools' policy. Any questions regarding this manual can be discussed with a human resources representative.

You acknowledge that this handbook is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and the diocese, parish and/or school or to otherwise create express or implied legally enforceable contractual obligations on the part of the diocese, parish and/or school concerning any terms, conditions, or privileges of employment. You understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the diocese, parish and/or school or yourself. If you are subject to a written employment agreement, and any terms of that agreement conflict with this handbook, your employment agreement shall control.

---

Employee Name (PRINT)

---

Employee (SIGN)

---

Date

**This signed Employee Handbook Receipt Acknowledgment Form is to be forwarded to your location's payroll or human resources office where it will be filed in the employee's personnel file.**