



# EMPLOYEE HANDBOOK AND POLICIES

*Employee Handbook & Policies of the Diocese of the Central Gulf Coast*

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## Purpose of this Handbook

### PURPOSE

The purpose of an employee handbook is to communicate many of the Diocese of the Central Gulf Coast employment policies and procedures. All Diocesan office staff will sign a form stating they have received, read, and understand the information contained in this document. **See Appendix C for the Acknowledgement and Receipt of Handbook form.**

Note: This Employee Handbook is a guideline, not a contract of employment, and is intended to provide employees with information on a variety of employment-related matters. Except for the Dispute Resolution Policy, the policies, benefits, and procedures summarized in this handbook, as well as other information provided, are all subject to modification or cancellation by the Episcopal Diocese of the Central Gulf Coast (Diocese) at its discretion and without prior notice.

### WHO THIS COVERS?

The office policies and procedures outlined in this document cover lay and clergy of the Diocesan Office as follows:

	Diocesan Policies	Lay Personnel Policy & Procedures	Lay Employee Benefits	Office Expense, Travel, Reimbursement
<b>Bishop</b>	x			x
<b>Cannon to the Ordinary</b>	x			x
<b>Diocesan Administrator</b>	x	x	x	x
<b>Bishop's Secretary</b>	x	x	x	x
<b>Financial Secretary</b>	x	x	x	x
<b>Administrative Secretary</b>	x	x	x	x
<b>All Other Lay Employees</b>	x	x	x	x

### UPDATES

This document will be reviewed and updated on a periodic basis as needed.

## Diocesan Vision & Mission

*Adopted, Standing Committee, January 25, 2010*

*Adopted, 39<sup>th</sup> Diocesan Convention, Christ Church, Pensacola, Florida, February 26, 2010*

### VISION STATEMENT

Our vision is to share Christ crucified and God's reconciling love through effective ministry, leadership, stewardship and communication.

### MISSION STATEMENT

We seek to accomplish our vision by the following:

- I. Provide and sustain ministries that enable committees, commissions, agencies, boards, clergy and congregations (CCABCC) to share the Good News of God in Christ.
- II. Develop clerical, lay and staff leadership within the Diocese through effective organizational structures,
- III. Proclaim our theology of stewardship to include financial, environmental, charitable and personal (mind, body, spirit) principles of Christian living.
- IV. Convey our Vision and Mission and our progress toward their accomplishment through effective communication.

### COMMITMENT STATEMENT

As we strive to attain this Vision via our stated Mission, we recognize our fundamental dependence upon God's grace, mercy and love and thus commit ourselves to begin all our endeavors with quiet, listening prayer to discern God's will.

# Diocesan Policies

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Diocese to comply with all state and federal laws regarding equal employment opportunities for individuals. To that end, Diocese employs and promotes the most qualified persons without regard to race, color, religion, sex, national origin, age, disability/handicap, marital status, veteran status, or any other status protected by state or federal law

### DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is the policy of the Diocese that all employees have a right to work in an environment that is free from discriminatory harassment or discrimination based on sex, color, gender, race, age, national origin, religion, disability/handicap, marital and veteran status, or any other legally protected discriminatory factor. The Diocese prohibits harassment of its employees by other employees, and will take immediate and appropriate action to prevent and to correct behavior that violates this policy once notified of a violation. The Diocese also strives to protect its employees from any form of harassment by third parties, including parishioners and vendors. With regard to sexual harassment, no one (male or female) should be subjected to unsolicited and/or unwelcome sexual overtones, comments or conduct, either verbal or physical. **Please see Appendix A for full discrimination and sexual harassment, and reporting policy.**

### HIPAA POLICY (NOTICE OF PRIVACY PRACTICES)

The Diocese is required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information (PHI) and to provide individuals with notice of our legal duties and privacy practices with respect to PHI. We reserve the right to change our privacy practices and the terms of this notice at any time. This notice describes how we have extended certain protections to your PHI and how, when, and why we may use and disclose your PHI. With certain exceptions, we will use or disclose your PHI in the minimum necessary manner to accomplish the intended purpose of the use or disclosure. **Please see Appendix B for full HIPAA Policy Notice.**

### RISK MANAGEMENT POLICY

**All employees in the Diocesan Office are required to complete the appropriate risk management training within 90 days of hire date.** Originally begun as “Safeguarding God’s Children” and “Safeguarding God’s People” training, this risk prevention training now encompasses additional modules. The Episcopal Church has contracted with Praesidium to offer free on-line training using Armatus (on-line training modules). Across the Diocese, training is required to be taken by all clergy, lay employees and most volunteers. In the Diocesan Office, modules to be taken to satisfy requirements are based on each individual’s role. You will be instructed on how to access and complete the training during your initial office orientation.

### OPEN DOOR AND DISPUTE RESOLUTION POLICY

The Diocese wants you to know that our door is always open to you. If you feel you are not being treated fairly, or if you have experienced any type of job-related problem that prevents you from performing at your best level, you are required to take advantage of the following Open Door and Dispute Resolution procedure, which the Diocese has put in place for employees to handle all complaints of harassment, discrimination, or retaliation.

- Immediately discuss your concerns with the Administrator.
- If your concerns cannot be resolved in the above step, you must submit your concerns in writing to the Bishop.

**Employees have the responsibility to bring any form of unwelcome harassment to the attention of the Diocese immediately using the procedure outlined above.** If you are uncomfortable discussing your concerns with the Administrator, you may skip the first step of this process and go directly to the Bishop.

### DIGNITY AND RESPECT

The Episcopal Church is committed to fulfill its mission to the world to proclaim and teach gospel values of personal dignity and justice in our common life. The Diocese endeavors to practice those same values in our everyday work environment by fostering the principles of personal dignity, justice, accountability, and participation. Toward that end, the **Diocese** recognizes that each employee, according to his/her assigned responsibilities and personal talents, serves the **Diocese's** mission. Furthermore, all employees are expected to be honest to themselves and others and to treat each other with respect and dignity, regardless of their position in the organizational hierarchy or their job title and responsibilities.

### CONFIDENTIALITY

You are expected protect confidential information of the Diocese. Employees should avoid any personal or commercial activities that compete with or are contrary to the Diocese's interest. All records and files of the Diocese are property of the Diocese and considered confidential. No employee may disclose any file or records unless authorized by the Administrator or Bishop. Confidential information includes all letters or any other information concerning clergy agreements, member lists, payroll or personnel records of past or present employees, financial records of the Diocese, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufactures or distributors, and documents concerning operating procedures of the Diocese.

### PROTECTION OF REPUTATION

The Diocese prohibits the use of any of the Diocesan information technology systems or the dissemination of information in a manner bringing disrepute, damage, or ill will against the Diocese. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Employees should write e-mail communications

and publish/post to social media with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the Diocese's letterhead. Further, all personal communications or postings must be free of any indication, whether explicit (e.g., "professional signature") or contextual, suggesting the statement and/or opinion is that of the Diocese.

### CONFLICT OF INTEREST

The Diocese expects the primary interest of employees to be in the best interest of the Diocese and the members we serve. While employed with the Diocese, you should not engage in outside activities or employment that creates a conflict of interest, or even the appearance of a conflict of interest.

### SAFETY

The Diocese is concerned with employee safety and strives to provide a safe and healthy working environment. Employees should follow all safety rules and procedures provided. If driving is required as part of your job, you must comply with all federal and state driving regulations and ensure you maintain your vehicle liability insurance. The Diocese furthermore requires that you use safe driving skills and wear a seatbelt at all times while driving or riding in a vehicle while on Diocesan business. Absolutely no texting while driving on Diocesan business.

### REPORTING INJURIES (REGARDLESS OF SEVERITY)

Non-Emergency Situation During Office Hours: Notify Administrator

Emergency Situation During Office Hours: "911" should be called immediately if an on-the-job injury is determined to be an emergency situation. The Administrator should be notified as soon as possible.

Non-Emergency Situation After Office Hours: Report to the Administrator as soon as possible the next business day

Emergency Situation After Office Hours: "911" should be called immediately if an on-the-job injury is determined to be an emergency situation. The Administrator should be notified as soon as possible.

### ELECTRONICS USAGE POLICY

All office, telephone and computer equipment, software, electronic communications, network and supplies are the sole property of the Diocese and should not be utilized for personal or non-business use. **There should be no expectation of privacy by employees for any information contained in these systems.**

The Diocese retains the right to monitor, inspect or view at any time any information contained in any of its electronic systems without notice. However, only the Diocesan Administrator or Bishop have the authority to monitor, inspect, or view information in the electronic systems without notice.

The electronic systems may not be used to transmit, receive, or store any data or communications which are harassing or discriminatory in nature or on the basis of any protected status, including but not limited to color, age, race, sex, religion, national origin, sexual orientation, handicap/disability or marital status, or which are sexually suggestive or offensive, including those of a pornographic nature. Any such conduct may be grounds for discipline up to and including immediate dismissal.

All employees have the responsibility to notify the Administrator or Bishop if they see anything improper or inappropriate on any computer.

### SOLICITATION / DISTRIBUTION / DONATIONS

The Diocese encourages its employees to support their community. Accordingly, the Diocese recognizes that from time to time, its employees will be asked to sell fundraising items to other employees in the office. The Diocese will allow its employees to solicit sales on behalf of nonprofit groups if the employee, or a close relative of an employee, is part of the group which will benefit from the sale. Sales for profit on behalf of groups that do not contain an employee or a relative of an employee are discouraged.

### WORKPLACE VIOLENCE POLICY

Threats and acts of workplace violence, including those intended or perceived to be made in jest, are unacceptable and can signal a serious safety issue. Verbal or physical threats, fighting and other improper conduct towards supervisors, co-workers or third parties on the premises of the Diocese, is strictly prohibited. This policy should be rigidly enforced by all employees and all threats or acts of violence should be immediately brought to the attention of your supervisor or any other person in management. Violation of this policy may result in discipline up to and including immediate discharge. The goal of this policy is to maintain a safe work environment for all employees.

### WEAPONS AT WORK POLICY

Unless allowed by State law, no weapon of any type shall be permitted on or in any church building, chapel, educational building, or parish house, of any parish, mission, or mission station and on the grounds or in the buildings of any diocesan institution (Beckwith Camp & Conference Center, Murray House, Wilmer Hall) in the Diocese of the Central Gulf Coast. This includes the Diocesan Office.

### SUBSTANCE ABUSE POLICY

It is the position of the Diocese that use of illegal drugs, misuse of prescription drugs or misuse of alcohol is destructive and dangerous, and can have a negative effect on job performance. It is therefore the policy of the Diocese that the use, sale, purchase, manufacture, transfer, possession, or presence in one's system of any illegal drug, non-prescribed medication or controlled substances or other excessive legal drugs (on or off the job), or of alcohol, on any company or client location, is prohibited.

If there is a belief (based upon specific objective facts and reasonable inferences drawn from those facts in light of experience) that if any employee is using or has used drugs or alcohol in violation of this policy, testing may be required. If the result of the drug or alcohol test is positive, the employee will be subject to disciplinary action up to and including dismissal.

### SMOKING POLICY

The Diocese is committed to providing a tobacco-free and smoke-free environment to protect the health and comfort of all its employees and all people who use the Diocesan facilities and/or services. Therefore, smoking and the use of tobacco products are not permitted at any time on Diocesan Office premises (building or parking lot) or any vehicles in use by Diocesan employees performing work related activities.

## Personnel Policies and Procedures

### EMPLOYMENT AT WILL

Unless you have signed a written employment contract with the Diocese, your employment is considered “at will”. This means that either you or the Diocese can end your employment or change the conditions of your employment at any time for any reason not prohibited by law.

### FULL TIME EMPLOYMENT

Unless specifically stated otherwise, the benefits described in this handbook apply only to full-time regular employees who have successfully completed their probationary period. Other policies apply to all employees.

**FULL-TIME EMPLOYEE:** Those employees who are hired to consistently work a minimum of 30 hours per week after completion of the probationary period. You will not be considered full-time if you are classified as a temporary, substitute or seasonal employee, even if your hours exceed 30 hours per week for a portion of the year.

**PART-TIME EMPLOYEE:** Employees who regularly are scheduled to work less than 30 hours per week are considered part-time employees. Part-time employees may be eligible for some, but not all employee benefits.

**TEMPORARY EMPLOYEE:** Employees engaged for a limited period of time or for a special project regardless of the number of hours worked are temporary employees. Temporary employees are not eligible for benefits, except for paid holidays if normally scheduled to work on the holiday.

### EXEMPT / NON-EXEMPT

Each employee is classified as either exempt or non-exempt from the overtime requirements of the federal Fair Labor Standards Act (FLSA) and applicable state law. The definitions of employee classifications are summarized as follows:

**NON-EXEMPT** employees are those who meet the criteria of the minimum wage and overtime provisions as defined by federal and state law. Non-Exempt employees:

- Log and keep time and work records.
- Paid at least minimum wage.
- Paid overtime compensation for all hours/time worked in excess of 40 per week

**EXEMPT** employees include professional and executive employees as defined by federal and state law who are paid a salary for all hours worked. Exempt employees are not eligible to receive overtime pay for work performed beyond their normal work schedule.

You will be informed of your initial employment classification during the hiring process. Questions regarding your employment classification and the applicability of any provision of this Handbook should be directed to the Diocesan Administrator.

### PROBATIONARY PERIOD

Newly hired employees are considered on probation for the first 90 calendar days of employment. During this 90 day period, the Diocese may review your work and attendance records and determine if you will become a regular employee. Unless specifically stated otherwise, probationary employees are not eligible for benefits outlined in this handbook. The completion of the 90 days probationary period should not be considered a guarantee of continued employment. All employment is “at will” and you may be evaluated on a continuing basis. The Diocese reserves the right to end the employment relationship at any time during or after the probationary period.

### JOB DESCRIPTIONS

The Diocesan Office will endeavor to provide, in writing, a clearly defined general description of each position and its requirements. From time to time, the Diocese may review and, in its discretion, modify a position's job description.

If you have any questions about your job duties or responsibilities, or you believe that your job description does not accurately reflect your actual duties and responsibilities, you should bring these issues to the attention of the Diocesan Administrator.

### PERFORMANCE EVALUATIONS

The Diocesan Office is committed to providing its employees with feedback about their job performance, both formally and informally. Your supervisor shall provide employees with informal performance feedback on an ongoing basis. The Diocesan Administrator, with input from the Bishop, will also conduct formal written performance appraisals.

An employee's performance will be reviewed at the conclusion of the employee's probationary period and annually thereafter at the end of calendar year (or period to be defined). Performance reviews may be held more frequently if an employee's job classification or performance changes significantly or if it is determined that more frequent reviews may be necessary or helpful.

You are encouraged to seek feedback about your job performance at any time. If you have questions about your job performance or your job duties and responsibilities, you should promptly bring them to the attention of your supervisor.

### TERMINATION

Employees at the Diocese are employed at-will. This means that you or the Diocese may terminate the employment relationship at any time for any reason not prohibited by law, with or without notice. The Diocese requests that you provide a written notice at least two weeks prior to your anticipated last day

of work. All Diocesan property must be returned to the Diocese no later than the last day of employment, unless other arrangements have been agreed upon by the Diocese.

### EMPLOYEE SCHEDULES (OFFICE HOURS/BREAKS)

The seven-day workweek for Diocesan employees is Monday through Sunday (for payroll purposes). Employees generally work Monday through Friday from 8:00 a.m. to 4:00 p.m., with a one hour lunch break. It may be necessary, occasionally, for the Diocese to make a change in your usual work schedule to meet certain business needs. Your cooperation with any schedule changes is expected and appreciated.

### PAY PERIOD

All Diocesan Office employees are paid on a semi-monthly basis (1<sup>st</sup> and 15<sup>th</sup> each month). The use of direct deposit is highly recommended.

### TIMESHEETS

All employees are required to record and submit accurate timesheets each pay period. Timesheets should include the starting and ending time of the workday as well as the starting and ending time for lunch. The deadline for submitting timesheets is Monday morning at 10:00 am. Failure to turn in a properly completed timesheet in a timely manner could result in a delay in payment and/or disciplinary action.

### OVERTIME PAY

Nonexempt employees will be paid overtime pay (time and one-half of their regular hourly rate of pay) for all hours actually worked over 40 during any workweek (Monday through Sunday). Exempt employees (salaried) do not receive overtime pay. All overtime work must be approved by the Administrator prior to working the overtime. Any unapproved overtime will be paid; however, disciplinary action may be taken. All wages will be paid in compliance with the Fair Labor Standards Act. Note: Time-off in lieu of overtime is only acceptable for a non-exempt employee if the employee takes time off during the same workweek in which the overtime hours accrues. Time-off in another work week in lieu of overtime pay is prohibited under federal and state law.

### WORK CONDUCT / RULES

Work rules are designed to ensure smooth and orderly operations and help create a conducive work environment. Employees should use good judgment, responsible conduct and common sense as a guide. Expectations for appropriate conduct may include teamwork, dependability, maintaining privacy of others and keeping the work environment safe and secure.

The following are a few examples of unacceptable conduct at work that could result in disciplinary action, up to and including termination of employment without advance notice:

1. Excessive absenteeism or tardiness;

## PERSONNEL POLICIES AND PROCEDURES

2. Failure to follow Diocesan procedures and policies;
3. Falsification of records or timesheets;
4. Sexual misconduct, harassment or retaliation.
5. Poor work performance
6. Failure to report for work without prior notice on multiple occasions
7. Divulging confidential information or protected health information
8. Possession of weapons, ammunition, fireworks, explosives, or other such weapons or material while on the premises of the Diocese
9. Off-duty behavior reflecting poorly upon the Diocese, including but not limited to criminal acts or indictments, fighting, abuse of alcohol or drugs, and/or immoral or indecent conduct.
10. Speeding, reckless driving, failure to wear seatbelts, or other traffic or legal violation on the premises of the Diocese, or while performing work for the Diocese.
11. Violation of State or Federal laws

These rules are only illustrative and do not cover every conceivable situation for which the Diocese may discipline or terminate an employee. The Diocese specifically reserves the right to suspend, discipline, or terminate an employee at any time for any reason.

### PERSONAL APPEARANCE AND DEMEANOR

At all times you should dress and behave in a manner appropriate to our business environment and the work you are performing.

The key guideline is this: Dress and behave in a way that always reflects well on the Diocese. This is important so that all employees, at all times, make a good impression on everyone in which we come in contact.

Employees will wear clothing traditionally worn in business / business casual settings in our community. At no time will employees wear clothing or groom themselves in such a way that they appear dirty, ragged, or sexually provocative.

### EMPLOYMENT OF RELATIVES

Employment of employees' relatives is discouraged (but not disallowed) to avoid the appearance of improper influence or favoritism. For purposes of this policy, "relative" is defined to include an individual's spouse, children, step-children, parents, step-parents, grandparents, grandchildren, siblings, nieces or nephews, any person who lives with the individual or is otherwise considered part of the individual's immediate family.

The Diocesan office may refuse to hire an employee's relative where the Diocesan Administrator or Bishop determines, at their sole discretion, that the hiring of such relative may create an actual or potential conflict of interest, the appearance of improper influence or favoritism, actual or potential problems with safety, security, or morale, or other actual or potential business problems.

Any questions relating to the employment of relatives and this policy should be addressed to the Diocesan Administrator.

# Employee Benefits

## INTRODUCTION

The Diocese offers a competitive benefits package to eligible employees. Eligibility requirements may be different for the various types of insurances and benefits offered. Please see the Administrator for detailed information. The following is currently available:

Health Insurance: Available through the Episcopal Church Medical Trust (CMT)

Life Insurance: Available through Church Life Insurance Corporation

Retirement: Available through Church Pension Fund (CPF)

## HEALTH INSURANCE

The Diocesan office provides health insurance coverage administered by the Church Pension Group through the Episcopal Church Medical Trust, for all qualified permanent full-time employees (those employed to work 1,500 scheduled hours or more per year). The Episcopal Church Medical Trust offers several plans for Diocesan employees. Please see Diocesan Administrator for current coverage information and what your premium portion may be.

Dental coverage is available to employees; the Medical Trust provides dental benefits through the Cigna dental network. Employees may be responsible for 100% of their premiums depending on the health insurance plan selected. Please see Diocesan Administrator for current coverage information and to discuss your options.

Pharmacy: Your health plan includes a pharmacy benefit that allows you to fill your prescriptions through retail pharmacies or a home delivery pharmacy

Vision: Your health plan includes vision benefits, which offers a free in-network annual eye exam. Eyeglasses and contact lens benefits are also included. Vision is administered through Eye Med.

Employees may formally opt-out of the Diocesan medical coverage if they have health care benefits through other approved sources (e.g. coverage under spouse's plan, former employer, or government plan (TRICARE, Medicare, etc.)).

## GROUP LIFE INSURANCE

Current lay employees of the Diocese will be enrolled through the Church Life Insurance Corporation, a subsidiary of the Church Pension Fund, for life insurance coverage. Coverage for lay employees of the Diocesan office is \$50,000 and includes Accidental Death and Dismemberment coverage.

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### RETIREMENT

Lay employees of the Diocesan office participate in the Lay Employee Pension Plan provided by the Church Pension Fund (CPF) of the Episcopal Church for all qualified permanent employees (those employed to work 1,000 scheduled hours or more per year);

Lay employee pensions systems do offer retirement benefits that include either a Defined Benefit Plan(s) or a Defined Contribution Plan(s). Currently, lay employees in the Diocesan Office are covered under a Defined Contribution Plan. Please see Diocesan Administrator for current coverage information.

### EMPLOYEE ASSISTANCE PROGRAM

Your health plan includes an Employee Assistance Program (EAP). This is a free, confidential, 24-hour service that connects you with counselors to help you with immediate health needs and with assistance for therapy referrals, tips for balancing your personal and professional life, legal consultations, financial services and much more.

### HOLIDAYS

The Diocesan office will observe the following holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Good Friday (half day)	Day after Thanksgiving
Easter Monday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Day after Christmas

Should a holiday fall on a Saturday or Sunday, the day recognized by the State of Florida will be substituted. If an employee is required to work on a holiday and can take another day off during the pay period, the employee should be paid at the base rate for the holiday worked.

### VACATION

Vacation time is earned/accrued on a calendar year basis, distributed on a quarterly basis. Vacation time earned during the calendar year does not roll over to the next calendar year. Employees are encouraged to use all vacation during the calendar year in which it accrues. Full-time lay employees in the Diocesan office will have the following leave schedule:

0-2 Years:	2 weeks
3-7 Years:	3 weeks
Over 7 Years:	4 weeks

Part time employees earn vacation prorated based on established hours worked. The Diocesan Administrator (executive lay) will receive 4 weeks vacation. Vacation balance will be paid out at the

## EMPLOYEE BENEFITS

end of employment if an appropriate 2 week notice is provided. Unused vacation time will not be paid to an employee unless and until the employee leaves the employment of the Diocesan office.

### SICK LEAVE POLICY

Full-time employees will receive sick days to be utilized for purposes of addressing health needs such as illness, medical appointments, or care of immediate family members. Sick leave will be pro-rated for regular part-time employees. Sick leave will accrue monthly; unused sick leave does not accumulate year to year (no rollover). Employees will not be compensated for unused sick leave at any time or upon termination.

It is expected that the Diocesan Administrator will be promptly notified if requesting sick leave. If requested by the Bishop or Diocesan Administrator, a doctor certification may be required.

Lay Employees: Full-time lay employees, absent from work because of illness, shall receive up to 15 working days' full pay in any calendar year.

Executive Lay Employees: The Diocesan Administrator can be maintained on sick leave with full pay up to 13 consecutive weeks of a prolonged illness. Salary payment may then reasonably be discontinued, although adjudication should be made in each instance, and there may be circumstances where this policy should be extended for a longer period.

### PERSONAL LEAVE

An **unpaid** personal leave of absence may be granted or denied at the discretion of the Administrator or Bishop. Personal leave applies to non-military leaves of absence (see below), and initial personal leaves of absences, if granted, will be for an initial period of no more than 30 days. Extensions may be requested, and may or may not be granted. Failure to timely return from a personal leave of absence at the designated time will be considered a voluntary resignation. A personal leave of absence does not guarantee that the employee's job will be available when the employee is ready to return to work.

### MILITARY LEAVE

Leave for military or other uniformed services will be granted and governed in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

### JURY DUTY

Excused absence will be granted with part pay, the employing unit paying the difference between the jury fee and the employee's regular salary. If the jury duty assignment only requires a part of the work day, it is expected the employee will return to complete the balance of the normal regular work day.

### DEATH IN THE FAMILY

An emergency leave with pay may be granted in the event of death in the immediate family of a regular employee with at least three months' service. Immediate family includes parent, step-parent, spouse,

child, step-child, brother or sister. The length of time may be up to three days, depending on the travel distance.

### OFF-DAYS

All employees will be expected to take a minimum of one day each week away from his or her work.

### WORKERS' COMPENSATION INSURANCE

All employees are covered under the Diocese's workers' compensation insurance. If you are injured on the job, and the injury is covered, the workers' compensation policy will pay certain medically-related expenses incurred plus compensation as defined by state workers' compensation laws. Injured employees must follow the reporting procedures in the event of an on-the-job injury. Injured employees may be required to undergo a drug test.

### UNEMPLOYMENT INSURANCE

In the event of involuntary termination lay employees are not eligible for state unemployment compensation. The Diocese is a religious organization and as such is exempt from paying unemployment taxes on behalf of its employees

### Appendix A: Discrimination, Sexual Harassment, and Reporting Policy

It is the policy of the Diocese that all employees have a right to work in an environment that is free from discriminatory harassment or discrimination based on sex, color, gender, race, age, national origin, religion, disability/handicap, marital and veteran status, or any other legally protected discriminatory factor. The Diocese prohibits harassment of its employees by other employees, and will take immediate and appropriate action to prevent and to correct behavior that violates this policy once notified of a violation. The Diocese also strives to protect its employees from any form of harassment by third parties, including parishioners and vendors. With regard to sexual harassment, no one (male or female) should be subjected to unsolicited and/or unwelcome sexual overtones, comments or conduct, either verbal or physical.

Sexual harassment may be overt or subtle. Although ordinarily sexual harassment does not include occasional compliments of a socially acceptable nature, some behavior which is appropriate in a social setting may not be appropriate in the workplace. Whatever form it may take, verbal, non-verbal or physical, sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace.

Forms of harassment include demands for sexual favors, sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, sexually suggestive objects, e-mails, pictures and suggestive or offensive gestures or touching. It includes but is not limited to epithets, slurs or negative stereotyping, threatening, hostile or intimidating acts, and written or graphic material that denigrates or shows aversion towards a person.

If you should find yourself subjected to conduct which may violate this policy or makes you uncomfortable in your work, here are the appropriate steps you must take:

1. Ask the offending party to stop.
2. If the conduct continues, or is negatively affecting your employment, promptly follow the Open Door procedures set forth in this Handbook and report the conduct.

All claims will be promptly investigated, and appropriate action will be taken where indicated. All employees will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action up to and including dismissal will be taken against any employee who violates this policy.

Retaliation against any complaining party, witness, or anyone involved in a complaint or investigation is strictly prohibited. Employees should immediately report any retaliation under the complaint procedure set forth in this policy.

### Appendix B: HIPAA Policy (Notice of Privacy)

THIS NOTICE DESCRIBES HOW PERSONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

The Diocese is required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information (PHI) and to provide individuals with notice of our legal duties and privacy practices with respect to PHI. We reserve the right to change our privacy practices and the terms of this notice at any time. This notice describes how we have extended certain protections to your PHI and how, when, and why we may use and disclose your PHI. With certain exceptions, we will use or disclose your PHI in the minimum necessary manner to accomplish the intended purpose of the use or disclosure.

#### USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION

The Diocese is committed to maintaining the confidentiality of your PHI. Your protected health information may be used and disclosed for purposes of treatment, payment, and health care operations (TPO). Outside of these permitted uses, we must have your written and signed authorization unless the law permits or requires the use or disclosure without your authorization. You have the right to revoke that authorization in writing except to the extent any action has been taken in reliance on the authorization.

We use protected health information to perform transactions and functions necessary to implement and administer the benefit plan in which an employee enrolls, for workers' compensation purposes, and performance of certain human resource functions as authorized by the Americans with Disabilities Act. We may provide insurance plan enrollment information to our clients for budgeting purposes. These functions may also include enrollment and claims payment assistance.

We may share any of the information we collect with our affiliates, namely our insurance carriers, clients/co-employers and agents. We may disclose any of the information we collect to other parties, however, the type and amount of the information we share with others is limited to what is necessary to put into action and manage the product or service or as otherwise permitted or required by law.

The following uses and disclosures of PHI may be made without your prior consent or authorization:

- **Required by Law.** We are required by law to provide insurance plan enrollment information to certain agencies in response to Medical Support Orders.
- **To Avert Threats to Health or Safety.**
- **For Specific Government Functions.** Workers' compensation agencies may require personal health information.

## APPENDIX B: HIPAA POLICY (NOTICE OF PRIVACY)

### YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You have the right to request that we restrict how we use and disclose your health information. These restrictions must be made in writing and signed by you. We are not required to agree to your restrictions. We cannot agree to limit uses or disclosures that are required by law.

You have the right to inspect and copy your health information. All such requests must be made in writing and signed by you. In certain circumstances, you may not be permitted access.

**QUESTIONS?** If you believe that we may have violated your privacy rights, or you disagree with a decision about access to your PHI, you may file a complaint with the Privacy Officer listed below. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, SW, Washington D.C. 20201 or call 1-877-696-6775. There will be no retaliation for filing a complaint.

Privacy Officer (as of 07/01/2014): Dwight C. Babcock (Diocesan Administrator)

### Appendix C: Acknowledgement and Receipt of Handbook

The Employee Handbook (the “Handbook”) is designed to introduce the Diocese’s employees to the organization, familiarize them with the Diocese’s policies, provide general guidelines on work rules, benefits and other issues related to their employment, and to help answer questions that may arise.

All employees are required to review the Handbook, including, but not limited to, the Anti-Discrimination and the Sexual Harassment Policy, and sign this **Acknowledgement and Receipt**.

#### **General Principles**

- ✓ The policies in the Handbook are to be considered guidelines. This Handbook is not a contract of employment. The Handbook does not create a contract, express or implied, between the Diocese and any employee.
- ✓ The Diocese reserves the right to change, delete, suspend or discontinue any policy, benefit or provision in the Handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law.
- ✓ If at any time the Diocese fails to enforce any policy set forth in the Handbook, such failure shall not affect the Diocese’s ability to enforce that policy at a later date.
- ✓ If any provision of the Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law.
- ✓ The Handbook supersedes any and all previous handbooks, whether written or oral, concerning the topics covered in the Handbook.

#### **Anti-Discrimination and Sexual Harassment Policy Acknowledgement**

I further acknowledge that I have reviewed the Diocese’s Anti-Discrimination and Sexual Harassment Policy, I understand the Policies, and I agree to comply with the Policies. I agree that if I have any questions or concerns about the policies, that I am directed to bring those questions or concerns to the attention of the Diocesan Administrator.

**ACKNOWLEDGMENT**

**By signing below, I acknowledge: (1) my receipt of the Diocese’s Employee Handbook; and (2) I have read, understand, and agree to comply with the Diocese’s Employee Handbook, including but not limited to the Anti-Discrimination and Sexual Harassment Policy.**

I further understand that, if I have any questions regarding any topic addressed in this Handbook, I should contact the Diocesan Administrator.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Please sign and date one copy of this notice and *return it to the* Diocesan Administrator. It will be placed in your personnel file. Retain a second copy for your reference.