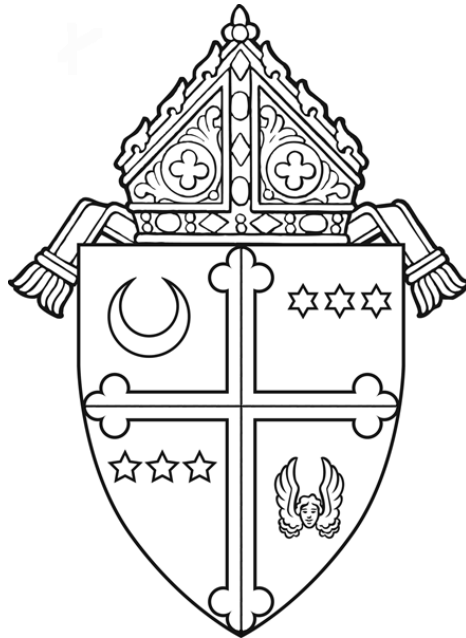


# **ARCHDIOCESE OF WASHINGTON**



## **EMPLOYMENT POLICIES AND PROCEDURES MANUAL**

## **REVISIONS AND CHANGES TO EMPLOYMENT POLICIES**

**These policies published May 2005 supersede all other policies. The policies contained herein are subject to revision and change as necessary. The *Archdiocese* reserves the right to change, modify, suspend, interpret or cancel, in whole or in part, any personnel policy, guideline or practice, written or unwritten, at any time without advance notice.**

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**ARCHDIOCESE OF WASHINGTON  
EMPLOYEE ACKNOWLEDGEMENT FORM**

I have reviewed the Archdiocese of Washington's Employment Policies and Procedures and understand the material contained therein.

Specifically, I understand that this document is not a statement of contractual rights and is not intended to give rise to any right to employment, continued employment, or any benefit with or from the Archdiocese. This manual contains statements of employee guidelines and procedures, which are intended to provide guidance for consistent interpretation and administration of matters relevant to personnel. This manual does not affect in any way the employment relationship between the Archdiocese and any of its employees, which employment is for an indefinite period of time and is terminable at the will of either party with or without notice and with or without cause at any time.

The Archdiocese reserves the right to revise, supplement, rescind or deviate from any of the guidelines or procedures described in this document when, in its discretion, such a departure is deemed warranted.

I understand and agree to all the guidelines, policies and responsibilities set forth in this document and will abide by them.

---

*(Employee signature)*

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*(Employee name printed)*

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*(Date signed)*

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**EMPLOYEES ARE TO RETURN THIS SIGNED FORM TO THE PASTOR, PRINCIPAL, OR AGENCY DIRECTOR WITHIN 30 DAYS OF RECEIPT OF THIS MANUAL. THE FORM WILL THEN BE FILED IN THE INDIVIDUAL PERSONNEL FILE OF THE EMPLOYEE.**

July 2005





## **SECTION I**

### ***Introduction***

## **WELCOME TO THE ARCHDIOCESE**

Welcome to the Archdiocese of Washington. We are pleased to have you as an employee at one of our Archdiocesan parishes, schools, or agencies\* (hereafter, referred to collectively as the Archdiocese). We want to do everything reasonably possible to help ensure that your employment with the Archdiocese is productive and rewarding.

The Archdiocese of Washington was created in 1939 and includes the District of Columbia and the Maryland counties of Montgomery, Prince George's, Calvert, Charles and St. Mary's. The Archdiocese seeks to provide quality education, essential social services, and spiritual resources that reflect Christ in the world through prayer, education and service.

## **ABOUT THIS MANUAL**

The purpose of this manual is to help our employees understand the mission of the Archdiocese, the job they have been asked to do, and to answer questions about policies and procedures. This manual provides general information and is not a contract, either expressed or implied.

This manual replaces all prior manuals, policy manuals, or published employee practices of the Archdiocese. However, Archdiocesan policies may change from time to time, and the Archdiocese reserves the right to unilaterally amend, supplement, modify or eliminate one or more of the benefits, rules, or policies described in this manual, or any other employment benefits, rules or policies, with or without prior notice.

**\*For purposes of this manual, agencies include the Pastoral Center, Catholic Youth Organization, Carroll Publishing and Center City Consortium.**

## **MISSION STATEMENT**

All Archdiocesan employees share in the mission, which Christ entrusted to the Church, to spread the Gospel, to serve our sisters and brothers, and to build up the Body of Christ, which is the Church. Our employees must respect, appreciate and uphold the teachings, principles, legislation, policies, and traditions of the Roman Catholic Church in the Archdiocese both in word and example. As partners in Christ, our work is not only occupational but vocational; a call to defend life and improve its quality by bearing witness to the presence of Christ and His Church in the World.

## **NATURE OF EMPLOYMENT/EMPLOYMENT AT-WILL**

All offers of employment are extended with the intent to fill a position vacancy (part time or full time) for an indefinite period of time, and no offer of employment is guaranteed to be permanent. Employment can be terminated by the Archdiocese or the employee, with or without cause, and with or without notice, for any or no reason. Nothing contained in this manual, or any other document provided to the employee in connection with employment shall restrict the Archdiocese's right to terminate an employee at any time for any reason. No employment practice of the Archdiocese or this manual is intended to be, nor should it be, construed as an express or implied contract or assurance of continued employment.

Furthermore, no one other than individuals given express authority by the Archdiocese is authorized to modify this policy or make any representation to any employee or applicant that is inconsistent with this policy.

## **WHERE TO FIND MORE INFORMATION**

This Manual should be an employee's first resource for information if he/she has any questions about the Archdiocesan employment policies. However, during employment with the Archdiocese, the employee may have additional questions that relate to employment, or one of the Archdiocesan employment policies. Employees should contact their pastor, principal, agency director, or designated benefits person at their parish, school or agency, or they may call the Archdiocesan Human Resources staff at (301) 853-4513 if they have questions.

## **OPEN COMMUNICATIONS**

The Archdiocese maintains an open-door policy that allows any employee to discuss any matter relative to his/her job with any member of management without fear of retaliation. Accordingly, any employee who has a problem or concern is encouraged to discuss the matter with his/her supervisor.

Employees who wish to discuss a matter with someone other than their immediate supervisor may do so at any time by contacting the pastor, principal, or agency director. It is the responsibility of the employee to promptly bring a problem to the attention of his/her supervisor, or other individual identified in this paragraph.

If all efforts to resolve the matter have not succeeded, or if the employee does not feel comfortable discussing his/her problem with his/her pastor, principal, or agency director, the employee should contact the Archdiocesan Director of Human Resources at (301) 853-4513.

## **CONFIDENTIALITY**

Employees who have access to confidential or proprietary information, including but not limited to business records, payroll records, human resources records, financial data and transactions, and personal information about other employees or parishioners, must not disclose or discuss this information with anyone else without proper authority. Proper authority may only be obtained from the pastor, principal, or agency director.

Employees are expected to protect and safeguard confidential information against unauthorized use; not to use confidential information except for business purposes; and not to, directly or indirectly, reveal, report, publish, or disclose confidential information. Any employee who violates this policy is subject to discipline, up to and including immediate discharge.

## **CONFLICT OF INTEREST**

The Archdiocese expects that all employees will avoid activities that create a conflict of interest with their responsibilities to the Archdiocese and its parishes, schools and agencies. Employees are expected to avoid even the appearance of impropriety when performing their duties, and must not use

their positions or knowledge gained at work to improperly influence decisions for their personal advantage or for the advantage of their families or friends. Employees are expected to observe the highest moral and ethical standards in any dealings in which employees represent the Archdiocese and its parishes, schools and agencies.

No employee may expend parish, school or agency funds for personal gain and may not purchase or influence the purchase of goods or services for Archdiocesan use from a firm or organization if the employee or his/her family would receive financial gain, without disclosing such interest in writing to pastor, principal, agency director and Controller of the Archdiocese.

No parish, school or agency manager may sign payroll/personnel forms that affect his/her own salary or approve reimbursement of his/her own expenses or those of a direct supervisor. Employees in positions with these responsibilities will be required to sign an agreement to this effect as a condition of employment.

No individual within the scope of this policy shall solicit or accept money, gift, loan, advance, favor, special discount, or service of material value that might reasonably tend to influence him/her in the discharge of his/her duties.

A copy of the complete conflict of interest policy is available on the Archdiocese of Washington website [www.adw.org](http://www.adw.org).

## **SECTION II**

### ***Employment Policies & Practices***

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The Archdiocese offers equality of opportunity and treatment for its present and prospective employees without regard to race, color, religion, sexual orientation, national origin, sex, disability, age or any other protected status.

All employment decisions are made without regard to race, color, religion, sexual orientation, national origin, gender, disability, age or any other protected status, unless required to protect, promote, or further the principles and/or tenets of the Roman Catholic faith. Because certain Archdiocese employees are expected and required to know, teach and/or perpetuate the religious beliefs and tenets of the Roman Catholic Church, the Archdiocese reserves its right to determine, at its sole discretion, which positions it believes should or must be filled by a follower or practicing member of the Roman Catholic faith.

#### **EMPLOYMENT OF MINORS**

The Archdiocese does not employ anyone under the age of 18.

#### **RECRUITING & HIRING**

The Archdiocese seeks to hire the most qualified applicant who suits its needs. Generally, new positions for which the Archdiocese advertises will be posted for all current employees to see. The Archdiocese may, however, at its sole discretion waive this practice.

Reasonable efforts will be made to fill vacant positions with internal candidates. However, the Archdiocese and/or its agents may consider both internal and external candidates in order to place the most suitable person

available. Internal candidates may only be considered following the completion of one year of employment in their current position.

## **EMPLOYMENT OF FORMER EMPLOYEES**

When considering applicants for employment and/or volunteer services who have formerly worked at an Archdiocesan parish, school or agency, the pastor, principal or agency director shall first contact the Archdiocesan Director of Human Resources to inquire as to the former employee's prior service record. The suitability of rehiring former employees will be evaluated on a case-by-case basis.

## **NEW EMPLOYEE ORIENTATION**

Within the first few days of employment, the employee will be asked to complete employment paperwork. This paperwork will include the required proof of eligibility for employment in the U.S. (I-9) form and state and federal tax withholding forms. If employed to work 20 or more hours per week, the employee will also receive an explanation of benefits and all applicable benefit booklets.

## **DISCRIMINATION AND HARASSMENT**

Discrimination or harassment of any employee in the workplace, based on a person's race, color, religion, sexual orientation, national origin, gender, disability, age or any other protected status, is strictly prohibited.

Any employee of the Archdiocese, whether supervisory or non-supervisory, who is found to have discriminated against or harassed any other employee will be subject to disciplinary action, up to and including immediate discharge.

If any employee believes that he/she has been subject to discrimination or harassment, or that he/she has witnessed discrimination against or harassment of another employee, the employee must bring the matter promptly to the attention of any supervisor or manager, or the Archdiocesan Director of Human Resources. No employee will be subjected to any form of discipline or retaliation for reporting incidents of unlawful discrimination or harassment.

## **SEXUAL HARASSMENT**

It is the policy of the Archdiocese that all employees should be able to work in an atmosphere free from all forms of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

This policy applies to all employee actions and relationships, within or outside the workplace (e.g. business trips, meetings, parties, etc.), regardless of position or gender. The Archdiocese will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action.

The Archdiocese prohibits all 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 verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, and physical assault.

No supervisor, other employee, or third party shall threaten or insinuate, either explicitly or implicitly, that another'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 shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

The Archdiocese has a "zero tolerance" policy with respect to the above activities. The above-described conduct will be considered in violation of the Archdiocese's policy even if the conduct was not intended to sexually harass an individual.

## **REPORTING DISCRIMINATION OR HARASSMENT**

Any employee who has experienced or is aware of a situation that is believed to be harassing or discriminatory based upon a protected status has a responsibility to immediately report the situation to his/her supervisor or the Archdiocesan Director of Human Resources. Employees should not wait until

performance reviews or training programs to report discrimination or harassment, although they are certainly encouraged to discuss any such concerns at any time.

Upon receipt of an allegation of discrimination or harassment, the Archdiocesan Director of Human Resources will conduct an immediate investigation into the allegation to determine whether discrimination or harassment or other inappropriate conduct occurred.

All complaints of discrimination or harassment will be investigated promptly, impartially and thoroughly. In addition, the Archdiocese's investigation will be conducted as discreetly as possible. The Archdiocese's general policies regarding investigations are as follows:

- (1) Employees are required to cooperate in any investigation;
- (2) The Archdiocesan Director of Human Resources will investigate any allegations of discrimination or harassment or other inappropriate conduct, even when the complaining employee later decides not to pursue the matter; and
- (3) Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for termination.

In all cases where discrimination or harassment or other inappropriate conduct is determined to have occurred, the offender will face immediate and appropriate disciplinary action up to and including termination of employment. An employee determined to be discriminating or harassing another person may be held personally liable for his or her actions.

If the alleged discrimination or harassment involves the supervisor of the employee or the Archdiocesan Human Resources Department staff, or if the employee is not satisfied with the outcome of the investigation, he/she should bring the matter to the attention of the Chancellor.

## **VIOLENCE IN THE WORKPLACE**

The Archdiocese expressly prohibits any acts or threats of violence by any employee or former employee against any other employee, client, and visitor at any time. This includes any acts or threats of violence on or off Archdiocesan premises, and applies regardless of whether the individual is engaged in



business with or on behalf of the Archdiocese at the time the act is committed or threat is made.

Any employee who believes he/she, or any other employee, has been a victim of violence or a threat of violence should report the violence or threatened violence to the police immediately. Once any threat of immediate harm is reported to the police, the employee should contact any management level employee or Human Resources to report the threat of violence. All management level employees who receive a report of violence or threatened violence must notify the Archdiocesan Director of Human Resources immediately.

The Archdiocese will take prompt action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures.

## **EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES**

The Archdiocese also prohibits discrimination or harassment based on disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other terms and conditions of employment.

Any employee who believes that he/she has been discriminated against or harassed based upon his/her disability, or any employee who has witnessed discrimination should report the discrimination or harassment to any supervisor or manager, or the Archdiocesan Director of Human Resources.

No employee will be subjected to any form of discipline or retaliation for reporting incidents of unlawful discrimination or harassment. The section on reporting discrimination or harassment should also be followed in a situation of perceived discrimination based upon disability.

Any employee with a disability who requires a reasonable accommodation to perform the essential functions of his/her position should contact any supervisor or manager, or the Archdiocesan Human Resources department. All supervisors or managers who receive a request for reasonable accommodation must notify the Archdiocesan Director of Human Resources immediately.

Reasonable requests for accommodation will be fulfilled, unless the accommodation poses undue hardship upon the Archdiocese or its agency, school, or parish.

## **EMPLOYMENT OF RELATIVES**

The Archdiocese is committed to hiring and retaining highly qualified employees, and we recognize that hiring close relatives (by blood or marriage) might raise questions about objectivity or the appearance of objectivity in the workplace, and for that reason it is to be discouraged.

Relatives of employees of any agency, parish or school may be considered for employment by the Archdiocese if:

- They are fully qualified for the position; and
- The relative meets the Archdiocese employment standards; and
- There is an appropriate job opening that is normally filled by an external applicant; and
- The hiring of the relative will not adversely affect operations; and
- The relative will not report to or be supervised by the employee to whom he/she is related; and
- The Archdiocesan Director of Human Resources approves the employment of the related person.

The above requirements are designed to prevent inefficiency, inequity, nepotism or the appearance of nepotism.

## **DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

The Archdiocese is committed to providing a drug and alcohol-free workplace. “Controlled substances” and “illegal drugs” refer to all forms of narcotics, depressants, stimulants, hallucinogens, and other drugs, including marijuana, whose use, possession, or transfer is restricted or prohibited by law.

The illegal possession, distribution, manufacture, transportation, use, sale, purchase, or transfer of controlled substances or illegal drugs, or consumption of any type of alcoholic beverages while at work is strictly forbidden.

Employees will not be permitted to work while under the influence of controlled substances or illegal drugs or alcohol. Employees, who appear to be unfit for duty, may be subject to a medical evaluation (including drug and/or alcohol screening). Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including immediate termination.

Employees who engage in the above-stated activities are subject to criminal prosecution (where applicable) and disciplinary action up to and including immediate termination.

Exceptions may be made at the sole discretion of the Archdiocese if the controlled substance is being used by the employee pursuant to a valid and legal prescription and the use of the substance does not negatively affect the individual's ability to perform his/her job safely and effectively and does not pose a risk to the safety and well-being of that individual or others.

Off-the-job illegal drug use and situations where the use of alcohol by an Archdiocesan employee reflect negatively on the Archdiocese's reputation and standing in the community, or in its opinion does not comport with the religious tenets or principles of the Catholic faith, may also result in disciplinary action up to and including immediate termination.

## **DRUG TESTING**

To ensure a safe and healthy working environment, the Archdiocese may require job applicants to undergo drug testing after a conditional offer of employment has been made. All drug testing will be performed at a qualified laboratory. The applicant will be provided with the name and address of the drug testing facility.

Current employees may be subject to testing, at the sole discretion of the Archdiocese, if the Archdiocese obtains evidence or has reasonable suspicion that alcohol or drugs are being used. If there is reason to believe that an employee is working under the influence of drugs or alcohol, he/she may, at the sole discretion of the Archdiocese, be required to undergo immediate testing. Reasonable suspicion includes:

- The employee exhibits erratic behavior;

- The employee exhibits paranoia, slurred speech, or irrational behavior;
- The employee has had a single, or a series of, safety-related incidents.

Employees who refuse testing when reasonable suspicion is present will be subject to discipline, up to and including immediate termination. Testing that is done at the request of the Archdiocese, will be paid for by the parish, school, or agency making the request, not the employee.

## **IMMIGRATION LAW COMPLIANCE**

In compliance with the *Immigration Reform and Control Act of 1986*, all applicants, when hired, will be required to complete the Immigration and Naturalization Service Form I-9 to verify their identity and eligibility for employment in the United States.

Exceptions: Those employees hired prior to November 7, 1986, who are continuing in their employment; persons who are independent contractors; or persons who provide labor but who are employed by a contractor providing contract services (e.g., employee leasing).

## **INCLEMENT WEATHER**

Parishes, schools, and agencies of the Archdiocese have individualized inclement weather policies. Accordingly, all employees are to follow the inclement weather policy of the parish, school or agency in which he or she works.

When parish, school or agency offices are open, employees are expected to make reasonable and determined efforts to get to work. In certain circumstances, employees will be permitted to take earned vacation leave or other paid leave as provided under sick leave (see Sick Leave) for a partial workday absence of up to three hours.

If the employee reports to work more than three hours late, or does not report to work at all on these days, the time off may be charged to earned vacation time or may be worked as additional time in the same workweek with the approval of the pastor, principal or agency director. It will be counted as unpaid leave if all paid leave has been exhausted.

## **SECURITY CLEARANCE**

While not all employment positions are security sensitive, some are. Principals, teachers, volunteers, clergy, religious, and any other persons who will have substantial contact (i.e. contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis) with children, youth or other vulnerable persons are required to undergo a State/FBI Criminal Background Investigation (including fingerprinting).

The requirement must be satisfied ***before*** work begins. The employee will be notified of the necessity of a background check, as well as the procedures to follow during the pre-employment process. Other positions that may require a security clearance include, but are not limited to, payroll, bookkeeping, accounting, and maintenance.

## **CHILD PROTECTION POLICY**

All children have the right to be safe and protected from harm in any and all environments – home, school, religious institutions, neighborhoods and communities. The Archdiocese will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse or neglect and to bring the healing ministry of the Archdiocese to bear wherever possible.

The Archdiocese has established a comprehensive child protection policy, which all employees are required to read and be familiar with. It is contained in a separately published book titled “Child Protection Policy” and is also available on the Archdiocesan website (see [www.adw.org](http://www.adw.org)).

Any individual (including clergy, religious, lay employee, or volunteer) who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person (including, but not limited to, a parent or guardian, another employee, volunteer, religious, or clergy) shall report his/her suspicion immediately to the local police department and/or the local child protective services agency.

Any employee who has reason to believe a child has been abused or neglected shall also immediately report this suspicion to the pastor, principal, or agency director in the facility in which he or she works. Employees must at the

same time, notify the Director of Child Protection Services and/or the police in the local jurisdiction.

All employees and volunteers who, during the course of performing their duties, will have substantial contact with children, youth or other vulnerable persons are required to:

1. Complete an application for Employment or Volunteer Services.
2. Undergo a State/FBI Criminal Background Investigation (including fingerprinting).
3. Attend two hours of Child Protection Training within the first 6 months and an annual Child Protection Training seminar thereafter.

## **MEDICAL EXAMINATIONS FOR DRIVERS OF ARCHDIOCESAN OWNED VEHICLES**

Applicants for a position that will involve driving a vehicle owned by a parish, school or agency of the Archdiocese will be required to pass a physical examination that will include drug and/or alcohol screening. A physician designated by and paid for by the parish, school or agency will administer the physical examination.

Medical examinations are property of the Archdiocese and will be released to applicants, employees, or doctors only if required by law. The Archdiocese will maintain these records in a manner that preserves the confidentiality of the contents.

## **DRIVING RECORDS**

Any employee operating a vehicle owned by the Archdiocese is required to maintain a valid driver's license (MD, VA, DC) and a good driving record. Such employees are also required to provide a certified copy of their driving record from the Department of Motor Vehicles to the pastor, principal or agency director on an annual basis.

These employees are required to report all tickets and/or accidents sustained while driving on Archdiocesan related business, as well as any notice of suspension or revocation of their license, to their pastor, principal or agency director. Failure to do so within two (2) working days of the ticket, accident,

suspension or revocation will result in corrective or disciplinary action up to and including termination.

Employees whose license has been revoked or suspended shall be prohibited from driving or operating any parish, school or agency vehicle or equipment that requires the possession of a valid driver's license.

## **SAFETY ON THE JOB**

It is the responsibility of all employees, at all levels, to practice work habits that support and promote safe and healthful work conditions. Employees who intentionally break safety or health rules will be subject to corrective or disciplinary action up to and including immediate termination.

No employee should ever perform a task or work with equipment that he/she reasonably believes to be unsafe. Employees must report unsafe conditions or practices to their immediate supervisor.

## **SAFETY PROCEDURES**

All work-related injuries, no matter how slight, must be reported immediately to the injured employee's supervisor so that arrangements can be made for medical and/or first aid treatment. Initial report of injury forms should be completed and forwarded to the Archdiocesan Human Resources Office.

Minor injuries, such as cuts, scratches, bruises, and burns that do not require a doctor's treatment, may be handled at one of the first-aid stations or anywhere a first-aid kit is located.

If there is any doubt as to whether the injury requires a physician, the employee is encouraged to seek medical attention immediately. If medical attention is required, the pastor, principal or agency director should be contacted immediately.

## **NO SMOKING POLICY**

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in parish, school and agency offices and buildings is strictly regulated and confined to those areas designated

for smoking, if any. Employees smoking in any nonsmoking area will be subject to disciplinary action.

## **AUTOMOBILES**

If parking facilities are provided for the use of employees, employees are to park only in designated areas. Automobiles parked for long periods of time will be towed at the owner's expense. The Archdiocese assumes no responsibility for damage to vehicles or theft of articles from vehicles while on workplace premises. All vehicles parked on workplace premises are subject to random searches when there is reasonable suspicion of wrongdoing.

The Archdiocese prohibits employees from using company-issued cellular phones while their vehicles are in motion unless a hands-free device is used.

## **USE OF PROPERTY (INCLUDING EQUIPMENT AND VEHICLES)**

Employees are expected to exercise care in the use of parish, school or agency property. Negligence in the care and use of Archdiocesan property, or unauthorized removal or personal use of Archdiocesan property, is cause for discipline, up to and including termination.

No employee may use the property, facilities, communication devices, or supplies of the Archdiocese for personal or unlawful use. In the event that an employee has a need for the use of Archdiocesan property, the employee must receive prior approval and make arrangements for reimbursement.

Property issued to employees for their use, including software, manuals, books, etc. must be returned if employment with the parish, school or agency is terminated, either voluntarily or involuntarily. If the property is not returned, employees will be responsible for the value of the property.

Employees are not to bring personal property of value to work. The Archdiocese will not be responsible for the loss or theft of personal items on the premises.



## **VISITORS IN THE WORKPLACE**

Visitors are not allowed on the premises without prior approval from an employee's supervisor, pastor, principal or agency director in advance. Visitors are to be escorted at all times.

Employees should not bring family members to work. While there may be occasions when unexpected problems arise, employees should use available leave rather than bring family members to work.

## **SOLICITATIONS/DISTRIBUTION OF LITERATURE**

To help prevent interference with work and inconvenience to other employees, the Archdiocese strictly prohibits the distribution of non-work related literature or printed materials of any kind on Archdiocesan premises at any time. In addition, the Archdiocese prohibits solicitation of employees during normal business hours.

## **SECURITY INSPECTIONS**

To help protect and provide security, employees may be subject to questioning when entering or leaving parish, school or agency premises. Employees may also be asked to allow designated employees to examine items they are carrying.

No employee should have an expectation of privacy in the use of Archdiocesan property or communication services. The Archdiocese may monitor and inspect its offices, use of telephones, e-mail, computers and Internet access.

## **TRAINING**

The Archdiocese supports and encourages effective learning and development programs to provide staff with the opportunity to achieve competent job performance and to enhance career growth. Parishes, schools and agencies may provide training and development programs designed to improve the quality and performance of the workforce. Training may be provided through formal classroom training, on-the-job training, mentoring, computer-based training, or self-development courses.



## SECTION III

### *Employment Status and Records*

#### **EMPLOYMENT CATEGORIES AND CLASSIFICATIONS**

Archdiocesan employees fall into two categories of employee classifications as established by the Fair Labor Standards Act (FLSA):

***Exempt*** – Salaried employees not eligible for overtime pay for time worked in excess of 40 hours per workweek. Executive, administrative and professional employees, as well as outside sales representatives, are typically exempt employees.

***Non-exempt*** – Hourly employees, regardless of title or function, who are eligible for overtime pay pursuant to the provisions of the FLSA. Non-exempt employees shall be paid overtime at the rate of 1.5 times their regular rate of pay for all hours ***worked*** in excess of 40 hours per workweek. The regular rate of pay is applied for all hours less than 40 hours per week.

Employees should speak with their pastor, principal, agency director, and/or immediate supervisor to determine whether they are exempt or non-exempt employees. The pastor, principal, agency director or supervisor must confirm the employees' exempt or non-exempt status with the Archdiocesan Director of Human Resources.

For the purposes of paying compensation and determining eligibility for employee benefits, the Archdiocese has the following employee classifications:

- ***Full-time employees*** - Employees who regularly work at least 30 hours per workweek. Employees who regularly work at least 30 hours per workweek are eligible for all offered benefits (See Section IV).
- ***Part-time pension eligible only employees*** - Employees who regularly work 20-29 hours per workweek. Employees who regularly work 20-29 hours per workweek are eligible for pension benefits only. (See Section IV).

- **Part-time non-benefits eligible employees** - Employees who are scheduled to work less than 20 hours per workweek. These employees are not eligible for Archdiocesan benefits.
- **Temporary employees** - Employees who are hired for a specific period of time, with employment ending at the completion of the specific project or specific time period. Temporary employees are paid for actual hours worked only and are not eligible for employee benefits or paid time off from work. Examples of temporary employees are summer interns.

During hiring, the pastor, principal, or agency director will let the employee know the appropriate employment classification for his/her position. If the employee changes positions during his/her employment with the Archdiocese due to promotion, transfer, or otherwise, and the employment classification changes as a result, the supervisor will notify the employee.

## **INTRODUCTORY PERIOD**

With the exception of teachers and principals in Archdiocesan Catholic Schools, the introductory period for a non-exempt employee is 90 days, and 180 days for an exempt employee. This introductory period is the time allowed for each newly hired employee to demonstrate his/her qualifications and ability to perform his/her duties to the satisfaction of the employer.

Satisfactorily completing any introductory period is not a guarantee of permanent employment; employment can be terminated at any time either before or after the introductory period. There is no reasonable expectation of employment beyond the introductory period.

During the 90-day and the 180-day evaluation period, either party (employee or employer) may terminate the employment relationship at any time with or without notice. It is not required for either party to offer specific reason(s) for terminating the employment relationship during the early employment period. Vacation leave cannot be earned or taken until the completion of the introductory period.

Because of the nature of the school year, teachers and principals of Archdiocesan Catholic Schools must be employed three school years before completing their introductory period. Should a principal or teacher transfer or change schools, the three school year introductory period must be completed again. Archdiocesan Catholic School employees do not take vacation leave during the school term.

## **HUMAN RESOURCES FILE ACCESS**

Any employee may request to see his/her Human Resources file. A request by an employee to inspect his/her own Human Resources file is to be directed to the pastor, principal or agency director who will arrange a mutually convenient time for the inspection.

In case of disputed data, the employee may insert a statement of disagreement in the file. Under no circumstances is an employee permitted to remove anything from his/her Human Resources file.

## **EMPLOYEE DATA CHANGES**

It is the responsibility of the employee to see that his/her human resources data is kept up-to-date. All name, address, telephone number, and family status changes are to be reported to the designated individual at the parish, school or agency. Examples of family status changes include marriage, divorce, birth, adoptions, etc. Changes in citizenship status or the number of dependents should also be reported.

## **VERIFICATION OF EMPLOYMENT/NEUTRAL REFERENCE POLICY**

The pastor, principal, agency director and the Archdiocesan Director of Human Resources are the only individuals authorized to answer inquiries about a current or former employee. The Archdiocese does not provide references regarding employment to prospective employers.

Unless specifically authorized in writing, any information about a current or former employee, other than dates of employment and job title, will not be released to external sources.



## SECTION IV

### *Employee Benefits*

#### **ELIGIBILITY**

Employees who are not considered temporary and who are employed to *regularly* work **30** or more hours per workweek are eligible for each of the following benefits through the Archdiocese. Employees who are employed to *regularly* work at least 20 hours per workweek are eligible to participate in the Archdiocese of Washington Pension Plan only:

- ❖ **Archdiocese of Washington Pension Plan -** This plan is an employer provided non-ERISA defined benefit plan; employees do not make contributions to the Plan. Employees who work 20 or more hours per workweek on a regular basis automatically become participants on the first of the month, following or coincident with, one year of employment. The Plan provides for a pension payable at retirement. A reduced benefit may be elected for early retirement as early as age 55.
- ❖ **Archdiocese of Washington Group Health/Dental Care Plan -** Election or declination of this employee paid benefit must be made within 30 days of employment as a full-time employee. If elected, coverage begins on the 31<sup>st</sup> day of employment. The Dental Care portion of the Health plan allows participants to visit any dentist of choice.
  - **Preferred Provider Network (PPO) -**  
The PPO feature of the Health/Dental Care Plan provides cost savings and discounts to participants in the ***Archdiocese of Washington Health/Dental Care Plan*** who utilize Provider Network member doctors, hospitals, labs, etc.
  - **Prescription Drug Benefit -**  
Employees who participate in the ***Archdiocese of Washington Health/Dental Care Plan*** will be able to get prescriptions filled at participating pharmacies. A prescription drug/identification card is provided that will be accepted by all participating pharmacies.

- **Mail Service Pharmacy -**  
A mail service pharmacy is available for all ***Archdiocese of Washington Health/Dental Care Plan*** participants. This benefit provides a prescription drug program for those with long-term medication needs.
  
- ❖ **Archdiocese of Washington Dental Only Plan -** The dental only plan provides dental insurance for those who do not enroll in the Archdiocese Health/Dental Plan but need dental coverage. Employees may enroll themselves and dependents in this employee paid benefit beginning on the 31<sup>st</sup> day of employment, in December each year (if offered), or at open enrollment only.
  
- ❖ **Life and Accidental Death and Dismemberment Insurance -** These employer paid benefits are effective on the 31<sup>st</sup> day of employment in a full-time position. The parish, school or agency pays all premiums.
  
- ❖ **Long Term Disability Income Insurance -** This employee paid benefit provides for income in the event of total disability (disability that lasts six months or longer). Coverage automatically begins after one-year of continuous employment. Since the employee pays premiums, all benefits received are generally tax-exempt.
  
- ❖ **HMO Dental Plan (Optional) -** Employees and dependents of employees may participate in this employee paid dental plan for a premium. The Plan provides HMO dental coverage from a list of participating dentists.
  
- ❖ **Social Security -** Salary deductions are made for old age benefit, disability, Medicare and other benefits as provided under the Federal Social Security Act.
  
- ❖ **Tax Deferred Saving 403(b) -** This is an opportunity for employees to invest part of their earnings on a pre-tax basis for retirement, education expenses, etc.
  
- ❖ **Unemployment Compensation -** Weekly benefits may be paid in the event of loss of job. This program is administered by the Archdiocese of Washington and is completely separate from the State of Maryland or District of Columbia unemployment systems.



- ❖ **Voluntary Supplemental Life Insurance** - Employees may choose this additional life insurance coverage equal to five times their annual salary (up to \$100,000) on a voluntary basis. Coverage begins on the 31st day of employment. Premiums are paid by employees through payroll deductions, and vary based on age category and amount of insurance.
- ❖ **Workers' Compensation** - Protection for job related injuries (medical bills and lost salary) is provided by the Archdiocese. If an employee is injured while on the job, he/she should seek medical help if necessary and report the injury to his/her supervisor or the Archdiocesan Human Resources department staff immediately.

The Archdiocese reserves the right to change and/or discontinue any and all of the above benefits at any time. Please ask for and consult the specific benefit booklets and/or leaflets that are available from the Archdiocesan parish, school or agency. Please ask the Benefits Representative to contact the Archdiocesan Human Resources Office staff at the Pastoral Center should a specific booklet/brochure be unavailable.

## **HOLY DAYS AND HOLIDAYS**

### **Schedule A: Archdiocesan Parish and Agency Employees**

The exact holy days and holidays recognized by each parish, school, or agency vary and are subject to change. Employees, therefore, must consult the individual calendar for the parish or agency in which he or she works.

Employees will receive the holy day or holiday off with pay (for hours normally worked on their regular shift) only if the holy day or holiday falls on, or is observed on, one of their regularly scheduled workdays and the employee works his/her regularly scheduled hours the day before and after the holy day or holiday, unless he/she is taking “excused” time off (such as a vacation day). If the holy day or holiday occurs during the employee’s paid vacation or paid sick leave it will be paid as a holy day or holiday.

Holy day or holiday pay will not be paid if:

- The employee is on layoff status;
- The employee is a temporary or seasonal employee;
- The employee is on leave of absence when the holy day or holiday occurs;
- The employee is requested to work during a paid holy day or holiday and the employee refuses to do so.

Non exempt employees who are required by the pastor, principal, or agency director to work on a holy day or holiday which falls or is observed on one of their regularly scheduled workdays may be granted an equivalent amount of time off on another day which is within 30 calendar days. This equivalent time, when granted, must be approved in advance by the pastor, principal or agency director.

If the employee is not granted equivalent time off within 30 calendar days, the employee will be paid for the hours worked on the holy day or holiday and, in addition, will receive his/her regularly scheduled hours of pay for the holy day or holiday.

### **Schedule B: Archdiocesan Catholic School Employees**

The exact holy days or holidays recognized by each school vary and are subject to change. All school employees, therefore, must consult the individual school calendar for the school in which he or she works.

If a holy day or holiday occurs during the employee's paid sick leave, or other form of paid leave, it will be paid as a holy day or holiday. If a school is closed for a conference, meeting, testing, etc. employees will receive the time off with pay, for hours normally worked on their regular shift. If the day the school is closed is one of their regularly scheduled workdays, and the employee works his/her regularly scheduled hours the day before and the day after, unless he/she is taking "excused" time off, it will be paid as a holy day or holiday.

## **VACATION LEAVE**

In light of the 10-month school year, Archdiocesan Catholic School employees are not permitted to take vacation leave during the school term.

As for parish and agency employees, vacation days are earned monthly. Eligibility for vacation leave begins on the first day of the month following the completion of the employee's introductory period and is pro-rated based on the number of months remaining in the calendar year. The total number of vacation days an employee is eligible to earn over a twelve-month period depends upon continuous years of service.

<b>Continuous Service Completed As of January 1 each year</b>	<b>Number of Days of Vacation Earned Per Calendar Year</b>
0 – 2 years	10
3 – 5 years	15
6 – 9 years	18
10 – 15 years	20
16 + years	25

While vacation is earned monthly, the Archdiocese makes the full calendar year allotment available for use at the beginning of each year. Should an employee leave the Archdiocese during the year having used more leave than earned, the difference will be deducted from the final paycheck.

The number of days off is granted and paid proportionally in the amount of regularly scheduled hours worked per week at the time the vacation is taken by the employee. When a change in regularly scheduled hours of the employee occurs during a calendar year, any remaining vacation time for the calendar year will be pro-rated (***See Appendix A for examples***).

To ensure that there is adequate coverage, vacation leave must be requested well in advance and may only be taken if approved by the immediate supervisor, the pastor or agency director. While every reasonable effort will be made to grant vacation as it is requested, the supervisor, pastor or agency director may have to adjust vacation schedules to ensure that there is adequate staff coverage at all times.

Vacation leave may be taken in increments of hours, days, or weeks, but it may not be carried over from one calendar year to the next.

Pay in lieu of vacation time or pay for vacation in advance is not granted. Vacation leave balances are portable in the case of an employee's direct transfer, i.e. no break in service between parishes or agencies. Terminated employees, who do not transfer to another parish or agency, will be paid unused vacation leave balance. Employees must be present on the last day of their employment; therefore vacation cannot be used to extend the termination date beyond the last day that the employee is physically at work.

If an Archdiocesan recognized holy day or holiday falls during an employee's vacation time, that day will not be charged to the employee as a vacation day. If the employee becomes sick or injured while on vacation, the days the employee is sick or injured may be charged as sick leave, provided the illness or injury required medical attention. The employee may be required to provide documentation showing medical assistance was needed and obtained.

If the employee is rejoining the Archdiocese after a break in service, the employee will be given credit for prior service if the break was not longer than the time previously spent with the Archdiocese. An approved leave of absence does not incur a break in service.

## **SICK LEAVE**

Employees are provided with sick leave for those situations in which the employee becomes ill or temporarily injured (an injury which is not covered by Workers' Compensation) and is unable to come to work. For serious health conditions, refer to the Family Medical Leave Act (page 4-14) and the Salary Continuation Program (page 4-10).

Eligibility for sick leave begins on the first day of the month following the employee's date of hire and is pro-rated based on the number of months

remaining in the calendar year to a maximum of 10 days. Unused credited sick leave is carried forward at the beginning of the first pay period of each calendar year to a maximum of 60 days.

Sick leave may be taken in hourly increments for medical or dental appointments as long as arrangements are made in advance and approved by the pastor, principal or agency director.

Under normal circumstances, in order to be paid for sick leave, the employee must notify his/her pastor, principal, or agency director as far in advance as possible and no less than one hour prior to the time he/she is scheduled to report to work. The total pay for a day in which sick leave is paid cannot exceed the total pay of an employee's normally scheduled workday.

If an employee is absent because of illness for 3 or more consecutive regularly scheduled workdays, the pastor, principal or agency director *must* require the employee to present a written doctor's statement evidencing sickness or medical treatment, and a release (fitness-for-duty) to return to work. The pastor, principal, or agency director may also request a doctor's written note if the employee's sickness is continuous or frequent.

Employees may use up to 24 hours per year of their earned sick leave for reasons unrelated to illness, such as, inclement weather, parental leave, extended bereavement leave subject to advance approval by the pastor, principal or agency director. Should the reason for using sick leave unrelated to illness be covered under another leave policy (vacation, bereavement, jury duty, etc.) then that leave policy under which it is covered must be implemented. Under no circumstances can sick leave unrelated to illness be used to extend vacation leave.

If using earned sick leave for reasons unrelated to illness, the employee must make sure that the reason, i.e. inclement weather, parental leave, extended bereavement leave, etc. is clearly recorded for the purpose of tracking leave balances.

Sick leave balances are portable in the case of a direct transfer between Archdiocesan parishes, schools and agencies. Upon separation (vol. or involuntary) or retirement, unused credited sick leave is not paid.

## **BEREAVEMENT LEAVE**

Paid leave is provided, upon request and approval of the pastor, principal or agency director, in the event of a death in the employee's **immediate** family. Immediate family is defined as spouse, parents, children, brothers, sisters, grandparents or grandchildren and spouse's immediate family.

Such leave may range from several hours off (e.g. to attend the funeral) up to 3 continuous working days off (e.g. to attend the funeral, observe a period of mourning and/or settle the affairs of the deceased) depending upon the circumstances. If bereavement leave has been exhausted, employees may take vacation, other paid leave as provided under sick leave, or unpaid leave.

Employees may take vacation leave, other paid leave as provided under sick leave, or unpaid leave to attend the funeral of friends or others, if approved by the pastor, principal or agency director.

### **JURY DUTY**

The necessary time off is provided if an employee has been summoned for jury duty provided the employee has given his/her pastor, principal or agency director the written jury duty summons. The employee will receive his/her regular pay for the time absent. If the employee is excused from jury duty with three or more hours remaining in his/her workday, he/she is expected to report to work that day.

### **LEGAL APPEARANCE LEAVE**

Employees required, by a written legal summons, to make a legal appearance will be given the time off with pay necessary to make the appearance. The employee must provide his/her pastor, principal or agency director with the written legal summons to be eligible for this paid leave.

### **VOTING LEAVE**

Employees are expected to vote outside of their normal working hours.

### **PARENTAL LEAVE**

Employees may take up to 24 hours of leave in any 12-month period to attend or participate in school-related event for his/her child. This leave, for such activities, may consist of unpaid leave unless the parent or employee elects to use any paid leave i.e. vacation leave, other paid leave as provided under sick leave, and compensatory leave (earned during that workweek).

For the purpose of this policy, "Parent" means:

- (A) The natural or adoptive mother or father of a child;
- (B) A person who has legal custody of a child;
- (C) A person who acts as a guardian of a child regardless of whether he or she has been appointed legally as such;
- (D) An aunt, uncle, or grandparent of a child; or
- (E) A person who is married to a person listed in subparagraphs (A) through (D) of this paragraph.

"School-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association. A school-related event includes: a student performance such as a concert, play, or rehearsal; the sporting game of a school team or practice; a meeting with a teacher or counselor; or any similar type of activity. A school-related event shall involve the parent's child directly either as participant or subject but not as a spectator.

The Archdiocese reserves the right to deny the use of leave if the granting of leave would disrupt the business of the Archdiocese and make the achievement of production or service unusually difficult.

An employee shall notify the pastor, principal, or agency director of the desire for leave to attend a school-related event at least 10 calendar days in advance, unless, in the case of a school event, the need to attend the school-related event cannot be reasonably foreseen.

## **DISTRICT OF COLUMBIA EMANCIPATION DAY**

Archdiocesan employees employed in the District of Columbia will be allowed to take leave on April 16 for DC Emancipation Day unless it poses a hardship on the school, parish or agency for which the individual works.

Naturally, not all D.C. employees will be able to take leave on the same day. Therefore, requests will be considered on a case-by-case basis and in the order in which they were received. The employee may elect to take unpaid leave, or to use paid earned vacation leave, or other paid leave as provided under sick leave.

## **SALARY CONTINUATION PROGRAM**

The Salary Continuation Program is designed to provide full-time benefits-eligible employees (30 or more hours per week) with a continuing source of income during short periods of sickness (the program does not apply to work-related sicknesses or work-related injuries where absences from such sickness or injury is covered by Workers' Compensation benefits) if the employee becomes incapacitated due to a serious health condition and unable to perform normal duties.

This financial protection is automatically provided to qualified full-time benefits-eligible employees of the Archdiocese of Washington, except that salary continuation benefits are not available if wages would not normally be paid, i.e. employees who are not paid during the summer (for example, teachers aides) are not eligible to receive salary continuation during that time period. Currently, salary continuation is granted for six weeks for the *normal* birth of a child (eight weeks if otherwise indicated by a physician as medically necessary, i.e. caesarian birth).

### **Participating In The Plan**

#### **Who Is Eligible**

In general, an employee is eligible to participate in the Archdiocese of Washington Salary Continuation Program if he/she is a full-time benefits-eligible employee, i.e. scheduled to work 30 or more hours per workweek on a regular basis and who has completed one year of *continuous* employment in a benefits-eligible position.

#### **When Coverage Begins**

Coverage is automatically effective on the first of the month following or coincident with completion of one year of *continuous* employment in a benefits-eligible position.

If the employee is not actively at work on the day coverage is scheduled to begin, coverage starts on the day he/she returns to active employment.

#### **Cost Of Coverage**

Employees pay nothing for Salary Continuation coverage. The Archdiocese of Washington provides Salary Continuation coverage at no cost to employees.



## **How Benefits Are Paid**

The Salary Continuation Program may pay benefits for up to 24 weeks when an employee cannot work because he/she is incapacitated due to a serious health condition (not work-related sickness and/or not a work-related injury that are covered by Workers' Compensation benefits) and unable to perform normal duties. Employees will receive benefits equal to a percentage of their pay, based upon their length of service with Archdiocese of Washington after they have been absent for 10 consecutive working days due to the same injury or sickness.

An employee must use his/her own sick and vacation leave for the first 10 days he/she is absent before he/she can qualify for benefits under the Salary Continuation Program. If the employee does not have enough sick leave and/or vacation leave to cover the first ten days then the period of time not covered by leave during the first 10 days will be unpaid. After he/she has used these 10 days, the Archdiocese of Washington continues his/her salary according to the following table:

<b>Length of Continuous* Service</b>	<b>Full Pay</b>	<b>Half Pay</b>
1 to 3 years	2 weeks	12 weeks
3 to 5 years	4 weeks	20 weeks
5 to 10 years	8 weeks	16 weeks
10 to 15 years	12 weeks	12 weeks
15 to 20 years	16 weeks	8 weeks
20 or more years	20 weeks	4 weeks

\*Length of Service must be continuous – meaning no breaks in employment status by the Archdiocese within that time.

Note: If the employee has switched from part-time to full-time status, he/she is eligible for salary continuation benefits as described above, based on all his/her continuous years of service with the Archdiocese.

If the employee has additional earned but unused vacation and sick leave, he/she may use them to supplement his/her income during the periods when the salary continuation program provides half pay.

Sick and vacation leave accruals are reduced by the length of time an employee is receiving salary under the salary continuation program. If an employee is in leave without pay status, he/she ceases to earn additional leaves.

## **How To Claim Benefits**

To claim benefits under the Salary Continuation Program, an employee must notify his/her supervisor, pastor, or principal, or agency director, *and* the Archdiocesan Director of Human Resources within one (1)

week (5 working days) of the start of his/her absence due to sickness or injury and the employee must have his/her attending doctor certify:

- That he/she is under a doctor's care;
- The nature of his/her illness or injury; and
- His/her doctor's estimate of its duration.

The employee must provide the medical certification to his/her supervisor, the pastor, or principal, or agency director, and the Archdiocesan Director of Human Resources within 15 days of the start of an approved salary continuation absence.

### **Benefits From Other Sources**

Employees may be eligible to receive benefits from other disability plans. If that happens, any amounts the employee receives from state, federal, or local disability programs will reduce the Archdiocese of Washington's benefit.

### **When Benefits End**

Employee benefits under the Salary Continuation Program will end the earliest of when he/she:

- Recovers from the disability or leaves the Archdiocese of Washington;
- Fails to supply proof of his/her sickness or injury;
- Engages in any occupation or employment for wage or profit;
- Receives the maximum amount of benefits, explained earlier in this section;
- Dies; or
- Becomes eligible for benefits under the Archdiocese of Washington Long Term Disability Plan (LTD) Plan. General information about the LTD Plan is provided in this manual. Detailed information about the LTD Plan is provided in the Archdiocese of Washington Long Term Disability booklet that may be requested from the employee's school, parish or the Archdiocesan Human Resources Office.

## **If An Employee is Still Disabled When Benefits End**

If an employee is still disabled when his/her Salary Continuation benefits end, he/she may or may not begin to receive benefits from the Archdiocese of Washington LTD Plan.

If an employee has less than three years of service on the date he/she became disabled, his/her Salary Continuation benefits will end before he/she can begin to receive LTD benefits. (The chart under the heading How Benefits Are Paid shows what benefits are payable and how long an employee may receive them, based on his/her length of service.)

Employees are responsible for contacting the Archdiocesan Human Resources office staff to obtain the information necessary for the employee to initiate the necessary Long Term Disability (LTD) application papers for disabilities expected to last longer than allowable leave under the Salary Continuation Program policy.

An employee may be eligible to receive LTD benefits after he/she has been disabled for 180 consecutive days. For more information about the waiting period for LTD benefits, please see the ***Archdiocese of Washington Long Term Disability Plan*** booklet.

## **Returning to Work**

Before returning to work, employees must provide a medical certificate from a licensed physician allowing them to return to work and indicating any restrictions before they will be allowed to resume work. For a certified medical absence not exceeding the required job-protected period (up to 16 weeks) provided by FMLA, the Archdiocese will reinstate the employee to the same or comparable position in status or pay.

Reinstatement to the same or comparable position will be determined on an individual basis and will depend upon the length of leave, current business conditions, availability of comparable positions and any other factors the Archdiocese considers relevant in the decision, including FMLA requirements. This salary continuation program policy supersedes any prior existing maternity leave policy.

## **Successive Periods Of Disability**

If an employee should exhaust the benefits available under the plan, he/she will again qualify for benefits after he/she has returned to full-time work for a period of three consecutive months.

### **Exclusions:**

Benefits are not payable for any period of this program as a result of:

- Intentional, self-inflicted injuries or attempted suicide;
- War, declared or undeclared, or active duty in any armed services during a time of war;
- Commission of a crime for which an employee has been convicted under state or federal law;
- Participation in a riot, rebellion, or insurrection;
- Any period during which an employee is incarcerated.

For more information about the Salary Continuation Program, you may call the Archdiocesan Human Resources Department at (301) 853-4513.

## **FAMILY MEDICAL LEAVE ACT OF 1993**

Eligible employees are provided with Family Medical Leave Act (FMLA) benefits. Each eligible employee may elect up to 16 weeks of unpaid, job-protected leave within a 24-month period, or up to 12 weeks of unpaid, job-protected leave within a 12-month period for specific family and medical reasons.

Employees are eligible for unpaid FMLA leave if (a) they have been employed by an Archdiocesan parish, school, or agency continuously for at least 12 months on the date of commencement of the leave, and (b) have worked at least 1,000 hours during the previous 12 months.

- **Specific Family and Medical Reasons:**

- For the birth of a child and to care for a newborn; or for the placement of a child with the employee for adoption or foster care (within the first 12 months of adoption or foster care);
- For the employee to care for his/her child, parent or family member with a serious health condition; or

- For the employee's own serious health condition that makes the employee unable to perform the functions of his/her job.

For the purposes of these rules, a child must be either under age 21 (or 23 if enrolled as a full-time student) or incapable of self-care because of a mental or physical disability.

For purposes of these rules, "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e. overnight stay);
2. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by a health care provider; or
3. Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

Leave is completely without pay unless it is for the employee's own serious health condition. While out on unpaid FMLA leave, an employee may use any accrued paid leave (e.g., vacation or sick leave). All paid leave will run concurrently with the protected FMLA leave.

All medical/dental benefits will remain in effect during the leave period with the same terms as if actively employed. If the employee fails to return to work and remain actively employed for at least 30 days following the expiration of the FMLA leave, employee will be required to reimburse the Archdiocese for all premiums or partial premiums paid by the Archdiocese on behalf of the employee.

During FMLA leave, the employee must continue to pay his or her share of the cost of those benefits, by a check made payable to and delivered to his or her parish, school or agency, at the times these amounts would have been paid by the employee if there had not been a leave.

When foreseeable, an employee must give 30 days advance notice of the need for FMLA leave, for example, when an employee is to give birth. Medical certification to support a request for leave because of a serious health condition is required. Failure to provide medical certification to support a request for leave within 15 days of the date on which leave begins could result in the denial of leave. If there is any question regarding the “serious health condition” of an employee, a second opinion, at the employer’s expense, may also be required.

To return to work from FMLA leave, the employee must provide a completed “fitness for duty” report from the employee’s health care provider. The Archdiocese will generally deny restoration to employment to any employee who does not comply with this requirement. Failure to provide such “fitness for duty” report on or before the date on which the FMLA expires could result in the employee being denied restoration to employment. Once FMLA leave expires, the employee’s job is no longer protected.

An employee on unpaid FMLA leave will not accrue additional benefits or seniority during the leave. However, for retirement plan purposes, an employee who returns after FMLA leave will be deemed to have been working on any specific date noted in the retirement plan in order to avoid a break in service or receive a contribution for the particular period and occurring within the leave period.

Holidays, vacation leave, sick leave or other forms of paid leave are not accrued during the FMLA leave of absence.

## **GENERAL UNPAID LEAVE OF ABSENCE**

Full-time employees (continuously working 20 or more hours per week) who are not eligible for FMLA leave, have completed one or more years of service, and have exhausted all available leave, may request a general unpaid leave of absence. All unpaid leaves of absence if granted may be unilaterally revoked at the sole discretion of the Archdiocese.

Absences for less than 30 days may be granted if pre-approved by the pastor, principal or agency director. For an unpaid leave of absence in excess of 30 days, the employee must apply in writing, stating in detail the reason for the request and the length of time requested.

Granting of unpaid leave in excess of 30 days is expected to be rare. The unpaid leave of absence may only be taken if approved by the pastor, principal, or agency director and the Archdiocesan Director of Human Resources. Under no circumstances will the unpaid leave of absence exceed six months. The six-month period incorporates *any* approved paid or unpaid absence prior to the beginning of the unpaid leave of absence.

An employee who is granted an approved unpaid leave of absence cannot be guaranteed that his/her position will be available upon return to work. Reasonable efforts will be made to assign a returning employee to the same position, or another position for which the employee is qualified. If no vacancy exists upon the employee's readiness to return to work, the employees may be given consideration for future vacancies for which they qualify, within six months of their request to return to work. Employees must give reasonable notice of his or her interest in such future vacancies in order to receive consideration.

Unpaid leaves of absence may not be granted to an employee who has not used all of his/her vacation leave and sick leave. Holidays, vacation leave, sick leave or other forms of paid leave are not earned or granted during an unpaid leave of absence, and no service credit for retirement will be given for the period of leave without pay.

If an unpaid leave of absence is approved, employees must arrange with the pastor, principal or agency director to continue the payment of insurance or other benefits for which the employee (not those paid by the employer) pays. Benefit costs, which are paid by the parish, school or agency, continue to be paid during an approved unpaid leave of absence.

## **MILITARY LEAVE**

Pastors, principals, and agency directors will grant military leaves of absence as required by law. Employees should notify their supervisor as far in advance as possible of their need to take leave and provide a copy of their military orders. On return from a military leave of absence, the employee will be reinstated as required by law, subject to the following conditions:

The employee must apply for reinstatement within the time frame provided by the law. Returning employees should contact the pastor, principal or agency director in writing and make it clear that reinstatement is being requested. Employees will be asked to furnish a copy of military orders showing the date of release from duty and a certificate showing satisfactory performance of duty.

If the employee's former job is not available, the Archdiocese will provide a job of similar status, seniority, and pay. If the employee sustains a service-connected disability that makes it impossible to return to the employee's original position, the Archdiocese will attempt to place the employee in a vacant position for which the employee is qualified, either with or without reasonable accommodation, that is comparable in pay, rank, and seniority.



**SECTION V**

***Payroll Procedures***

**TIMEKEEPING**

Employees must complete time records that accurately reflect time worked on a daily basis. Time records must be submitted to the pastor, principal, or agency director for approval at the end of the last day worked of each pay period. It is the responsibility of the employee to properly and accurately complete and turn in a signed time record before the payroll deadline.

Exempt employees are required to record actual hours worked for each pay period. The time record will include hours taken for vacation, sick leave, holydays/holidays and other leave.

**TIME RECORDS AND OVERTIME**

Non-exempt employees will accurately record actual start time, lunchtime, and end time for each workday. An employee caught falsifying his/her time sheet will be disciplined and, depending on the circumstances, may be immediately terminated.

Non-exempt employees must have written approval from their supervisor, pastor, principal, or agency director before working more than 40 hours in a workweek.

Exempt employees are not compensated for working more than 40 hours in a workweek. It is understood that the nature of their jobs will sometimes call for more than a 40-hour week, e.g. some evening or weekend work.

## **PAYDAY**

Employees are strongly encouraged to authorize direct deposit of their paychecks where available. Direct deposit ensures that paychecks are not lost or stolen and saves employees from having to spend unnecessary time making deposits. Paychecks and and/or paycheck stubs will be available to employees on each payday at a time designated by the pastor, principal or agency director. If the payday falls on a holiday, checks will be available the workday before, if possible.

## **PAY PERIOD AND WORKWEEK**

Normally a pay period is biweekly (two weeks duration). Payday is usually every other Friday for the two weeks ending at midnight on the previous Saturday. For pay purposes, each calendar week stands alone and is calculated separately; the workweek begins Sunday and ends at midnight on the following Saturday.

## **PAY ADVANCES**

Employees are strongly discouraged from requesting advances in their pay. Pay advances may be considered only on an *exceptional* basis. The request for the advance, specifying the amount, is to be forwarded to the pastor, principal or agency director. Should the advance be approved, the employee will be required to sign a document stating that he/she owes the funds and that the funds will be deducted from the employee's next paycheck.

The advance may never exceed more than 50% of an employee's weekly earnings. The pastor, principal or agency director may deny the request for any reason.

## **ADMINISTRATIVE PAY CORRECTIONS**

The Archdiocese reserves the right to correct errors made in calculating earnings payable to employees that may have resulted in overpayment.

## **PAY DEDUCTIONS AND GARNISHMENTS**

Benefits-eligible employees have the opportunity to participate in various benefit plans offered by the Archdiocese. Examples of such plans include: health, dental, and life insurances, saving for retirement through a 403(b), contributions to the Cardinal's Appeal, etc. Employees may elect to pay for the cost of participating in those plans through payroll deductions. Forms authorizing these deductions may be obtained from the designated individual at the parish, school or agency or the Archdiocesan Human Resources Office.

There are other deductions that legally must be withheld. The Archdiocese is bound, when served with a court order or other equivalent legal document, to withhold earnings from an employee's disposable earnings for the payment of debt, until the debt has been satisfied, or as otherwise required by the order. The amount withheld will be limited according to applicable law. Disposable earnings is the amount of earnings left after legally required deductions, (e.g., federal/state taxes, social security) have been made.

Employees are protected from discharge because their wages have been garnished for any one debt. As long as employees' financial concerns do not interfere with their performance on the job, deductions and payments as required will be made, and there will be no further job-related repercussions.

## **WORK SCHEDULE**

A normal workweek for non-exempt (hourly) employees consists of not more than 40 hours. The hours worked are established by the pastor, principal, or agency director. Failure to follow established time requirements will subject employees to discipline up to and including termination.

Any non-exempt (hourly) employee who is asked to work more than 40 hours in a workweek will be paid 1.5 times his/her base rate for any hours worked over 40 hours in a workweek.

Any workday that an employee fails to report for work at all will be charged as a full day of absence to the appropriate leave. In the event that paid leave has been exhausted, the employee will not be paid.

Unexcused absences from work of any length shall be deemed job abandonment and will lead to disciplinary measures up to and including termination.

### **MEAL PERIOD**

The daily meal period for employees working five or more hours per workday is thirty minutes of unpaid time. An employee's meal period must be arranged with and scheduled so that adequate service can be maintained in the parish, school or agency during all working hours. Meal periods may not be accumulated, or shortened, or waived, in order to reduce the length of the workday.

### **REST PERIODS**

A 15-minute paid rest period is provided for each four hours of work. An employee's rest period must be arranged with and scheduled so that adequate service can be maintained in the parish, school or agency during all working hours. Rest periods may not be accumulated, shortened or waived, in order to reduce the length of the workday.

### **HOURS, ATTENDANCE, ABSENCE OR LATENESS**

Employees are expected to report to work on time. If an employee's arrival at work is to be delayed, the employee is expected to notify his/her immediate supervisor as soon as the employee knows he or she will be delayed. The employee must notify his or her supervisor of the reason for the delay and the anticipated arrival time. Repetitive or chronic lateness is not acceptable and will result in disciplinary measures up to and including termination.

### **DAILY LITURGY**

Employees may be excused with pay during their working hours to attend liturgy or Mass on the premises, with the approval of his/her employer, if the employer is able to maintain adequate coverage during that time.

## **OVERTIME (NON-EXEMPT EMPLOYEES ONLY)**

Non-exempt (hourly) employees will be compensated at the rate of 1.5 times their regular base pay for time worked over 40 hours in a workweek. Non-exempt employees cannot work more than 40 hours in a workweek without prior written approval from the pastor, principal, or agency director.

Non-exempt employees who work more than 40 combined hours in a workweek in jobs that have different hourly pay rates will receive overtime pay based on an average hourly wage.

## **MILEAGE REIMBURSEMENT**

Employees who are required or requested by their employer to use personally owned automobiles to travel on official business will be reimbursed for mileage. However, traveling to and from work is not reimbursable. Tolls and parking charges will be reimbursed if receipts are provided. Since the rate per mile of reimbursement changes from time to time, for the most current rate check with the Archdiocesan Human Resources Department or Finance Department.

## **TRAVEL REIMBURSEMENT**

The Archdiocesan travel policy is intended to provide for reasonable needs of employees while traveling on Archdiocesan business to control travel expenditures, to facilitate proper reporting, and to ensure compliance with applicable IRS requirements. Travel assignments should be planned and conducted so that costs will not exceed budgetary limitations.

Employees will be fully reimbursed for all ordinary, necessary and reasonable expenses incurred in connection with any required travel assignment, having first obtained appropriate approvals.

Questions relating to business travel may be directed to the pastor, principal, agency director, or to the Controller and Assistant Controllers at the Pastoral Center by calling (301) 853-4529.



## **SECTION VI**

### ***Performance Standards/Employee Conduct***

#### **WHAT WE EXPECT FROM EMPLOYEES**

Employees of the Archdiocese are expected to act in ways that promote the best interests of the Roman Catholic Church, including the parish, school or agency at which they are employed. Archdiocesan employees are not to engage in, directly or indirectly, either on or off the job, any conduct that is disloyal, disruptive, or damaging to the Archdiocese or is otherwise in violation of the principles or tenets of the Catholic religion.

#### **EMPLOYEE CONDUCT AND WORK RULES**

The Archdiocese believes that courtesy and fairness begins at work. If employees treat each other with respect and consideration, they will treat those outside the organization in a proper manner. Employees should strive to conduct all business with integrity. Employees should deal fairly and honestly with all whom they come into contact with, and no employee should knowingly permit any business transaction that is illegal or improper.

#### **ATTENDANCE AND PUNCTUALITY**

Lateness is disruptive, costly, and unfair to the Archdiocese and other employees. Therefore, employees should make every effort to be punctual. Chronic lateness will not be tolerated and will result in discipline, up to and including discharge. As an important part of a working whole, it is essential that each employee work with and support the efforts of the Archdiocese by reporting to work as scheduled and arriving on time.

#### **PERSONAL APPEARANCE**

As representatives of the Archdiocese, employees are expected to maintain a neat, clean, and well-groomed professional appearance (for example, some visible tattoos and visible body piercings are not considered

professional). It is expected that all employees will exercise good judgment and dress appropriately for their jobs.

Some of the factors that employees should take into consideration when determining appropriate dress are:

- The nature of the employee's work;
- Safety considerations, such as precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason);
- The nature of the employee's contact with the public, if any, and the normal expectations of outside parties with whom he/she will work;
- The prevailing dress practices of other workers in similar jobs.

Extremes in styles of dress, and recreational, revealing or casual attire are unacceptable. If an employee's attire is questionable, the supervisor will hold a private discussion with the employee regarding the inappropriateness of the attire.

If an obvious policy violation occurs, the employee will be sent home immediately, instructed to return dressed in more appropriate clothing, and placed on authorized leave without pay for the period absent from work, depending on his/her exempt/non-exempt status.

## **MAIL**

Employees are requested to cooperate by not using Archdiocesan facilities for the receipt or the distribution of personal letters, packages, papers etc. Stationary supplies, postage, and business equipment are not for personal use.

## **PERSONAL TELEPHONE CALLS**

Personal and social telephone calls will be limited. The personal business call, occasionally necessary for the convenience of the employee, is considered permissible, within reasonable limits. Employees are expected to pay for any personal long distance telephone calls. Such calls are to be logged and reported.



## **TELEPHONE COURTESY**

Telephone courtesy is one of the most important tools for promoting good relations. When talking on the telephone, always be natural, alert, expressive, pleasant and distinct. Employees should answer the telephone promptly and give the name of the department and his/her name. If the person being called is not available, the employee should offer to take a message and the telephone number *before* offering to transfer the caller into voice mail. Calls should always be returned promptly. An employee's voice, whether on the telephone or face to face, is reflective of the employee and the Church.

## **PERFORMANCE EVALUATIONS**

To ensure that employees perform their jobs to the best of their abilities, employees should receive an annual performance evaluation in writing from their immediate supervisor. This is an opportunity for the supervisor to recognize good performance and propose appropriate suggestions for improvement.

It is also an opportunity for the employee to list accomplishments and propose goals for the coming year. Performance evaluations should be based on the overall performance of the employee in relation to his/her job responsibilities and should take into account conduct, demeanor, timeliness and record of attendance.

In addition to regular performance evaluations, supervisors may conduct special written performance evaluations at any time to advise employees of the existence of performance or disciplinary problems.

## **TALKING TO THE MEDIA**

When contacted by the media to speak on behalf of the Archdiocese, or the school, parish or agency in which an employee works, an employee must respond that he/she is not in a position to comment. The employee should then refer the person making the inquiry to the Archdiocesan Director of Communications at (301) 853-4515.

## **COMPUTERS, SOFTWARE, E-MAIL, FAX AND VOICE MAIL**

All electronic and telephonic communications systems, including e-mail, voice mail, computer hardware, software, fax, etc., and communication and information transmitted by, received from, or stored in parish, school, or agency systems, are considered the property of the Archdiocese and are to be used solely for job-related purposes. Compliance with Archdiocesan instructions to prevent the intrusion of computer viruses is essential to protect the system.

Employees with access to the Internet are prohibited from accessing pornographic, gambling-related, and other inappropriate websites. Employees are prohibited from sending, receiving, or accessing via the Internet any messages or graphics that may be considered threatening, offensive, discriminatory, or harassing to others. Internet access may be revoked at any time. Employees caught misusing the Internet or violating policy in any way are subject to discipline, up to and including immediate discharge.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the Archdiocese's legitimate business interests, authorized Archdiocesan representatives may monitor the use of such equipment from time to time.

All pass codes are the property of the Archdiocese. The Archdiocese has the right to access all computer programs, e-mail, and voice mail. Improper use of the e-mail system (e.g. spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including immediate discharge.

## **COPYRIGHTS**

The ownership of all tangible work products employees develop during their employment with the Archdiocese is the property of the Archdiocese. This includes, but is not limited to intangible intellectual property rights (such as patents and copyrights) created, developed, invented, or discovered during their employment with the Archdiocese and related to Archdiocesan business.

Any related data and/or documents are also Archdiocesan property. The contents may not be disclosed to non-member individuals or institutions unless in connection with Archdiocesan business. Once an employee ends employment with the Archdiocese, they must obtain the Archdiocese's written permission, in advance, to use any Archdiocesan documents or data.



## **SECTION VII**

### ***Termination of Employment***

#### **EMPLOYEE TERMINATION**

It is our policy to retain, to the extent consistent with Archdiocesan requirements, the services of all employees who perform their duties efficiently and effectively. Termination at-will means the Archdiocese and its employees recognize that their employment relationship can be terminated, with or without cause, at any time, either at the Archdiocese's request or the employees' option. The employee termination procedure does not represent a contract between the Archdiocese and its employees. Any termination decision, whether voluntary or involuntary, is one that warrants considerable preparation and forethought.

All terminations should be well documented by the pastor, principal, or agency director. Employees are required to return keys, uniforms, supplies, and all other Archdiocesan property prior to separation of employment.

The pastor, principal, or agency director shall complete a separation form indicating the employee's last day of work, in some cases the reason for termination, and will notify the appropriate person at the school, parish, or agency so that the final paycheck can be calculated. The completed separation form will be sent to the Archdiocesan Human Resources Department within 30 days of the termination of employment.

#### **VOLUNTARY TERMINATION/RELEASE**

An employee, who resigns, retires, or who otherwise voluntarily terminates employment from an Archdiocesan parish, school, or agency, will provide a written resignation to his/her immediate supervisor. The resignation should include the reason for leaving and the last day to be worked.

To minimize disruption, it is reasonably expected that non-exempt employees will give their immediate supervisor a minimum notice of two (2) calendar weeks, and exempt employees will give a minimum notice of four (4)

calendar weeks. Failure to give proper notice will become part of the employment record.

Unused vacation leave earned but not taken for the calendar year, if any, will be paid upon termination. Employees must actually work the last day of employment and, therefore, cannot remain on the payroll simply to use vacation leave.

## **INVOLUNTARY TERMINATION**

The decision to terminate an employee is never taken lightly. Employees may, however, be terminated for any reason, or no reason at all, with or without notice. Where possible, the Archdiocese will strive to give an employee reasonable notice in advance of termination. Such notice, however, is not required and will be provided at the sole discretion of the Archdiocese.

## **RETURN OF ORGANIZATION PROPERTY**

Employees who terminate (voluntarily or involuntarily) are responsible for returning all Archdiocesan property including: security badge, books, office supplies, computer hardware and software, disks, tapes, other storage media, keys, equipment, uniforms, tools, and any and all proprietary and confidential information.

If Archdiocesan property is not returned, employees will be responsible for the value of the property.

## **SEVERANCE/FINAL TERMINATION PAY**

The Archdiocese may, at its own discretion, provide severance pay to employees who lose their jobs through no fault of their own. Under no circumstances will severance be paid if the employee resigns.

To be eligible for severance pay, an employee must be a regular full-time employee and lose employment involuntarily. The amount of severance pay to be provided is also at the sole discretion of the Archdiocese. Consideration will be given to an employee's length and quality of service. The Archdiocese reserves the right to modify or terminate its severance policy at its own discretion.

## **CONTINUATION AND CONVERSION OF BENEFITS**

Any employee, who has group health/dental insurance coverage through the Archdiocese of Washington Health/Dental Plan, may continue his/her participation for 90 days following separation of employment with the Archdiocese.

The employee must inform the pastor, principal, or agency director of his/her decision to continue coverage, or not, by completing the necessary form. The employee is required to pay the full monthly amount; the parish, school or agency will not make the monthly contribution.

Archdiocesan employees are not eligible for an extension of health insurance benefits through COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986). However, conversion of health coverage to an individual insurance policy beyond the allowable 90-day extension is available if requested within 31 days of expiration of group coverage.

Continuation of life insurance may be available, too. Contact the Archdiocesan Human Resources Department staff for the necessary conversion form.





## *Examples of Vacation\* and Sick Leave Calculations*

### VACATION LEAVE CALCULATIONS

#### New Employees with Introductory Period

1. **Employee hired Jan. 15, 2006 to continuously work 40 hours per week (100%).**

According to the vacation schedule, an employee who works 40 hours per week is eligible for 10 days (80 hours) of vacation leave (0-2 years of service). Total vacation leave for 2006 will be 10 days (80 hours).

- a. If Non-Exempt, the non-exempt employee is eligible to take vacation leave starting May 1, 2006.
- b. If Exempt, the exempt employee is eligible to take vacation leave starting August 1, 2006.

2. **Employee hired Jan. 15, 2006 to continuously work 30 hours per week (75%).**

In this example the employee works 30 hours per week or 75% time. According to the schedule an employee with 0-2 years of service working 75% is eligible for 60 hours or (2) 30-hour workweeks.

- a. If Non-Exempt, the non-exempt employee is eligible to take vacation leave starting May 1, 2006.
- b. If Exempt, the exempt employee is eligible to take vacation leave starting August 1, 2006.

3. **Employee hired July 1, 2006 to continuously work 20 hours per week (50%).**

In this example, the employee began working July 1, and works 20 hours per week or 50% time. According to the vacation schedule, an employee with 0-2 years of service working 50% time is eligible for 20 hours vacation leave.

- a. If Non-Exempt, the non-exempt employee is eligible to take vacation leave starting Oct. 1, 2006.
- b. If Exempt, the exempt employee will not be eligible for vacation leave in 2006 since introductory period carries over into the following year. Therefore, the exempt employee will be eligible to take 40 hours or (2) 20-hour workweeks of vacation leave starting January 1, 2007.

Vacation leave increases over time based on continuous service completed as of January 1 each year, please refer to the vacation leave schedule for further information.

\*Note: In light of the 10-month school year, Archdiocesan Catholic School employees are not permitted to take vacation leave during the school term.

## **SICK LEAVE CALCULATIONS**

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### **New Employees With Introductory Period**

**1. Employee hired Jan. 15, 2006 to continuously work 40 hours per week.**

According to the sick leave policy, employee is eligible for 10 days (80 hours) of sick leave each year. Unlike vacation leave, sick leave may be carried over year to year to a maximum of 60 days (480 hours)\*. Total sick leave for 2006 will be 10 days. Employee is eligible to take sick leave starting February 1, 2006. Employee may use up to a maximum of 3 days (24 hours) of the 10 days of sick leave for reasons unrelated to illness.

**2. Employee hired July 1, 2006 to continuously work 20 hours per week.**

Since the employee in this example was hired July 1, his/her sick leave is  $\frac{1}{2}$  of 40 hours = 20 hours. This 20-hour per week employee is eligible to take sick leave starting August 1, 2006 and of the 20 hours of sick leave, this employee may use approximately 6 hours for reasons unrelated to illness.

### **Current Employees With Continuous Service**

1. Sick leave is calculated based on % of time worked, i.e. employees who work 100% (40 hours per week) get 80 hours sick leave per calendar year, employees who work 75% time (30 hours per week) get 75% of 80 hours or 60 hours for the calendar year, employees who work 50% time (20 hours per week) get 50% of 80 hours or 40 hours for the calendar year, etc.

\*Those employees who were hired prior to July 1, 2005, who did not work at an Archdiocesan Catholic School, are “grand fathered” and their sick leave balance can never exceed 1040 hours; should the balance be less than 60 days (480 hours) it then cannot exceed 60 days (480 hours). Prior to July 1, 2006, Catholic School employees could accumulate up to 30 days sick leave.

**ARCHDIOCESE OF WASHINGTON  
EMPLOYMENT POLICIES & PROCEDURES  
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