

Diocese of Allentown LAY EMPLOYEE HANDBOOK



**FOR ALL
Parishes and Schools
and**

Chancery

Vicar for Clergy

Communications

Tribunal

Secretariat for Evangelization, Education, and Formation

**Secretariat for Catholic Health & Human Services &
Youth Protection**

Secretariat for Administration

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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 the Diocese 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 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. 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.

B. 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 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 to, at his discretion, 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.

C. 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, and Sexual Abuse policies. All background checks and Mandated Reporter training for staff and volunteers must be completed prior to working with children. PGC can be taken within 30 days of employment.

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.

D. 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 provides equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, marital status, national origin, ancestry, age, disability, genetic information, military, veteran status, or any other characteristic protected by law, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, lay-off, recall, transfers, leaves of absence, compensation, benefits, performance evaluations, and training.

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.

E. 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.

F. Employment of Relatives

The employment of relatives is permissible provided that one employee is not directly supervising the other except in the case of the employee who processes payroll. 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.

G. 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 or removed from the place of inspection. Letters of reference and planning materials are not subject to examination.

H. Promotions, transfers and rehires

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. This policy enables current employees to apply for any available position for a ten-day period before the position is advertised outside of the Diocese.

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 offer is made. 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. Internal job openings should also be posted at a specified area at each work location, particularly if employees at the work site do not have access to email. Employees are also encouraged to continue 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 "meeting 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 within six months and are not following a performance improvement plan for 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 1: Complete an Internal Job Application form:
Applications are available from the Human Resources Office. A current resume (unless otherwise noted) must accompany the completed application.

Step 2: Submit your completed Internal Job Application to the Human Resources Office and the hiring manager.

Step 3: 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.

I. 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.

J. 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, PassPoint cards, keys, fobs, computer passwords, cell phones, computers i.e., 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.

K. 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 (Appendix A) 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.

L. 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. Employee 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 plus (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.

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 use timecards, time sheets or the payroll clock in feature depending on the system used at the employee's location, to record the number of hours worked each day. Timecards/time sheets will be distributed by the Diocese (Appendix B) and 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 on time records in writing or approved through the payroll. 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.

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. The lunch period is unpaid 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 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 a 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.

An employee 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 their scheduled hours.

E. Remote Work Policy

The Diocese of Allentown considers working remotely to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement for a compelling reason, may allow for more productivity due to appointments and travel or other similar case. Remote work allows an employee to work at home for part of their regular workweek. Remote work is a voluntary work alternative that may be appropriate for some employees and some jobs.

1. Either an employee or a supervisor may suggest working remotely as an alternate work arrangement.
2. Remote work may be permitted on a short-term or project basis, more fully described below. All 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 or modem 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 Resource, will evaluate the suitability of such an arrangement paying particular attention to the following areas and complete the form (Appendix C) 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.

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 locations Bookkeeper/ Finance employee. This complaint should be in writing and accompanied by a copy of the employee's paycheck 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

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.

Employees of the Diocese shall, at all times, take all precautions necessary to protect from loss or disclosure any and 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 any and all documents, files, records, notes, lists, or other tangible property, whether in hard copy or on computer disk, 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. 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. A supervisor or the employee themselves must record the absence in the payroll system or an absence form (Appendix D) must be completed and submitted upon the employees return to work.

C. Drug and Alcohol Use

The Diocese is committed to providing a safe and drug/alcohol-free workplace. To promote this goal, 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 on the job 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

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the Diocese presents to its members, business partners, and visitors. Good judgment and taste in selection of clothes should be shown at all times, keeping in mind the impression made on members, business partners, visitors and other employees. During business hours, employees are expected to present a **clean, neat, and tasteful** appearance and to dress according to the requirements of their positions. 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

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 any other legally protected classification, 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 gender. 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 all 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 their immediate supervisor or the Office of Human Resources.

G. Safety and Security

Offices are to be locked at the end of the day and when you are away for extended periods of time. Employees, who will be issued keys, will receive keys on their first day of work. If a key is lost, report it immediately to your supervisor and the Office of Human Resources. 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, PassPoint cards, keys, 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, and tear gas. 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

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 immediately reported 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 be distracting to 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, school or parish 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.

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.

Employees may use a radio if granted permission by your supervisor. Be aware that some lyrics may be seen as offensive to other employees. Other employees may not be able to concentrate due to music, or radio talking, even at a low volume. In all cases, you may be asked to no longer use 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 consent.

O. E-Mail

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

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

The electronic mail 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, gender, religious or political beliefs, national origin, disability, or any other protected characteristic. Likewise, the electronic mail 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 electronic mail system for any purpose. The contents of electronic mail 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 electronic mail 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 e-mail 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 electronic mail system for improper purposes shall be subject to disciplinary action up to and including termination of employment.

P. Internet Code of Conduct

Access to the Internet has been provided to certain employees for the benefit of the Diocese. Internet access allows employees of the Diocese to connect to information resources around the world. As such, every Diocesan employee has a responsibility to maintain and enhance the Diocese's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Diocese's public image, the following guidelines have been established for use of the Internet by Diocesan employees:

- **Acceptable Use of the Internet**

Employees accessing the Internet are representing the Diocese. All communication and use should be for professional purposes only. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Participation in chat room discussions is permitted during work hours only to conduct official Diocesan business. Databases may be accessed only for information as needed for furtherance of legitimate Diocesan interests. Internet-based electronic mail may be used for business purposes only.

- **Unacceptable Use of the Internet**

Employees are prohibited from using the Internet to visit, view, download, transfer, or otherwise contact pornographic, sexually explicit, or other inappropriate sites, addresses, and/or home pages. Likewise, employees who have access to the Diocese's home page and the information contained therein are strictly prohibited from altering the home page in any way that will portray the Diocese in a bad light or reflect poorly upon the Diocese.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-Diocesan business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the Diocese's network or the networks of other users. Likewise, it must not interfere with employee productivity.

- **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 will 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 or floppy disk in question 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 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 system 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.

- **Harassment**

Use of the Internet or the Diocese's computer system for harassment of any kind is strictly prohibited. To this end, all messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, sex, disability, age, or any other protected classification are strictly prohibited.

- **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.

Q. SOCIAL MEDIA

At the Diocese, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media:

- **Guidelines**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Diocese, as well as any other form of electronic communication.

The same principles and guidelines found in this Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects any of the Diocese's legitimate business interests may result in disciplinary action up to and including termination.

- **Know and follow the rules**

Carefully read the policies in this Handbook to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- **Be respectful**

Always be fair and courteous to your co-workers at the Diocese. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by addressing them internally through the Diocese than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage your co-workers, or that might constitute harassment or bullying. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

- **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false.

Maintain the confidentiality of private or confidential Diocesan information. Do not create a link from your blog, website, or other social networking site to a Diocesan website.

Express only your personal opinions. Never represent yourself as a spokesperson for the Diocese. If the Diocese is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Diocese. If you do publish a blog or post online related to the work you do or subjects associated with the Diocese, make it clear that you are not speaking on behalf of the Diocese. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Diocese."

- **Using social media at work**

Refrain from using social media while on work time or on equipment provided by the Diocese. Do not use work email addresses to register on social networks, blogs or other online tools utilized for personal use.

- **Retaliation is prohibited**

The Diocese prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

- **For more information**

If you have questions or need further guidance, please contact your immediate supervisor or the Office of Human Resources.

R. 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.

S. Solicitation and Distribution

To prevent disruptions in our operations and interference with work performance, the Diocese has instituted this policy with respect to solicitation and distribution activities. 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, e-mail, facsimile, 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.

T. 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.

U. Disciplinary Action

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 is not taken in any order. Rather, the determination of 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 comply with 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, customer 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. Unauthorized use of Diocesan property or vehicles.
17. Sleeping while on duty.
18. Inability to work well with co-workers or supervisors; failure to maintain harmonious relationships with co-workers or supervisors.
19. Outside employment while on a leave of absence or outside employment that conflicts with Diocesan interests.
20. Bringing, using, or having possession of weapons, explosives, or firearms on Diocesan premises or in Diocesan vehicles.
21. Violation of the non-solicitation policy.
22. Engaging in conduct harmful to Diocese's image or reputation.

23. Misrepresentation, falsification, or material omissions with respect to employment application.
24. Working overtime without authorization.
25. 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.**

SECTION IV: BENEFITS

A. Holidays

A parish, school, or agency may establish a written policy regarding Holy Days 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.

B. Holy Days of Obligation

A parish, school, or agency may establish a written policy regarding 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.

C. 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 your initial date of service, per 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

* Initial Service is defined as your date of hire through December 31st of that year. See below for the number of paid vacation days available based on your date of hire.

** Starting with year 1, vacation accruals begin on your initial date of service.

<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 must be used by December 31 of each calendar year.

Employees who fall below 20 hours per week for the period of January 1 through December 31 in the preceding year will not be eligible for paid vacation in the current year.

Vacation days used in excess of those accrued must be approved by the supervisor and 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 NCR payroll self-service portal, if your location uses the Time & Attendance module, or a Vacation Request Form (Appendix E) should be completed and submitted to your immediate supervisor. Or requested through the payroll system if the employee's location utilizes that service. 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 forms must be maintained at your office or location.

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 employee's give two (2) weeks' notice of voluntary resignation. Employees terminated for cause will not receive payment for accrued but unused vacation days.

D. Sick Leave

A parish, school, or agency may establish a written policy regarding Sick Leave 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 Form (Appendix D) must be completed and submitted to your immediate supervisor. Or it may be entered into the payroll system by the employee or supervisor if the employee's location utilizes that service.

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.

E. 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.

An eligible employee may elect, or the Diocese may require the employee, to substitute paid leave (e.g., vacation) for FMLA leave for any part of such leave. For example, if an employee takes paid vacation leave because of a serious medical condition or pregnancy, the Diocese may designate this leave toward the employee’s yearly FMLA entitlement.

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.

F. 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, an employee may be required 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.

G. 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 (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, stepsister, step grandchild or step grandparent

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

H. 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.

I. 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.

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 Director of Human Resources.

**DIOCESE OF ALLENTOWN
EXPENSE REPORT FORM**

DATE: _____ **NAME:** _____

DEPARTMENT: _____ **ADDRESS:** _____

☐ MAIL CHECK ☐ PICK UP CHECK ☐ INTEROFFICE ENVELOPE RETURN ☐ PETTY CASH

DATE	EXPENSE DESCRIPTION	LOCATION	PURPOSE	FUND/DEPT	AMOUNT	EXPENSE ACCOUNT

TOTAL

REQUESTOR SIGNATURE: _____

DATE: _____

ACCOUNT SUMMARY

APPROVED BY: _____

DATE: _____

QUESTIONS: Contact OTA, Controller or A/P Supervisor or Bookkeeper

For Accounting Use Only

AUDITOR: _____

DATE: _____

TOTAL

DIOCESE OF ALLENTOWN
BI-WEEKLY EMPLOYEE TIME SHEET

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>										
WEEK ONE TOTAL										
<i>Week 2</i>										
WEEK TWO TOTAL										
BI-WEEKLY TOTALS										
EMPLOYEE SIGNATURE: _____							DATE: _____			
SUPERVISOR SIGNATURE: _____							DATE: _____			

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: _____

Remote Location: _____

Duration of Remote Work: From _____ To _____
Date Date

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 Diocese of Allentown for business use at the Remote Location:

Employee Signature

Supervisor Signature

Human Resources Approval

APPENDIX D

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



Diocese of Allentown 20____ Vacation Request Form

20____ Carryover Days: _____

20____ Days: _____

Total Vacation for 20____: _____

Days Currently Available: _____

Employee Name: _____

Department: _____ Dept. # _____

Vacation Days to Be Taken or PM	Full Day(s)	Half Day(s)	If half day, indicate AM	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM	<input type="checkbox"/> 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

Please return to the School/Parish/Human Resources Office

Human Resources Office Only:

Entered ____/____/____ by ____

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.