



Parish and School

Employee Handbook

2026

*“We exist to witness to the
to the Gospel of Jesus Christ”*



ARCHDIOCESE
OF PORTLAND IN
OREGON



October 1, 2025

Dear Parish or School Employee,

Praised be Jesus Christ!

I am pleased to introduce you to the new 2025 Parish and School Employee Handbook. If you are a new employee, welcome! If you are a current employee, I thank you for your continued commitment to modeling Christian values and boldly living our Catholic faith.

As Archdiocesan employees, we exist to witness to the Gospel of Jesus Christ. We minister the salvation of Jesus Christ by continuing His mission to teach, sanctify and shepherd His people. Each day, we are blessed to help bring people into a life-giving, ongoing and transformational encounter with Jesus Christ.

The Archdiocese of Portland follows state and federal employment laws and regulations that often present interpretative challenges. Please read this handbook. It is your reference guide for your employment. Call upon your pastor, priest, administrator, principal or business manager for clarification. You may also contact the Archdiocese Human Resources department for assistance as well.

Please note this document replaces the previous handbook published in 2023.

Thank you again for being the face of Christ for others by promoting the true teachings of the Catholic church and forming people for the work of evangelization.

Sincerely yours in Christ,

Most Reverend Alexander K. Sample

Archbishop of Portland in Oregon

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Welcome to The Archdiocese of Portland

Introduction

The overriding mission of a Catholic organization is to develop and maintain a Roman Catholic faith community. The organizational environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of ministry that fosters Catholic values for the entire community.

In recognition of this unique commission, staff shall exhibit professional standards of ethical behavior in attendance, punctuality, grooming, language, academic preparation where applicable, and in their relationship to parishes, schools, and other staff as both adult examples and as members of a faith community.

Staff, by their witness, leadership, and behavior, impart a distinctive character to a Catholic organization. They share in the teaching ministry of the Catholic Church by modeling Christian values and living exemplary lives.

Staff are called to be role models and witnesses to the Gospel of Jesus Christ and, therefore, shall adhere to proper conventions and Christian morals. They shall maintain by words and actions a position that is in conformity with the teachings, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of the Archdiocese of Portland in Oregon.

This Handbook is designed to provide you with general information about working for the Parish. You should keep it handy as an ongoing reference. We want to be clear that violating any policy in this Handbook can lead to disciplinary action, up to and including possible separation of employment. Nothing in this Handbook is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

At times, we all may come across situations where the right choice is unclear or there is conflicting information. We want you to be comfortable asking questions. If you are ever not sure about something, your supervisor is likely the best person to speak to because they know your department and your situation. You may

also contact the Business Manager to seek guidance regarding any policy in this Handbook or to report your concerns.

This Handbook does not create a contract of employment, express or implied. Notwithstanding, any provision in this Handbook, employment with the Parish is at-will employment unless an employee is covered by a written contract that provides otherwise. The Handbook may be revised, or the policies, procedures, or benefits described herein may be changed or discontinued, at any time without prior notice to employees.

If you need to know something that isn't covered here, or if you have questions about anything you are about to read, don't hesitate to reach out.



Your Employment

Your Employment

Employment Classifications

Each employee is designated as either non-exempt (typically hourly) or exempt (typically salaried) according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay, rest breaks, and meal breaks under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by the Parish management.

In addition to the above categories, each employee will belong to one of the following employment categories:

- Full-time regular employees are those who are not in a temporary status and who are reasonably expected to regularly work at least 40 hours per week.
- Full-time temporary employees are those who are hired for a limited duration and who are reasonably expected to regularly work at least 40 hours per week.
- Part-time regular employees are those who are not assigned to a temporary status and who are reasonably expected to regularly work less than 40 hours per week.
- Part-time temporary employees are those who are hired for a limited duration and who are reasonably expected to regularly work less than 40 hours per week.

Benefits eligibility is based on different hours criteria which is outlined in the Benefits & Wellbeing Addenda at the end of the handbook.

Employee Data Changes

Your records are captured within your personnel file. This file includes information such as your job application, resume, records of training, documentation of performance reviews, salary increases, and other employment records.

Please promptly notify the Parish of any changes in personnel data. Personal mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency should be accurate and current at all times.

Personnel files are the property of the Parish. Only supervisors and management personnel of the Parish who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, you may review your own personnel file under the supervision of an individual appointed by the Parish.

Upon written request, a certified copy of an employee's personnel records and/or time and pay records will be provided to the employee within 45 days. In situations in which the records are not readily available, the Parish may ask an employee to agree to extend this time. Employees may be asked to reimburse the Parish an amount reasonably calculated to recover the actual cost of providing the certified copy.

Employment Verifications

All inquiries pertinent to verification of your employment should be referred to Business Manager or Bookkeeper.

Performance Management

Each employee performs a job that contributes to the overall mission of the Parish. It is important that employees handle their duties with care and concern for quality, while taking pride in their service.

This section summarizes the performance management process, which establishes standards of performance, means of communicating about job performance through performance appraisals, verbal coaching, etc. The supervisor will provide an appraisal form and more detailed instructions to an employee when a performance appraisal is scheduled. For questions regarding the Parish performance management process, contact the Business Manager.

Program Purposes

Performance management serves many important purposes:

- Performance feedback: When a supervisor conducts a performance appraisal, employees receive important feedback on how well they are performing job duties. This illustrates the level of performance the Parish expects, describes whether an employee's work is meeting or falling short of those standards, and provides a means for a more open dialogue.
- Recognition: Performance appraisals provide a significant opportunity to give recognition to employees. When an employee accomplishes an important task or project, knowing their employer appreciates their efforts is important.
- Performance improvement: There may be occasions where an employee has not learned a job task properly or is, for some reason, performing poorly. The performance appraisal process provides a constructive way to help employees improve.

- **Management decisions:** Performance appraisals also serve as an objective basis for management decisions; they can help determine the need for changes in job responsibilities, redesign job duties, transfers, promotions, or terminations.
- **Training needs:** Performance appraisals also help identify training needs. If the supervisor notes performance problems or areas where new skills are needed, training may be the answer.
- **Career planning:** The performance appraisal is an excellent opportunity to discuss career interests and ask about assignments to help employees achieve current and future goals.

Overall, performance management helps keep personnel decisions objective. Employees benefit from performance appraisals as they promote fairness, recognize efforts and contributions to the organization, and also provide direction.

Appraisal Schedule

Formal performance appraisals are typically scheduled once a year but may be held more often as needed. Further, informal sessions can be held at any time. Informal sessions are usually shorter and may be documented by memo unless more structure is required due to the circumstances. To assess a new employee's progress, a formal appraisal may be held after three months of employment and again after six months, in addition to the annual review.

Background Checks

All applicants must submit to a background check before beginning employment.

This includes a review of the applicant's history relative to any potential criminal record, validation of social security number, validation of academic degree(s), and validation of driver's license. The items that are reviewed in an individual's background are determined by pre-established criteria for each position for which the applicant is applying. A signed authorization to complete the background check(s) will be obtained from the applicant prior to initiating the process.

The Parish has the right to deny employment based on failure to authorize a background check and/or adverse information obtained through the background check process. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law. All background checks will be conducted in accordance with the law, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation.

All clergy and staff must successfully clear a criminal background check at the time of hire and will be required to renew a background check every three years.

A photograph of a family consisting of a man, a woman, and a young child, all dressed in white. The man, on the left, has dark hair, a beard, and glasses, and is looking down at an open book. The woman, on the right, has dark curly hair and is looking towards the book. The child, in the center, is also looking at the book. The background is a warm, wooden interior with other people blurred in the distance. The text "Benefits and Wellbeing" is overlaid in a large, white, serif font at the bottom of the image.

Benefits and Wellbeing

Benefits & Wellbeing

The Parish participates in health benefits sponsored by the Archdiocese, through the Reta Trust, and offers several different types of benefits-based on categories and work schedules. Benefits may increase if work schedules are expanded or decrease if they change from full to part-time or temporary. All eligible employees must participate in the insurance and retirement programs described in this section. If an employee is eligible for benefits and does not complete the online enrollment by the stated deadlines, they will automatically be enrolled in the default benefit plans.

This Handbook contains only a summary of insurance and retirement plans available to eligible employees. For more information, including enrollment deadlines, default coverage, and participation effective dates, see the Employee Benefits Guide, and the Guide to the Tax-Sheltered Annuity (TSA) Plan. Employees may access these guides and other plan information on the Archdiocese of Portland Benefits website, benefitspdx.org.

Benefits plans and definitions of eligible employees and family members described here are subject to change or cancellation for legal or other reasons. Check the website above for up-to-date information.

Benefits Eligibility

Lay employees are eligible for benefits based on the criteria below.

Current Eligibility (Effective October 1, 2025)

Employees are eligible if they meet any of the following:

- Regularly scheduled to work at least 30 hours per week for 12 months (52 weeks), or at least 36 hours per week for 10 months (39 weeks)
- Licensed or waived elementary or secondary school classroom teachers with an employment agreement longer than 6 months and scheduled for at least 30 hours per week
- Temporary employees with an assignment expected to last longer than 6 months and scheduled for at least 30 hours per week
- 10-month employees who meet any of the above are eligible for benefits for all 12 months, whether hourly or salaried
- Positions will be reclassified as benefits-eligible if a current employee meets any of the above

Grandfathered Eligibility (Employees Hired Before October 1, 2025)

Employees already enrolled in benefits as of September 30, 2025, remain eligible under prior criteria:

- Regularly scheduled to work at least 20 hours per week for 12 months (52 weeks), or at least 26 hours per week for 10 months (39 weeks)
- Licensed or waived elementary or secondary school classroom teachers with an employment agreement longer than 6 months and scheduled for at least 20 hours per week
- Temporary employees with an assignment expected to last longer than 6 months and scheduled for at least 20 hours per week
- 10-month employees who meet any of the above remain eligible for 12-month benefits, whether hourly or salaried
- Positions will be reclassified as benefits-eligible if a current employee meets any of the above

Vacation

Vacation allows employees (except 10-month school employees such as licensed and waived teachers and mid-level administrators) time off with no loss of income, based on their regular work hours. The tables below outline your vacation accrual based on employment classification.

12-Month Parish and Classified School Personnel

Length of Employment	Accrual Per Hour Paid	Annual Accrual Amount
Hired through 4 years	.0385 per hour paid	10 days
Beginning of year 5 through 9 years	.0577 per hour paid	15 days
Beginning of year 10 and up	.0770 per hour paid	20 days

Example

Dave was hired on May 13, 2018, his vacation accrues at the .0385 rate through May 12, 2022. As of May 13, 2022, the beginning of his fifth year of employment, Dave's vacation begins accruing at the .0577 level. On May 13, 2027, the beginning of his tenth year, Dave's vacation will start accruing at the .0770 level.

10-Month Parish Personnel

Length of Employment	Accrual Per Hour Paid
Hired through 4 years	.0385 per hour paid
Beginning of year 5 through 9 years	.0577 per hour paid
Beginning of year 9 and up	.0770 per hour paid

Example

If Bob was hired on May 13, 2018, his vacation accrues at the .0385 rate through May 12, 2022. As of May 13, 2022, the beginning of his fifth year of employment, Bob's vacation will begin accruing at the .0577 level. On May 13, 2022, the beginning of his tenth year, Bob's vacation will start accruing at the .0770 level.

10-Month Classified School Personnel

10-month school employees are not eligible for vacation time.

Teaching Staff And Mid-Level Administrators

10 Month teaching staff and mid-level administrators are not eligible for vacation.

School Principals

Principals are scheduled to work at least 210 days over 12 months with approximately 20 days of vacation during the summer break. This time does not accrue and is not carried over from year to year; Principals are not paid for unused vacation time.

Accrual and Use

Vacation is calculated on the basis of a "fiscal year." This is the 12-month period that begins on July 1 and ends on June 30.

Vacation begins accruing upon hire and may be used after it is accrued. Accrual of vacation will continue for eligible employees when on vacation.

Vacation will be paid at your base pay rate at the time of the absence and does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Vacation can be used in minimum increments of one hour for non-exempt employees and in four-hour increments for exempt employees and may be used to cover all or part of a shift. If an exempt employee takes less than four hours, it will not be tracked as vacation.

If you have an unexpected need to be absent from work, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of unexpected absence.

To schedule planned vacation, you should request approval from your supervisor at least two weeks in advance of your planned vacation. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

If you aren't able to take all of your available vacation by the end of the anniversary year, you may roll unused time forward to the next anniversary year (except Principals). If the total amount of unused vacation reaches a "cap" equal to two times the annual vacation amount, you stop earning new vacation. When you use vacation and bring the available amount below the cap, accrual will begin again.

If you leave us, you will be paid for unused vacation (except Principals) that has been earned through the last day you work.

Sick Leave

We hope you don't get sick, but if you do, we happily comply with Oregon Sick Leave so you can take time off to get better.

All benefits eligible employees are eligible for sick leave as outlined below. Accruals rates of sick leave vary based on benefit eligibility and are outlined in the tables below.

12-Month Parish And School Personnel

Length of Employment	Accrual Per Hour Paid	Annual Accrual Amount
Hired through 8 years	.0577 per hour paid	15 days
Beginning of year 9 and up	.0693 per hour paid	18 days

Example

Susan was hired on May 13, 2014, her sick time is accrued at the .0577 rate through May 12, 2022. As of May 13, 2022, the beginning of her ninth year of employment, Susan's sick time will accrue at the .0693 level.

Each fiscal year, employees may use 2 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year.

10-Month Parish Personnel

Length of Employment	Accrual Per Hour Paid
Hired through 8 years	.0577 per hour paid
Beginning of year 9 and up	.0693 per hour paid

Example

Betty was hired on May 13, 2018, her sick time is accrued at the .0577 rate through May 12, 2026. As of May 13, 2026, the beginning of her ninth year of employment, Betty's sick time will accrue at the .0693 level.

Each fiscal year, employees may use 2 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year.

10-Month Classified School Personnel

Length of Employment	Granted Per Hour Paid
Hired through 8 years	.0577 per hour paid
Beginning of year 9 and up	.0693 per hour paid

Example

If Meg was hired on May 13, 2018, her sick leave is granted at the .0577 rate through May 12, 2026. As of May 13, 2026, the beginning of her ninth year of employment, Meg's sick leave is granted at the .0693 level.

Each fiscal year, employees may use 2 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year.

Teaching Staff And Mid-Level Administrators

Full-time 10 Month school personnel are granted 10 days of sick time for the school year each September.

Each fiscal year, employees may use 2 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year.

School Principals

Principals are granted 15 days of sick time for the school year each September.

Each fiscal year, employees may use 3 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year.

Non-Benefit Eligible Employees

Employees not eligible for benefits will accrue one hour of sick leave for every 30 hours worked up to 40 hours of sick leave per year under the Oregon Sick Leave Law.

Accrual and Use

Sick leave begins accruing upon hire and you may begin using paid sick leave as it is earned.

Sick leave is calculated on the basis of a "fiscal year." This is the 12-month period that begins July 1 and ends June 30.

Sick leave will be paid at your base pay rate at the time of the absence and does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Benefit eligible employees may carry over unused sick leave to a subsequent year, allowing for a maximum accrual of 60 workday of banked sick leave. Workdays are defined by your regularly schedule work hours.

Non-benefit eligible employees accrue sick leave via "Oregon Sick Leave" and may accrue no more than 40 hours of sick leave per fiscal year. You may carry over up to 40 hours of unused time to a subsequent year, allowing for a maximum accrual of 80 hours banked sick leave.

Qualifying Absences

Paid sick leave may be used to cover time you are unable to work for one of the following reasons:

- For your mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive medical care.
- Care of a family member for the above reasons.
- For any of the purposes covered under the Oregon Family Leave Act (OFLA).
- For any qualifying absence covered under Paid Leave Oregon.
- For leave related to domestic violence, harassment, sexual assault, or stalking of the employee or dependent child of the employee.
- Public health emergency, including closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public health authority or health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others or a proclamation by the governor to protect public health.
- Exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.
- When there is an emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public

official, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address.

- When there is a determination by a public official that the air quality index or heat index is at a level where continued exposure to such levels would jeopardize the employee's health.

For purposes of this policy, the Parish defines "family member" as an employee's:

- Spouse or domestic partner.
- Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
- Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
- Sibling or step-sibling or their spouse or domestic partner.
- Grandparent or grandparent's spouse or domestic partner.
- Grandchild or grandchild's spouse or domestic partner.
- Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Use of Sick Leave

Sick leave must be used in one (1) hour increments and may be used to cover all or part of a shift. For planned sick leave, please notify your supervisor at least ten days prior to the date the leave will commence, or as soon as practicable. When leave is unforeseeable, please verbally notify your supervisor of the need for sick leave before the start of your scheduled work shift, or as soon as practicable. You are responsible for making a reasonable effort to schedule leave to avoid unnecessary disruption to the Parish or your work, including, by way of example, attempting to schedule a routine visit outside peak hours or mandatory meetings.

For planned sick leave, please notify your supervisor at least ten days prior to the date the leave will commence, or as soon as practicable. When leave is unforeseeable, please verbally notify your supervisor of the need for sick leave before the start of your scheduled work shift, or as soon as practicable.

You are responsible for making a reasonable effort to schedule leave to avoid unnecessary disruption to the Parish or your work, including, by way of example, attempting to schedule a routine visit outside peak hours or mandatory meetings.

Concurrent Leave

Your use of sick leave may run concurrent with other leave under state or federal law. For example, sick leave may run concurrently with family medical leave under the Oregon Family Leave Act or Family and Medical Leave Act. You may not use paid sick leave while receiving workers' compensation benefits.

Employee Documentation

If you use more than three consecutive sick days, we may request reasonable documentation showing you are out for a qualifying reason.

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick leave. You may file a complaint if you feel sick leave has been denied or if you believe you have suffered retaliation for requesting or taking sick leave. You are also encouraged to bring any concerns to your supervisor or the Business Manager about the use of sick leave or possible retaliation.

In the event of any conflict between this policy and applicable law, applicable law will be followed. For any questions about sick leave, please see your supervisor, the Business Manager, or the posted notice.

Separation From Employment

Unused sick leave will not be paid to you upon termination, resignation, retirement, or other separation from employment.

Rehire

When a former employee is rehired by the Parish within 180 days of the separation from employment unused sick leave will be reinstated.

Where the rehired employee has more than 90 days of service as a Parish employee, then any previously accrued unused sick leave will be restored to the employee upon rehire by the Parish and will be available for use immediately.

Where the rehired employee had not yet reached the 91st day of employment before leaving employment with the Parish, then any previously accrued unused sick leave will be restored to the employee upon rehire by the Parish, but it will not be available for use until the employee reaches the 91st day of employment (combining the time before separation and after rehire).

Jury Duty

We encourage you to fulfill your civic responsibilities by offering up to 10 days of paid jury duty leave per year for all employees upon hire.

If you are required to serve jury duty beyond the period of paid jury duty leave or are ineligible for paid jury duty leave, you may use any available paid time off (such as vacation/sick leave) to cover the period of jury service or may request an unpaid jury duty leave of absence. Unless otherwise permitted by applicable law, exempt employees will receive their full salaries for any workweek in which they perform jury duty and also work.

Please show the jury duty summons to your supervisor as soon as possible so that they may make arrangements to accommodate your absence. You are expected to report for work whenever the court schedule permits.

We recognize your right to serve on a jury as an important civic duty and will not retaliate or discriminate against employees taking paid or unpaid jury duty leave.

Bereavement Leave

One of the difficult certainties of life is that we will be touched by loss. To support you and your family, we provide paid bereavement leave for all employees upon hire. Employees may take up to four days of paid leave for immediate family members and one day of paid leave for other relatives or close friends.

If you wish to take time off due to the death of a family member, please notify your supervisor immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements. You may, with your supervisors' approval, use any available paid leave for additional time off as necessary. For employees eligible for Oregon Family Leave, up to two weeks of bereavement leave per family member may run concurrently with, and qualify as, OFLA, up to a maximum of four weeks per leave year.

For purposes of bereavement leave, we define "family member" as an employee's:

- Spouse or domestic partner.
- Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.
- Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
- Sibling or step-sibling or their spouse or domestic partner.

- Grandparent or grandparent's spouse or domestic partner.
- Grandchild or grandchild's spouse or domestic partner.
- Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Holidays

We grant paid time off to all full-time benefit eligible employees upon hire. The scheduled holidays are:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

Note: The holiday schedule for school employees is governed by the school calendar. Benefits eligible non-exempt employees are paid for holidays that occur during school breaks.

Employees working less than 40 hours per week will receive prorated holiday hours based on normal hours worked. Employees that are not benefits eligible will receive holiday pay only if the holiday falls on a normally scheduled workday. If an employee is not scheduled to work on a holiday, they will not receive holiday pay. Temporary employees or employees on unpaid leave are not eligible for holiday pay.

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Holiday pay will be calculated based on your straight-time pay rate as of the date of the holiday times the number of hours you would otherwise have worked on that day.

If a recognized holiday falls during your paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive pay for the hours worked that day and may choose to take another day off.

If eligible exempt employees work on a recognized holiday, they may choose to take another day off.

Paid time off for holidays are counted as hours worked for the purposes of determining overtime.

Religious Retreats

Exempt employees designated by the pastor may receive up to five days with pay for retreat or spiritual renewal, and employees may also be required to attend staff retreats. Time off for retreats must be used for that purpose only, and not for additional vacation or personal leave. Retreat leave does not accrue from year to year, and will not be paid out on final paychecks if unused. Religious staff may request time off for religious order functions, etc. Once approved, this time off will be charged to personal days, vacation, or unpaid leave.

Health Insurance

We are pleased to provide benefit eligible employees and their dependents access to medical, dental, and vision care insurance benefits. You may participate in the health insurance plan on the first of the month following your date of hire. If an employee is hired on the first day of the month, benefits are effective on their first day of work.

Eligible employees and their eligible dependents may participate in the health insurance plan subject to all terms and conditions of the agreement between the Archdiocese and the insurance carrier. Details of the health insurance plan are described in the Plan Overview and Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided to you in advance of enrollment.

Continuation of Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (with the exception of gross misconduct), or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at our group rates plus an administration fee.

Flexible Spending Account (FSA)

We offer a Flexible Spending Account (FSA) program that allows benefit eligible employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year.

Life Insurance & AD&D

Life insurance offers you and your family important financial protection. We provide a basic life insurance plan for benefit eligible employees. Employees are eligible to participate in the life insurance plan on the first of the month following their date of hire.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

This benefit is 100% employer paid, and eligible employees may participate in the life insurance and AD&D plan subject to all terms and conditions of the agreement between the Archdiocese of Portland in Oregon and the insurance carrier.

Details of the life insurance and AD&D plan including benefit amounts are described in the SPD provided to eligible employees.

Long-Term Disability (LTD)

We offer a long-term disability (LTD) benefit plan to help employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to provide a continuing income for employees who are disabled and unable to work. Benefit eligible employees are eligible for the LTD plan on the first of the month following their date of hire.

This benefit is 100% employer-paid, and eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Archdiocese and the insurance carrier.

Details of the LTD benefits plan, including benefit amounts, limitations, and restrictions are described in the SPD provided to eligible employees.

Retirement Program

The Parish participates in a 403(b) Church Plan (Tax-Sheltered Annuity program or TSA), sponsored by the Archdiocese, to contribute to the retirement needs of employees.

Contributions by the Parish for benefits eligible employees are as follows:

Length of Service	Employer Contributions
6 months up to 6 years	3% of eligible pay
6 years up to 10 years	5% of eligible pay
10+ years	7% of eligible pay

An eligible employee may elect to contribute to a TSA account at any time, following the latter of their date of hire or their benefits eligibility date. Diocesan priests may choose to self-contribute at any time.

All Parish and employee contributions to the TSA program are immediately vested with no waiting period. Withdrawals are taxed as ordinary income, with penalties for early withdrawals and certain other restrictions. For more information on TSA or retirement benefits, consult the Guide to the Tax-Sheltered Annuity Plan, or reach out to the TSA providers below (contact information may be found at benefitspdx.org):

- AXA Equitable
- TIAA-CREF (not available at all locations)
- Corebridge Financial (formerly VALIC/AIG Financial Advisors)
- VOYA Financial Advisors

Members of religious orders are not eligible for TSA accounts. Retirement contributions for religious staff members are added to the compensation paid to their religious order each month.

Employee Assistance Program (EAP)

The EAP is available to benefit eligible employees, their spouses, and dependent children (under 26 years old), and offers problem assessment, short-term counseling, and referral to appropriate community and private services.

Through the EAP, the Archdiocese provides confidential access to professional counseling services for help in confronting such personal challenges as interpersonal conflict, work related concerns, alcohol and other substance abuse, relationship difficulties, identity theft, financial or legal troubles, and emotional distress.

Contact a Canopy EAP Counselor through any of the following options:

- Call: 800-433-2320
- Text: 503-850-7721
- Email: info@canopywell.com

To learn more and access member benefits including educational tools, free course and webinars, chat support, self-assessments, free course/webinars, and more, visit my.canopywell.com and register using the Archdiocese of Portland's name.

Voluntary Benefits

Employees have the option to elect increased levels of long-term disability (LTD), short-term disability (STD), or supplemental life insurance and AD&D through the Archdiocese.

These benefits are voluntary and 100% employee-paid through payroll deductions each pay period.

Employees who participate are subject to all terms and conditions of the agreement between the Archdiocese and the insurance carrier.

Details of the voluntary benefit plans, including benefit amounts, limitations, and restrictions, are described in the SPD provided to employees.

Cemetery Benefits

Employees are eligible for a one-time discount on interment space at Mt. Calvary or Gethsemani Cemetery. For more information about this benefit, please contact Mt. Calvary at (503) 292-6621.



Timekeeping and Compensation

Timekeeping & Compensation

Pay Schedule

Our employees are paid monthly on the last workday of the month. Our work week is Monday at 12:01am to Sunday midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, you will receive pay on the last day of work before the regularly scheduled payday.

Pay Advances

Employees may request a mid-month advance for up to half of their net paycheck. Mid-month advances are paid on the 15th of each month; if the 15th falls on a weekend or holiday, the advances are paid on the last workday before the 15th. Requests for payroll advances should be made in writing to the Business Manager or authorized Payroll Administrator.

Work Schedules

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Educational And Professional Events

When the Parish requests an employee's attendance at a professional or educational event, the employee will be paid for their time and any related expenses. If an employee would like to attend a professional or educational event, advance approval must be requested for time off and expense reimbursement and will be at the supervisor's discretion.

If the Parish does not request or approve an employee's attendance at a professional or educational event, they will not be responsible for time or expenses. In such cases, the absence may be covered by requesting either paid (if available) or unpaid leave (subject to the approval of the supervisor).

Rest & Meal Periods

Each workday, non-exempt employees are provided rest and meal periods in which they are free from work responsibilities. The number of rest breaks and meal

periods varies based on the employee's hours worked for the day. For example, if an employee's work period is at least six hours and one minute, but no more than ten hours, they are entitled to two rest breaks and one meal break. An employee working over ten hours but under 14 hours would receive three rest breaks and one meal break. Employees should work with their supervisor to determine how many rest breaks and meal periods they must take based on their hours worked.

Rest breaks are considered paid time and are ten minutes in length. Meal periods are unpaid and must be at least 30 minutes in length. Rest breaks and meal periods must be taken separately and, to the extent possible, rest periods should be taken in the middle of each four-hour work period. Rest breaks and meal periods may not be deducted from the beginning or end of an employee's work period.

For minor employees (those under the age of 18), paid rest breaks will be 15 minutes rather than 10 minutes.

Break Time for Nursing Employees

We support and recognize the importance of breast-feeding. Nursing employees are entitled to take a reasonable rest period to express milk each time they have a need to do so. To the extent possible, the rest period should be taken at the same time as the rest or meal breaks otherwise provided to you.

We will make reasonable efforts to provide a room in close proximity to your regular work area to allow you to express milk in private. We ask that employees who intend to express milk give reasonable advance notice to their supervisor or the Business Manager before returning to work.

Attendance & Punctuality

Being on time conveys more than just a good sense of timing, it tells people that you can be counted on. In instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify your supervisor as soon as possible in advance of the anticipated tardiness or absence. Each Parish will have their own process for reporting absences or tardiness. Reach out to your supervisor to understand what the process is for your Parish. Examples of processes could be leaving a voicemail with your direct supervisor, speaking with your direct supervisor, speaking with any supervisor, sending text message to your direct supervisor. Your supervisor must also be contacted on each additional day of absence.

If you do not report to work or call to report your absence for two or more consecutive shifts, your voluntary resignation will be processed for job abandonment. If you are unable to contact the church for any absence, you should ask someone (such as a family member or friend) to do so on your behalf.

If you are absent for more than three consecutive days due to illness or injury, a physician's statement may be requested verifying the reason and its beginning and expected ending dates. Such verification may be requested for other paid and unpaid leaves that are used for illnesses and injury as well and may be required as a condition to receiving paid leave benefits. Additionally, before returning to work from an absence of more than three calendar days, you may be asked for a physician's verification that you can safely return to work.

Timekeeping

It is our intent to pay each employee, exempt or non-exempt, the proper and appropriate pay. To do so, all employees must timely and accurately report their time. Timesheets are to be submitted monthly and then approved by the supervisor or business manager.

If you have a concern of an improper deduction or any pay or benefit inaccuracies, please report it to your supervisor or the Business Manager immediately. We will not tolerate retaliation against those who report pay or benefit inaccuracies in good faith.

Exempt Employees

Exempt (typically salary) employees are not subject to overtime laws and receive a consistent salary week to week regardless of start and end time, breaks, or meal periods. While there are certain exceptions to this rule, exempt employees will usually receive their full salary (including any vacation/sick leave or other leave taken during that week) for any day in which they perform any work.

Non-Exempt Employees

Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt (typically hourly) employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Non-exempt employees are responsible for accurately recording whether they have received all paid rest periods. They must also record any split shift or departure from work outside of their normal shift schedule.

Overtime

There will be busy times when operating requirements or other needs cannot be met during regular working hours. Non-exempt employees will be given the opportunity to volunteer for overtime work assignment. All overtime work must be approved by your supervisor in advance.

Overtime compensation is paid one and one-half (1.5) times the regular rate of pay to all non-exempt employees who work more than 40 hours in a workweek in accordance with federal and state wage and hour laws. Time off on vacation/sick leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. If you have any questions regarding your status, discuss this with your supervisor.

Equal Pay Act

The Archdiocese strives to ensure all employees are paid fairly and reasonably based on a variety of factors relating to their position, job performance, and experience.

The Archdiocese strictly prohibit discrimination in compensation based on any legally protected classification including, but not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, or age.

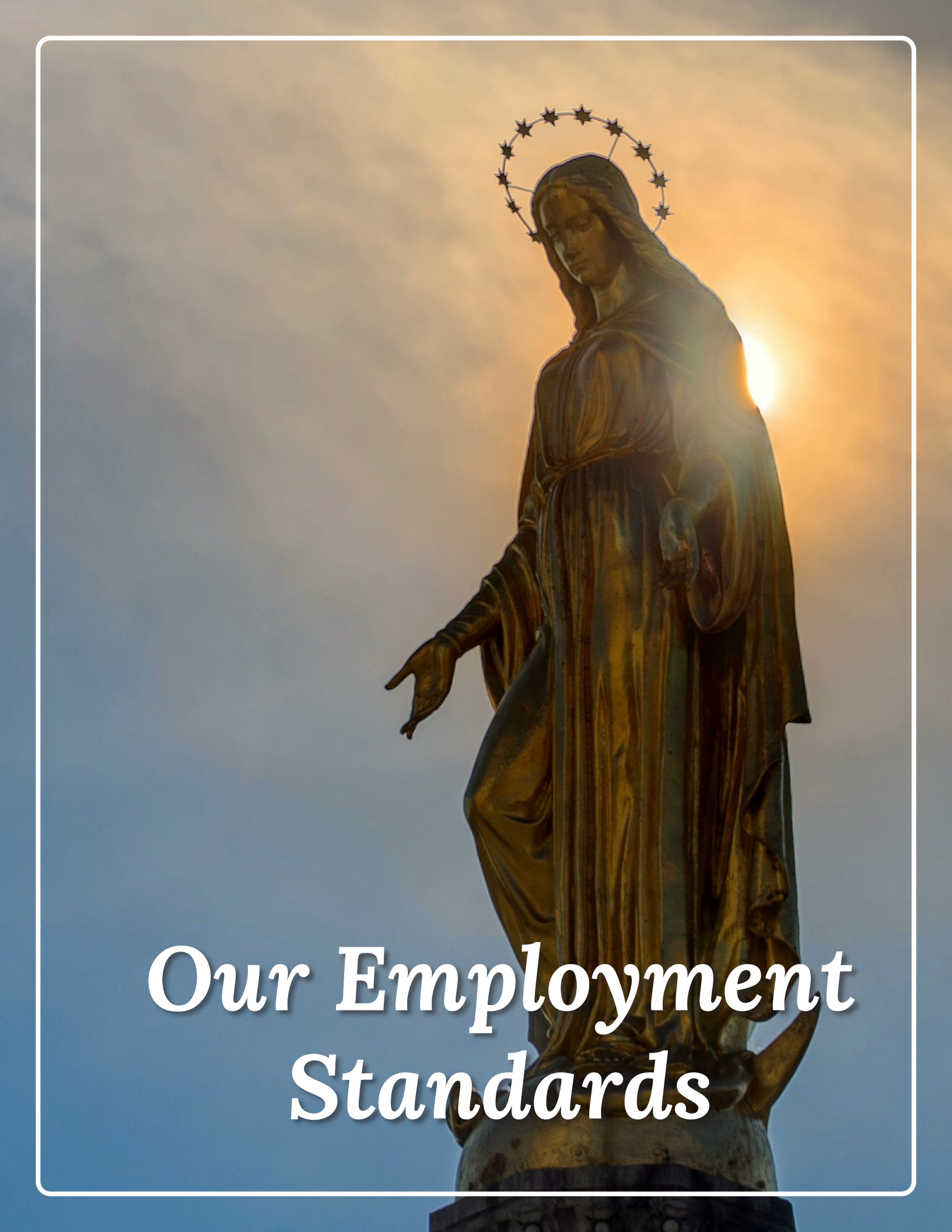
Generally, employees performing comparable work receive comparable compensation. From time to time, employees performing work of comparable character may have different compensation levels. Any such difference will be based on bona fide factors related to the position in question such as seniority, merit, quantity or quality of work, workplace location, necessary travel, education, training, experience, or any combination of those factors. The performance of modified work resulting from a claim for a compensable workers' compensation injury, or a medical condition, as authorized by a medical professional or requested by the employee in a manner that does not discriminate against employees based on a protected class, may also result in a difference of compensation as permitted by federal or state law.

Any employee who believes they are not being compensated fairly in light of the above factors are highly encouraged to discuss the matter with a supervisor or the Business Manager so that the employee's concerns can be investigated. The Archdiocese strictly prohibit retaliation against any employee for raising wage-related concerns.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their own wages or the wages of another employee. The Parish will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such disclosure or because the employee files a complaint or charge or otherwise institutes an investigation, proceeding or hearing based on the disclosure of wage information.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Parish, make unauthorized disclosure of that information. Parish representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law.

A full-page background image featuring a bronze statue of the Virgin Mary. She is depicted in a standing pose, wearing a long, flowing robe with intricate folds. Her right hand is extended downwards, and her left hand is partially visible. Above her head is a circular halo composed of twelve five-pointed stars. The statue is set against a dramatic sky with a bright sun low on the horizon, creating a warm, golden glow and long shadows. The sky transitions from a deep blue on the left to a bright orange and yellow on the right. The entire image is framed by a thin white border.

Our Employment Standards

Our Employment Standards

Employment At-Will

This Handbook is a general guide to our current employment policies, forms, procedures, and your benefits as an employee of the Parish at time of publication. It is informational only, and is not intended to be, and should not be, construed as a contract of employment or a promise of specific treatment in specific situations. From time to time, we review our policies, procedures, and benefits and make revisions based on the need for and desirability of changes. We may at any time change, alter, modify, interpret, apply, add to, or delete any provision of this Handbook.

Employment with the Parish is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or the Parish. In addition, the Parish may alter an employee's position, duties, title, or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit the Parish or an employee of the right to terminate employment at-will. Only the Archdiocese is authorized to modify the at-will employment policy of the Archdiocese or enter into any agreement contrary to this policy.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Parish will be based on merit, qualifications, and abilities. The Parish does not discriminate in employment opportunities or practices on the basis of race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniformed servicemember status, unemployment status, sexual orientation, gender identity, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault, or stalking, or any other characteristic protected by applicable law.

The Parish reserves the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies.

The Parish will make reasonable accommodations for qualified individuals with known disabilities, religious accommodation requests, or pregnancy accommodation requests unless doing so would result in an undue hardship. This policy governs all aspects of employment including: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Business Manager. Our anti-harassment policy is described in more detail later in this Handbook.

Immigration Law Compliance

The Immigration Reform and Control Act of 1986 prohibits the Parish from employing any person not legally authorized to work in the United States. As a condition of employment, you must complete the USCIS Employment Eligibility Verification Form I-9 within 3 days and present documentation establishing identity and employment eligibility.

Pregnancy and Disabilities

In accordance with the state and federal requirements of the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA) the parish will make reasonable accommodations for known physical or mental limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions (including but not limited to lactation) of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the Parish's business.

Known physical or mental limitations are those that the applicant, employee, or their representative has communicated to the Parish. A limitation can be:

- An impediment or problem that is minor or modest and can be episodic.
- A need or problem related to maintaining the employee's health or the health of the pregnancy.
- Seeking health care related to pregnancy, childbirth, or a related medical condition.

Employees or applicants who wish to inform the Parish of such a limitation and/or request a reasonable accommodation under this policy should contact their supervisor or the Business Manager, preferably in writing, identifying the limitation and stating that the employee needs an adjustment or change at work due to the

limitation. The supervisor or the Business Manager will then engage in an interactive process with the applicant or employee to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the Parish and the individual arrive at a reasonable accommodation that does not impose an undue hardship on the operation of the Parish's business, the Parish will make that accommodation. A reasonable accommodation may include, but is not limited to:

- Frequent breaks
- Sitting/Standing
- Schedule changes, part-time work, and paid and unpaid leave
- Telework
- Parking
- Light duty
- Making existing facilities accessible or modifying the work environment
- Job restructuring
- Temporarily suspending one or more essential functions
- Acquiring or modifying equipment, uniforms, or devices
- Adjusting or modifying examinations or policies

This list presents only examples, some of which may not be possible or apply to specific positions. The interactive process will determine what accommodations are available for a specific job.

Several states and localities have laws that apply to employees affected by pregnancy, childbirth, or related medical conditions. For individuals working in a jurisdiction that has a mandatory pregnancy accommodation law, the Parish will comply with all legal requirements, including providing greater or different benefits than those indicated here.

The Parish prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. For this reason, the Parish will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Require an applicant or an employee to accept an

accommodation that is unnecessary or an accommodation other than one arrived at through the interactive process.

- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.
- Take an adverse employment action, discriminate, or retaliate because the applicant or employee has inquired about, requested, or used a reasonable accommodation, or reported or opposed discrimination.

Individuals who believe they have been subjected to or believe that another individual has been subjected to discrimination or retaliation should report it immediately to their supervisor or the Business Manager.

Unlawful Harassment & Discrimination

The Parish fosters an environment where every employee feels productive and comfortable. It's our policy that all employees be able to work in a setting free from all forms of unlawful discrimination and retaliation.

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of their race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including sexual orientation; gender identity; and pregnancy, childbirth, or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age, veteran status, uniform servicemember status, unemployment status, expunged juvenile record, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking, or that of their relatives, friends, or associates (referred to throughout this policy as local, state, and/or federal protected classes) and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, stereotyping (whether intended to be positive, negative, or neutral), mocking, mimicking,

intrusive questions, demeaning comments, or labels, or threatening, intimidating or hostile acts that relate to local, state, and/or federal protected classes.

- Written or graphic material that demeans or shows hostility or aversion toward an individual or group because of their membership in a local, state and/or federal protected class and that is placed on walls, bulletin boards, computers, or elsewhere on the employer's premises, or circulated in the workplace.

Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Prohibited sexual harassment may include, but is not limited to:

- Sexual jokes, calendars, posters, cartoons, magazines, derogatory or physically descriptive gestures or comments about or toward another employee.
- Sexually suggestive comments.
- Inappropriate use of Parish communications including email and telephone.
- Unwelcome touching or physical contact.
- Punishment or favoritism on the basis of an employee's sex.
- Sexual slurs.
- Sex stereotyping.

Sexual assault is also a form of gender (sex) discrimination. This includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Harassment, sexual assault, or other forms of discrimination will not be tolerated in our workplace. It is against the policies of the Archdiocese and the Parish for any employee to harass or sexually assault another employee. This includes acts between supervisors and employees; it also includes acts between one employee and another or inappropriate workplace conduct between a third party (such as a visitor, vendor, customer, or independent contractor) and an employee.

Reports of Harassment

If you believe that you have been harassed, sexually assaulted, or otherwise experienced discrimination, report the incident immediately. The report should be directed to:

1. The Pastor.
2. Your supervisor.
3. The Business Manager.

You may report an incident to the Business Manager without first contacting your supervisor. The Parish will not retaliate against an employee who in good faith reports discrimination, sexual assault, or harassment to the Parish or participates in an investigation. Retaliation will not be tolerated in our workplace. Reports of discrimination, sexual assault, harassment, or retaliation will be investigated fairly. All employees are encouraged to report and document any acts of discrimination, sexual assault, or harassment. The Parish will attempt to maintain confidentiality, consistent with the Parish's need to conduct an adequate investigation, and to take prompt corrective action in response to any discrimination, sexual assault, harassment, or retaliation.

The Parish cannot require or coerce any employee to enter a nondisclosure or non-disparagement agreement provision related to reports of violations of this policy. A nondisclosure agreement provision is any contractual obligation which has the intended purpose or effect of prohibiting the disclosure of information, except as provided by the agreement. A non-disparagement agreement is any contractual obligation which has the intended purpose or effect of prohibiting disparaging or negative comments of any nature against a party. If an employee voluntarily requests to enter a nondisclosure or non-disparagement agreement with their employer after experiencing harassment, discrimination, or sexual assault, the employee will have seven days to revoke the agreement prior to its effective date.

Nothing in this policy precludes any person from filing a formal grievance in accordance with the Oregon Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by Oregon's employment discrimination laws (ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Reporting Workplace Concerns

Our reporting procedure has been developed to assist employees in resolving all types of disputes, no matter how small. Use this procedure to voice concerns regarding work rules, working conditions, disputes with other employees, or unfair practices. For harassment complaints please use the previous policy for guidance on how to report harassment. Concerns filed will be held in confidence and information will only be released on a "need to know" basis.

Step 1:

Bring your concern to your supervisor. This should be done within 72 hours of the situation causing the concern. Explain the complaint in detail and offer any solutions you may have. If applicable, outline what actions you would like management to consider correcting the situation. Your supervisor will provide an answer to you immediately or within ten calendar days (depending on the severity of the complaint) from the date the complaint was filed.

Note: If for some reason you feel that you cannot take your complaint to your supervisor, take it to the next higher level of management.

Step 2:

You have the right to appeal the decision to the Business Manager. All appeals must be filed in writing within ten calendar days of the date you received your supervisor's decision. The Business Manager will respond to your appeal within ten calendar days of receipt of your appeal. If it is found that a parish policy has been violated, the Business Manager will take appropriate disciplinary action.

Step 3:

If you are not satisfied with the results from Step 2, you may appeal to the Pastor. To appeal, you must present the grievance in writing to the Pastor within ten calendar days after the Step 2 discussion. The Pastor will answer your appeal within ten calendar days of receipt.

Step 4:

If you are still not satisfied with the results from Step 3, you may appeal to Human Resources. To appeal, you must present the grievance in writing to Human Resources within ten calendar days after the Step 3 discussion. Human Resources will answer your appeal within ten calendar days of receipt. All decisions made at this level are final and binding upon both the Parish and employees.

An employee will not be penalized or retaliated against for raising a work-related concern or for assisting in an investigation into any concern.

An individual who retaliates against an employee for raising a concern or participating in an investigation under this policy may be subject to disciplinary action, up to and including termination of employment.

Issue Resolution

Employees who do not have a specific written contract that states otherwise, are considered at-will employees. This means employment may end at any time for any reason or no reason. In an at-will employment relationship, there is no expressed or implied guarantee of employment.

The intent of Issue Resolution is to solve issues as quickly, fairly, and informally as possible before they reach detrimental proportions.

While acknowledging state and federal laws governing employment, the Parish also recognize and affirm a unique relationship with Canon Law (church law) and the religious teaching and practice of the Roman Catholic Church. Any disciplinary action or other decision affecting employment terms and conditions for reasons of faith, morals, or religious teachings and practice of the Roman Catholic Church are within the discretion of the Parish and, ultimately, within the sole discretion of the Archbishop. Such actions and decisions are not subject to issue resolution, arbitration, or court action.

Issues not subject to issue resolution include:

- Issues described under Unlawful Discrimination and Harassment (an employee will have the opportunity

to provide relevant information during the investigation of any reports of conduct that may constitute unlawful discrimination or harassment)

- Nonrenewal of an employment agreement
- Termination of employment

Actions that may be subject to issue resolution include:

- Application of policies, practices, rules, regulations, or disciplinary procedures believed to be to an employee's detriment
- Treatment an employee considers unfair
- Administration of benefits, promotions, retirement, holidays, performance appraisals, pay, or seniority believed to be improper or unfair
- Conflict with a coworker

The Business Manager is available as a resource for all parties throughout issue resolution. At its discretion, the Parish may use some or all of the following internal issue resolution procedures. An employee intending to use the Issue Resolution Process should initiate the process as soon as possible, but no later than 14 calendar days from the date the employee could reasonably have known of the issue. Responses are disseminated within the time frames stated below, however in the event of delay, employees may proceed to the next step of the issue resolution process. Any complaint not appealed in writing within the designated time at any point in the process will be considered settled, based on the last decision. Employees may withdraw a complaint at any level by submitting a written withdrawal to the Pastor, Principal, or Business Manager.

Informal Resolution

If an employee has an issue with a coworker or supervisor, they should attempt to resolve it promptly by discussing the issue privately with the other person involved. (This direct resolution effort may not be feasible in all circumstances.) It is advisable to initiate a discussion within 14 calendar days of the issue at hand. The matter may hopefully be resolved with this step.

If the issue pertains to policies, practices, etc., employees should first attempt to resolve the concerns informally by discussing them with the appropriate individual. If a complaint concerns benefits, compensation, or promotion, for example, it should be discussed with the Pastor, Principal, or Business Manager. The process may end here if the employee is satisfied with

the result. If efforts to resolve an issue informally are not successful or appropriate and an employee wishes to pursue the matter further, proceed as follows:

Formal Resolution

Initial Written Complaint:

Employees must submit a written complaint to the Pastor, Principal or Business Manager no later than 14 calendar days from the date the employee should reasonably have known of the issue. The complaint should state the facts underlying the issue, other persons known to be involved (if applicable), and the desired remedy. The person to whom the employee submits the complaint will investigate the concerns expressed, meet with the persons involved, and attempt to resolve the issue within 14 calendar days. A written response will be provided (initial decision).

Ordinarily, Parish or school staff should file a complaint with the Pastor or with the Principal. If the concern relates to a Principal/school administrator or clergy (Priest or Deacon, not the Pastor), the initial written complaint should be filed with the Pastor. If the concern relates to the Pastor, the initial written complaint should be filed with the Vicar for Clergy. If the concern relates to the Principal the initial complaint should be filed with the Office for the Mission of Catholic Education.

If the concern is resolved, the process may end here. If the concern is not fully resolved to the satisfaction of the employee and they wish to proceed further, they may appeal the decision.

Written Appeal:

Employees must file a written appeal with the Archdiocesan Human Resources Office within 14 calendar days from the date of the initial decision.

The appeal should state the facts underlying the issues, the objections to the initial decision, and the remedy sought.

Conclusion:

The office receiving the appeal will review the matter and respond to the issue. Ordinarily, employees receive a written response within 14 calendar days after the appeal is received. This is the last step of the issue resolution process; all decisions will be deemed final.

Whistleblower Protection

Oregon law provides you certain whistleblower rights and remedies as an employee of a nonprofit organization. A whistleblower is an employee of the Parish who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The

whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of or a concern of illegal or dishonest fraudulent activity, you should contact your supervisor, Pastor, or Business Manager. Please exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas: confidentiality and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

We will not retaliate against a whistleblower who makes a report in good faith. Any whistleblower who believes that they are being retaliated against must contact their supervisor, Pastor, or Business Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Pastor who is responsible for investigating and coordinating corrective action.

Oregon law states that your good faith and objectively reasonable belief of a violation of federal, state or local law, rule or regulation is an affirmative defense to a civil or criminal charge related to your disclosure of lawfully accessed information related to the violation, if you provide the information to a state or federal regulatory agency; a law enforcement agency; a supervisor of the Parish; or an attorney licensed to practice in Oregon when the lawyer-client privilege applies to a confidential communication made in connection with an alleged violation. However, you may not assert the affirmative defense in certain circumstances, including if you disclose or redisclose the alleged violation to a party other than those listed above. Special rules apply to employees who are attorneys or directed by attorneys. Information protected from disclosure under federal law, including HIPAA, may be disclosed only as allowed under federal law.

Under Oregon law, you also have the right to discuss alleged violations by the Parish of any federal, state, or local law, rule, or regulation with any member of the Legislative Assembly or their staff, or with any elected member of a city, county, or metropolitan service district. You also have the right to disclose any information you reasonably believe is evidence of a violation of any federal, state, or local law, rule, or regulation by the Parish or of mismanagement, gross waste of funds, abuse of authority, or danger to public health and safety resulting from an action of the Parish.

If you have questions about your rights under this section, you may contact your supervisor.

Child Protection Policy

The Parish is committed to preventing and fully addressing child abuse by any person and to recognize and respond to signs of child abuse. The Child Protection Policy of the Archdiocese, as well as the Standards of Conduct for Ministry with Children and Youth, are published separately on the Archdiocese website.

Clergy and lay employees must complete the initial child protection training (currently the Creating a Safe Environment, "CASE") and read/sign the Standards of Conduct for Ministry with Children and Youth within 60 days of hire. Clergy and lay employees whose job duties regularly involve working with children are required to complete an annual update training for child protection. Those employees who do not work with minors will complete a child protection training update every three years.

Current employees should have a copy of the Child Protection Policy and Standards of Conduct; new employees will receive them upon hire. Each employee is responsible for retaining a copy of these policies and complying with them. These policies and other related policies are available at the Archdiocese of Portland website under the Office of Child Protection.

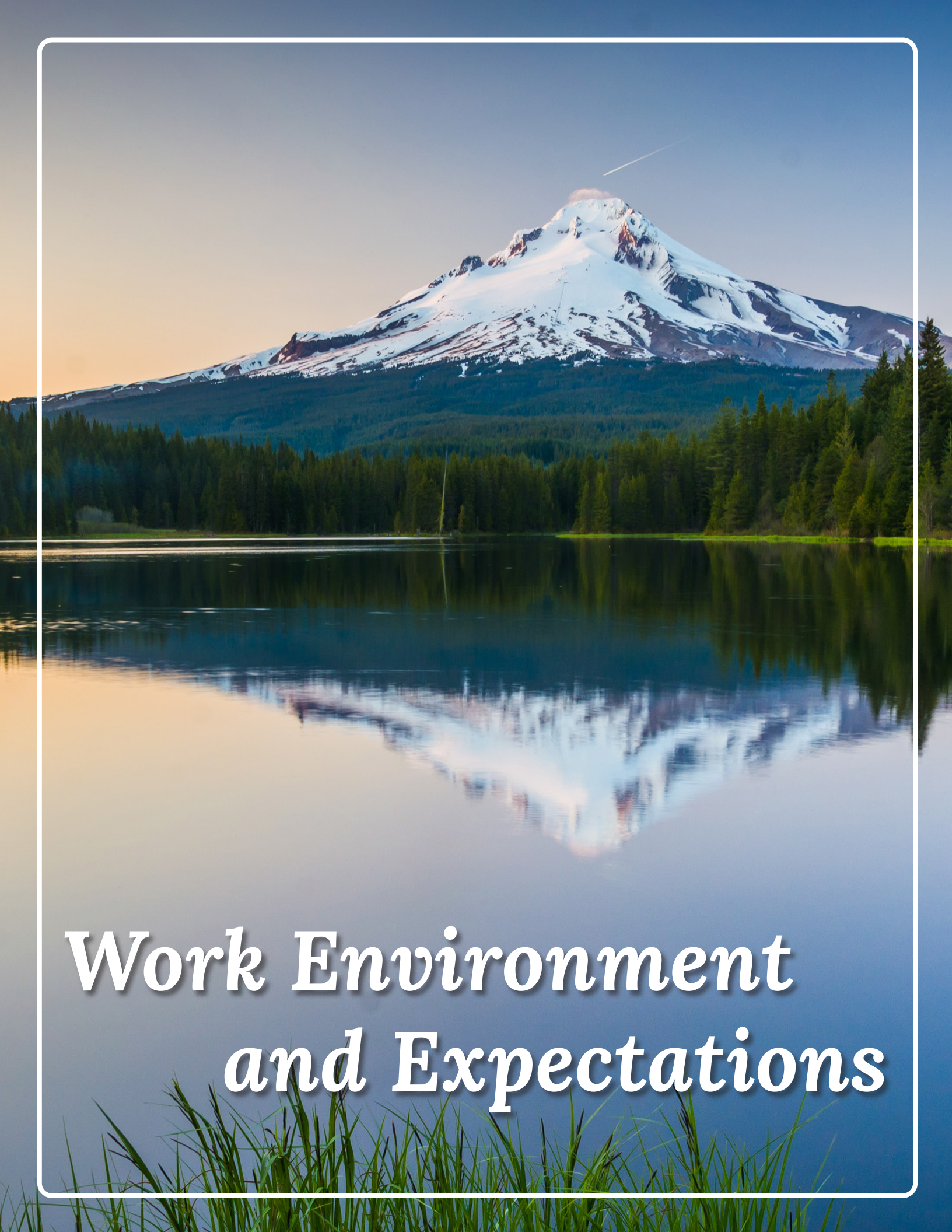
Mandatory Reporters of Child Abuse

All clergy and staff of the Archdiocese are considered to be mandatory reporters of child abuse under Oregon Law. This obligation requires reporting any time clergy or a lay employee has cause to believe a child is being abused, regardless of when or where the abuse is occurring. Oregon law, as well as Archdiocesan policy, regarding reporting is covered in the Child Protection

Policy and during the Creating a Safe Environment training. The Child Protection Policy also lists reporting phone numbers for every county in Western Oregon.

Boundary Intrusions of Children and Youth

Boundary intrusions are actions by an adult or older child that infringes upon a child either physically, emotionally, and/or, involves the child in behavior that is inappropriate for their age as outlined in the Creating a Safe Environment training and the policies of the Archdiocese. Any person who has information of these violations is required to report the information to their Pastor, Principal, or Business Manager or to the Office of Child Protection immediately.



Work Environment and Expectations

Work Environment & Expectations

Personal Appearance

Our dress code balances our desire to project a professional image while allowing the expression of one's identity. Dress, grooming, and personal cleanliness standards also affect the business image we present to customers.

During business hours, you are expected to present a clean and neat appearance and to dress according to the requirements of your position.

Please consult your supervisor if you have questions as to what constitutes appropriate attire.

Disciplinary Action Process (Parish and Classified School Employees)

Employment of Parish employees is at-will and, therefore, the Parish may, at their discretion, take disciplinary action to improve performance deficiencies or to deal with policy violations. Although three stages of disciplinary action are available, this is not a formal or required process. The Parish will decide whether to use it based on the severity of the offense, the employee's intent and motivation to change, and the context of the offense.

If job responsibilities are not being performed satisfactorily, disciplinary action usually involves a meeting between the supervisor and employee to discuss the areas of unsatisfactory service or ministry:

- Employees will be informed of how their performance needs to improve and the time-frame for effecting change.
- The supervisor must write a confirming memo to the employee after performance improvement meetings. This memo should be given to the employee and placed in the employee's personnel file. Supervisors should not write to a file only.

If job performance continues to be unsatisfactory, further action may be taken, as follows:

- Verbal and/or Written Warning(s): An official warning may be oral at first, but is usually followed by a written version, with a copy kept in the employee's personnel file. If an employee does not agree with the warning, they may also add a statement to the file.
- Suspension: Suspension with or without pay (also known as administrative leave) can be as short as a few hours or may last more than a week. If a situation

occurs and the facts are unclear, an employee may be suspended pending an investigation, then reinstated with or without pay once the issue is resolved.

- Termination: At-will employees may be terminated at any time for any reason. Termination need not be preceded by disciplinary action. Immediate dismissal without notice is typical for serious violations of the Parish's policy or violation of civil law.

Disciplinary Action Process (Administrators and Teachers)

Plan of Assistance: Teachers and principals (and many other positions) have written work agreements for at-will employment not to extend beyond the school year (finite duration); there is no promise of a work agreement for the following school year; decisions on whether to offer a work agreement renewal are made each year. When observations and/or evaluation reports indicate that a teacher or a principal has professional difficulties that could result in a decision to not offer a work agreement for the next school year, the following process is suggested.

- Teacher: When a teacher appears to have performance issues in such areas as lesson preparation and presentation, classroom management and discipline, rapport with students, or unprofessional behavior, the Principal, in consultation with the Office for the Mission of Catholic Education, will prepare a Plan of Assistance. The Plan will state in writing the areas of needed improvement, including a description of observable changes that must be made, suggested resources for making those changes, dates for regular review of the progress of the Plan, and criteria to determine growth. Notes from each review should be written and signed by the teacher and the principal. The final review will give the teacher an indication of the Principal's leanings with respect to renewal or nonrenewal of the employment agreement. If progress indicates that the Plan of Assistance should be continued to provide further growth for the teacher, it may be extended with new review dates set. The Plan is signed by the Principal and the teacher.
- Principal: If there are concerns about a Principal's performance, the Pastor should consult with the Office for the Mission of Catholic Education for assistance with the preparation a Plan of Assistance. The Pastor will meet with the Principal to implement the Plan, and follow up throughout the period that the Plan is in force.

Work Conduct

We base our work culture on a foundation of mutual trust and respect. We expect employees to conduct themselves with a high regard of professionalism and respect in all work interactions. If we feel that your conduct or behavior is not reflective of our values, we will discuss our concerns with you and outline necessary corrective action.

To ensure the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the business.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of violations of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal (under either state or federal law) drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from your work station during the workday
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Conduct, behavior, or interpersonal relationships inconsistent with the mission of the Church
- Public support or advocacy of issues and/or organizations that oppose Church teachings
- Insubordination - refusal or failure to perform assignments or to comply with a supervisory request or instruction, unless there is reasonable fear the request may be illegal or cause bodily injury
- Using corporal punishment

Internet & Technology Acceptable Use

The Parish provides access to the Internet and related technology services, including telephone and voicemail, to facilitate the official work of the Parish. Technology and the Internet are important resources for the Parish to provide improved communication services.

These services are provided for employees and authorized persons affiliated with the Parish ("users") for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the Catholic Church. The use of these services must be consistent with this policy (including all security and confidentiality provisions set forth herein).

Parish property (telephones, computers, laptops, and other electronic devices) are available during work hours. Personal calls, texts, and/or other forms of personal communication on Parish property, when necessary, should be kept to a minimum. This policy covers personal calls or other methods of communication made on a personal device.

Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and development. The various technologies are Parish resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

The Archdiocese provides an email account for every active employee in the Archdiocese (with limited exceptions). The Archdiocesan IT Service provides instructions on activating these accounts as well as technical assistance. The Archdiocesan email accounts are the primary means of communications among Parish and Archdiocesan staff. Each site is required to ensure that every regular employee at that site is provided an "archdpdx" email account.

All Parish policies and procedures apply to employees' conduct on the Internet and with technology, especially, but not exclusively, relating to: intellectual property, confidentiality, information dissemination, standards of conduct, misuse of Parish resources, unlawful discrimination and harassment, and information and data security.

Purpose

This policy is intended to identify the principles of Acceptable Use and Unacceptable Use of the Internet and technology rights and to address Enforcement and Violations provisions.

Principles of Acceptable Use

The use of the Parish technology and Internet/Intranet access is for Parish business and authorized purposes only. Brief and occasional personal use of the electronic mail system, the Internet or operating system add-ons is acceptable as long as, in the judgment of the supervisor and/or the IT Department, it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense, service degradation, exposure to security breaches or viruses, or loss of data to the Parish.

Internet and technology users are required to:

- Respect the work product of others. Users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other users, unless explicit permission to do so has been obtained
- Respect copyright and license agreements for software, digital artwork, and other forms of electronic data
- Protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations
- Respect the integrity of computing systems: For example, users shall not use or develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the hardware or software components of a computer or computing system
- Limit personal use of the Internet facilities and equipment (e.g., printers, scanners, etc.)
- Safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations. Passwords must be provided to the supervisor or Business Manager
- Follow all Parish policies regarding unlawful discrimination and harassment. Any violations of these policies through the use of internet and technology may lead to disciplinary actions up to and including termination
- Use Parish e-mail, instant messaging, and other platforms for communication only for professional and appropriate purposes

Principles of Unacceptable Use

Unless specifically granted in this policy under Principles of Acceptable Use, any non-business use of Parish electronic systems is expressly forbidden. It is not

acceptable to use Parish technology resources, including Internet access, for activities unrelated to the mission of the Catholic Church, including:

- Activities unrelated to official assignments and/or job responsibilities, except incidental personal use in compliance with this policy
- Any illegal purpose
- Transmitting threatening, obscene or harassing correspondence or materials
- Unauthorized distribution of Parish data and information
- Interfering with or disrupting network users, services or equipment
- For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Parish duties
- For any activity related to political causes
- Advocating religious beliefs or practices contrary to Roman Catholic teaching
- For private advertising of products or services
- For any activity meant to foster personal gain
- Revealing or publicizing proprietary or confidential information
- Representing opinions as those of the Parish
- Uploading or downloading commercial software without prior authorization of the Parish and/or in violation of its copyright
- Downloading any software or electronic files without reasonable virus protection measures in place
- Intentionally interfering with the normal operation of any Parish Internet gateway
- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Parish purposes
- Violating the laws and regulations of state and federal law
- Deliberately propagating any virus, worm, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Parish networks or systems or those of any other individual or entity
- Using any language that would violate the Archdiocese's anti-harassment and discrimination policy, including abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending, receiving, or accessing obscene or pornographic materials, including child pornography

- Maintaining, organizing, or participating in non-work-related Web logs (blogs), Webjournals, (chat rooms), social networking sites (Facebook), or private/personal/instant messaging
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which the employee is assigned; negligently exposing the computer or system to inappropriate access or use
- Defeating or attempting to defeat security restrictions on Parish systems and applications
- Downloading and/or installing unapproved software
- Accessing unapproved websites such as those categorized as Alcohol or Tobacco

Parish guidelines may also apply in addition to those listed above. These guidelines will be published by either the Site Administrator (Pastor, Principal, or Business Manager) or the Archdiocese of Portland.

Archdiocese of Portland Rights

The Archdiocese owns the rights to all data and files in any computer, network, or other information system used in the Archdiocese. System administrators have access to all mail and user access requests and will monitor messages as necessary to assure efficient performance and appropriate use. Messages or information relating to or in support of illegal activities will be reported to the appropriate authorities.

Employees must be aware that all information stored on, entered into, or transmitted in any way through the Archdiocese computers, network or information systems, including, but not limited to, electronic mail messages sent and received using Archdiocesan equipment and voicemail messages, are not private and are subject to viewing, downloading, inspection, release, and archiving by Archdiocesan officials at all times. The Archdiocese has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. With the exception of authorized IT personnel, no employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the supervisor or an appropriate Archdiocesan official.

- The Archdiocese reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space allotments
- The Archdiocese reserves the right to remove a user account from the network

- The Archdiocese will not be responsible for any damages resulting from the use of its computers, network or information systems. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the user's risk. The Archdiocese makes no warranties, either expressed or implied, with regard to software obtained from the Internet • The Archdiocese reserves the right to change its policies and rules at any time • The Archdiocese makes no warranties (expressed or implied) with respect to Internet service, and it specifically assumes no responsibilities for:

- The content of any advice or information received by a user through the Internet facilities or any costs or charges incurred as a result of seeking or accepting such advice
- Any costs, liabilities or damages caused by the way the user chooses to use the Internet facilities
- Any consequence of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Archdiocese

- The Archdiocesan technology resources, including Internet access, are provided on an as is, as available basis
- Employees are individually liable for any and all damages incurred as a result of violating the Archdiocesan security policy, copyright, and licensing agreements

The Archdiocese has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software and without express authorization from the Archdiocese.

Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet facilities and is not intended to be exhaustive. Questions about either general or specific issues related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the user's supervisor. The Parish will review alleged violations of the Technology Use and Internet Policy on a case-by-case basis.

Violations of the policy will result in disciplinary action, up to and including termination. This policy is not intended to and does not alter the at-will employment relationship between the employee and the Parish. Use of Parish resources for illegal activity will lead to termination and potential criminal prosecution. The Archdiocese and the Parish will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Security Cameras In Work Areas

Unfortunately, criminal actions such as break-ins and thefts occur even on parish property and there may be times when the Parish will need to install video-only security cameras in work areas to help protect employees and Parish property. If cameras are used, they will not have the ability to record audio. The Parish will also comply with all state and federal laws regarding the use of cameras in work areas, including prohibitions, except in extremely rare situations, against the use of cameras in private, non-work areas such as restrooms and changing areas.

It is vital that employees conduct themselves appropriately at all times while working and in as transparent a way as possible, as though others could see what is being done even in closed offices. This is for the protection of employees as well as for the protection of those we serve. Accordingly, employees should not expect complete privacy in any work-related areas.

Employees who have questions about this policy should contact their Pastor, supervisor, or Principal.

Photograph/Video Release Form

Before a photograph or video of an employee is used on the Parish website or for any publicity purpose, the employee will be asked to sign a release form.

Social Media And Social Networking

In following Archdiocesan social media and social networking policy, the absence of, or lack of explicit reference to a specific site does not limit the extent of the application of the policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible, consulting with their Pastor, Principal, or supervisor if they are uncertain.

When the administration and/or ministry of an employee's position is supported or enhanced by the use of social media and/or social networking, the Parish

encourages the use of these forums for professional/ministerial/evangelization use. Under these circumstances, the following policies also apply:

- The employee must differentiate what is Parish work-related and what is personal.

Therefore, a social networking account, blog, web page or similar forum used for work should be created in the name of the Parish, using work contact information, not the personal contact information or in the name of the employee or volunteer holding the position.

- The forum and its contents remain the intellectual property of the Parish, not the employee or volunteer who created the account, blog, web page or similar on-line forum. Access to the editorial rights to the forum is controlled by the Parish.
- The author may not reference or cite Parish, employees, parishioners, or parents of school children without their express written consent. The author is expected to be respectful. The author is expected to adhere to copyright laws, and reference or cite sources appropriately.
- Once information is posted and on the internet, there is no expectation of privacy. The employee's online presence reflects on the Parish, and the employee must exercise prudence and discretion because actions captured via images, posts, or comments can reflect on the local Church. Conduct in violation of the policies of the Archdiocese can lead to discipline up to and including termination.
- Use of communication methods, such as e-mail, texting, instant messaging, posting, etc. to contact minors must be confined to professional purposes.
- Employees may not "friend" or add minors they work with professionally through the Parish or school as contacts on official Parish or school social media sites.

Personal Social Media and Social Networking

Employees are not to use personal websites, social networking or social media sites for the work of the Archdiocese, Parish, or school. The following policies also apply to the use of personal social media or social networking sites:

- Personal social media activities must not interfere with work commitments
- Employees may not use a Parish business work address to set up a personal account

- Parish or school logos and trademarks may not be used
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author's alone
- The author should be clear and write in the first person, thus communicating implicitly that he/she is speaking for him/herself and not on behalf of the Archdiocese or Parish
- Supervisors may not "friend" or otherwise add subordinates as contacts on social media sites
- Employees may not "friend" or add minors they work with professionally through the Parish or school as contacts on social media sites (with the exception of family members)
- Nothing in this policy is intended to limit the right of employees to engage in protected labor activities via the use of social media, or from discussing the terms or conditions of their employment

Personal Cell Phones

Personal cell phone use is not permitted while working and should be limited to lunches and breaks, unless required by your job or with prior management approval.

Personal cell phones should be kept on "silent" or "vibrate" mode during work hours in order to limit disruptions in your work area.

Parish policy and Oregon law prohibit the use of all electronic devices while driving without hands-free devices. You are prohibited from taking business calls or texting while driving if you don't have a hands-free device. Please pull over safely and place the car in park before answering a call or texting without a hands-free device.

Parish & Personal Property

You are expected to treat property belonging to the Parish, property belonging to fellow employees, or any other third-party property with care and respect. Theft, misappropriation, misuse, or willful destruction of property or unauthorized removal of such is prohibited.

You are responsible for the custody and care of any parish property that has been issued or assigned to you. If you are terminated, whether voluntarily or involuntarily, you are required to return any parish property in your possession immediately.

In accordance with applicable law, the Parish at its sole discretion, may request that you consent to and permit an inspection of including, but not limited to: personal property brought onto or taken from the

premises, any work, rest or storage area, all parish vehicles, desks, lockers, computers, etc., that are within your possession or control.

Before you remove parish products or any other items belonging to the Parish from the premises, you must obtain authorization from your supervisor.

Confidentiality

Confidentiality is important. It is important to protect employees, Parish/school business, and the Catholic community.

Employees of the Parish may be exposed to information which is confidential and/or privileged and proprietary in nature. "Confidential and/or privileged information" means all information related to the Parish or Archdiocese that is received or accessed, as a result of employment, by the employee, which information is not generally known by the public, including, but not limited to, financial information, pending projects and proposals, contracts, leases and agreements entered into by the Parish or Archdiocese, student or parishioner records, social media handles and passwords, etc. It is the policy of the Parish that such information must be kept confidential both during and after employment or volunteer service.

Employees are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, up to and including termination.

In addition, certain records and/or personal information about employees or clergy must always be treated as confidential, with any requests for information from any source directed to the supervisor. When employees need to be aware of sensitive issues, those discussions should be held in private.

Various state and federal laws require safeguarding data that includes personal information. Oregon law mandates that owning, maintaining, or possessing data that includes an individual's personal information used in business, vocation, occupation, or volunteer activities, requires notification after discovering a breach of security, if personal information was part of a breach. This means that the Parish must notify any individuals whose personal information was breached. The law also requires the Parish to establish and maintain sound data security procedures.

Offices at parishes and schools that deal with personal information must secure documents that contain personal information to prevent inappropriate or illegal disclosures. Some offices deal, in particular, with information protected by the Americans With Disabilities Act (ADA) and/or the Health Insurance Portability and Accountability Act (HIPAA).

The guidelines below explain both the responsibility to protect the information and the employee's right to expect reasonable protection under the ADA and HIPAA:

- Information must be kept in secure files and/or offices
- Health information must be kept in separate files, not personnel files
- E-mail correspondences must be protected by using passwords and ensuring that confidential information is communicated only in a system with effective firewall

If an employee handles confidential information, they are responsible for its security and should not discuss it with anyone other than the supervisor, except on a need-to-know basis. If confidentiality has knowingly been violated by an employee, the employee will be subject to appropriate discipline, up to and including termination.

Business Ethics & Conflicts of Interest

The Archdiocese and Parish will comply with all applicable laws and regulations and expects its employees and parish representatives to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Our expectation is for all employees and parish representatives to use their best judgment. Transparency is the key to avoiding conflicts of interest. When in doubt, ask your supervisor or Business Manager for guidance to assess the potential for a conflict of interest and determine how it can be resolved.

Business dealings with outside companies should not result in unusual gains for those companies. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for an employee or for a relative as a result of Archdiocese or Parish business dealings. For the purposes of this policy, a relative is any

person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose to your supervisor or Business Manager as soon as possible. The existence of any actual or potential conflict of interest must be disclosed so that safeguards can be established to protect all parties.

Personal & Family Relationships

Employee's relatives and friends may be eligible for employment and, if employed, may be eligible for transfers, promotions, etc., to positions for which they are qualified. However, relatives are not entitled to preferential consideration and will not be hired or promoted into a position that creates a conflict of interest.

A familial or romantic relationship among employees can create an actual, potential, or perceived conflict of interest at work, especially if one relative, spouse, or partner of such a relationship supervises another relative, spouse, or partner. This policy applies to all employees without regard to the sex, gender identity, or sexual orientation of the individuals involved.

For the purposes of this policy, a familial relationship is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status). This policy also applies to roommates.

A romantic relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

If two employees marry, become related, become roommates, or enter into a romantic relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. It is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. If this occurs, the employees may be reassigned or separated from the Parish.

In other cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the employees may be reassigned or separated from the Parish.

Employees involved in close personal relationships should refrain from public workplace displays of affection and excessive personal language.

A stone statue of a religious figure, possibly an angel or saint, is shown in profile, facing right. The figure has long, wavy hair and is wearing a long, flowing robe. Their hands are clasped together in a prayerful gesture. The statue is set against a background of a classical building facade, featuring columns and decorative moldings. The lighting is warm and golden, suggesting a sunset or sunrise, which casts long shadows and highlights the texture of the stone.

Safety Practices

Workplace Safety

Workplace Safety

Safety in the workplace is based on knowledge, skill and an attitude of care and concern. It is the responsibility of each employee to work in a safe and efficient manner.

The Parish has a safety committee which allows management and employees to work together to monitor the overall safety of our operations and to recommend changes in policies, rules, and practices in order to make this a safer place for all of us to work.

Each employee must adhere to the following safety standards:

- Comply with safety policies and supervisor instructions.
- Report unsafe conditions or equipment.
- Report all injuries and “close calls” to their supervisor immediately.
- Refrain from unsafe behavior or endangering other employees.
- Assume responsibility for their conduct and actions.
- Ask questions when unsure of safe work procedures.
- Use all safety equipment/devices provided for their protection.
- Report activities occurring in the workplace when considered unsafe or illegal.
- Not jeopardize their safety through drug or alcohol use.
- Demonstrate a positive verbal and visual example for other employees to follow.

Please promptly notify your supervisor of any job-related illness or injury. All accidents, regardless of if an injury occurred or not, must be reported to your supervisor immediately.

Emergency Closings

Emergencies such as severe weather, fires, power failures, earthquakes, or public health emergencies can disrupt the Parish’s ability to keep the workplace open.

In some instances, the Parish may decide to close the workplace. Whether the decision to close the workplace is made before the workday begins or as the day progresses, employees will be notified by leadership of the Parish’s decision to close for the day. Leadership will also update employees regarding any subsequent days the Parish may need to close the workplace. If

an employee is unable to report to work due to an emergency on a day when the workplace is open, they should notify their supervisor in accordance with the expectations outlined in the Attendance & Punctuality policy.

In instances where the workplace is closed, employees should work from home if they have the ability to do so, unless the emergency also effects their home office (such as a power outage, fire, or earthquake).

Employee’s pay during emergency closings will be handled depending upon the situation and will be uniformly applied across employees. In instances where the time off is unpaid, employees may choose to use any available church-provided paid time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, those who work will receive regular pay.

Violence Prevention & Weapons

All employees should be treated with courtesy and respect at all times. You are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Possession of dangerous or deadly weapons including, but not limited to, any firearms or other weapons, explosive devices, and/or hazardous materials on parish premises or off parish premises while performing job-related duties is strictly prohibited.

Conduct that threatens, harasses, or bullies another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

All threats or actual violence (both direct and indirect) should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, please be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself at risk. If you see or hear a commotion or disturbance near your work station, do not try to intercede.

The Parish will promptly and thoroughly investigate all reports of threats or actual violence, and of suspicious individuals or activities.

The Parish encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Parish will assist

in the resolution of employee disputes and will not discipline or retaliate against employees for raising such concerns.

Smoking

Our intent is to provide a safe and healthy work environment. All forms of tobacco use (cigarettes, e-cigarettes, vaping, smokeless, etc.) are prohibited throughout the workplace. In alignment with state law, all forms of tobacco use are also prohibited outside of the buildings within ten feet of all entrances, exits, ventilation systems, and windows that can open.

This policy applies equally to all employees, customers, and visitors.

Alcohol & Drug-Free Workplace

We are committed to maintaining an alcohol and drug-free workplace and have a zero-tolerance policy with respect to drugs and alcohol in the workplace. Drug and alcohol use may impact an employee's work performance. Employees who work under the influence of intoxicating beverages, controlled or illegal substances, or who are impaired by such beverages or substances in the workplace may also be a danger to themselves and others.

Accordingly, while on our premises or work time, including breaks and lunch periods, you are prohibited from being under the influence of alcohol or any substance that is controlled or illegal under federal or state law. For purposes of this policy, under the influence means (a) having any detectable level of alcohol or an illegal or controlled drug under federal or state law in one's system while covered by this policy, or (b) a noticeable or perceptible impairment of your mental or physical faculties while covered by this policy.

This policy also prohibits the sale, possession, use, consumption, or distribution of alcohol or illegal or controlled drugs on Parish premises, while on duty or in a Parish vehicle, or engaged in Parish activities. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether a reasonable basis exists.

When alcoholic beverages are served in conjunction with our business or social events, employees may drink alcoholic beverages in moderate amounts. You must be fit to perform your duties and other responsibilities in a safe and efficient manner and take care that

alcohol consumption does not lead to impaired performance, inappropriate or unprofessional behavior, unsafe conduct, or violations of law.

Employees medically authorized to use prescription drugs or over-the-counter medications in the workplace are responsible for consulting with their physician whether such use can impair workplace safety. If it can impair workplace safety, you must report the use to your supervisor or Business Manager and provide proper written medical authorization from a physician to work while using such drugs. Abuse of prescribed medications and over-the-counter drugs outside of their prescribed or intended use will not be tolerated at the Parish.

Employees who voluntarily request assistance in dealing with a personal drug and/or alcohol problem may do so without jeopardizing employment as long as this assistance is requested before work performance is affected or disciplinary problems have begun or a violation of this policy occurs. Treatment programs may be available through our insurance coverage. Employees are responsible for any treatment costs not covered through health insurance. No employee will be discriminated or retaliated against for seeking assistance; however, performance issues that arose before assistance was requested will continue to be addressed.

All current employees are subject to drug and alcohol testing as described in this policy.

Blood-Borne Pathogens

The Parish complies with all Occupational Safety and Health Administration (OSHA) requirements regarding blood-borne pathogens. The federal guidelines and recommendations were developed to address all employees who may be at risk for encountering occupational exposure to blood-borne pathogens.

Please review the Oregon OSHA fact sheet for details: <https://osha.oregon.gov/OSHAPubs/factsheets/fs16.pdf>

Blood-borne pathogens and Other Potentially Infectious Materials (OPIM) can cause serious diseases, such as HIV and Hepatitis B. Staff may have to deal with injuries from trips and falls, bloody noses, soiled undergarments, or vomit. By regulation, these bodily fluids must be treated as blood-borne pathogens or OPIM.

These regulations also require employers to identify employees who are occupationally exposed. Parish employees who are occupationally exposed will be

required to attend training and have documentation on file. Please contact your supervisor if you have questions on whether or not your position requires you to attend training. Other employees may attend this training with supervisor approval. Please refer to the Employee Health Training Process: <https://healthed-trainings.apps.mesd.k12.or.us/events/>

Employees are required to report any OPIM exposure incident to the Business Manager, Pastor, or Principal immediately. The Business Manager, Pastor, or Principal will document the exposure and may be required to complete an OSHA 300 Log entry: <https://osha.oregon.gov/OSHAPubs/3353.pdf>



Leave of Absence

Leave of Absence

We understand that this information can be complicated and sometimes difficult to understand. Please do not hesitate to contact the Business Manager to begin the leave of absence process, if you have any leave of absence questions, or to help you through the process.

Paid Leave Oregon

Employees in Oregon are eligible to apply for paid family, medical, and safe leave (referred to throughout this policy as Paid Leave) through Paid Leave Oregon. Employees who are eligible for Paid Leave and other state and federal leave laws must take their leaves concurrently.

Employee Eligibility

Employees requesting benefits must have met all of the following requirements to qualify for Paid Leave:

- Experienced a qualifying event
- Completed an application
- Earned \$1,000 in wages in the past year (from any Oregon employer)
- Contributed to Paid Leave through payroll deductions and/or employer contributions (from any Oregon employer)

Employees are not eligible for Paid Leave for time missed while also receiving workers' compensation or unemployment benefits.

Reasons for Leave

Eligible employees can take leave for any of the following reasons:

- Family Leave:
 - To bond with a new child after the birth, adoption, or foster placement. This can be taken within the first 12 months after the birth, adoption, or placement.
 - Pre-placement leave for activities necessary to complete a child's adoption or foster care placement.
 - To care for a family member experiencing a serious health condition. Family members include an employee's:
 - Spouse or domestic partner.
 - Child or the child's spouse or domestic partner. "Child" includes a biological child, adopted child, stepchild, and foster child.

- Parent or parent's spouse or domestic partner. "Parent" includes biological parent, adoptive parent, stepparent, foster parent, and parent-in-law.
- Sibling or step-sibling or their spouse or domestic partner.
- Grandparent or grandparent's spouse or domestic partner.
- Grandchild or grandchild's spouse or domestic partner.
- Anyone the employee is related to by blood or affinity whose close association with the employee is the equivalent of a family relationship.

- Medical Leave: for an employee's own serious health condition.
- Safe Leave: for survivors of sexual assault, domestic violence, harassment, or stalking to obtain legal or law enforcement assistance, seek medical treatment or recover from injuries, obtain counseling, or support services, or relocate or take other steps to secure the health and safety of themselves or their dependent child.

When an employee applies for Paid Leave, they must provide verification of the qualifying reason.

Amount of Leave Available

Paid Leave allows eligible employees in Oregon to take up to 12 weeks of paid family, medical, or safe leave per benefit year. Additional paid leave (limited to two weeks) related to pregnancy issues may be available for a birthing parent in addition to the standard 12 weeks provided under Paid Leave.

An employee's benefit year begins the Sunday before the period of leave and lasts for 52 weeks. Employees can take Paid Leave in increments of one workday or one workweek and can take it all at once (consecutively) or in separate blocks of time (non-consecutively).

Requesting Leave

For leave taken for a planned reason (such as an upcoming surgery or for the birth, adoption, or placement of a child), employees must provide notification to the Parish at least 30 days before taking leave.

In an emergency (such as an unexpected serious health condition, premature birth, or safe leave), employees must inform the Parish within 24 hours of the event and provide written notice within three days of starting leave.

Applying for Benefits

Employees may submit their applications for Paid Leave through the Frances Online website to receive benefits. This may be done as early as 30 days before the start of Paid Leave and up to 30 days after the start of Paid Leave. All decisions regarding paid leave benefits are made by Paid Leave Oregon.

Benefit Amounts

Paid Leave provides eligible employees full or partial wage replacement benefits (if they meet eligibility requirements). The benefit payment amount will depend on the employee's average weekly wage in the previous year, up to the maximum weekly benefit amount set each year.

Employees may choose to use parish-provided accrued vacation/sick leave concurrently with their Paid Leave benefits but are not required to do so.

Employee Rights

Employees who have been with the Parish for 90 days are entitled to job protections and to return to the position they held before the start of Paid Leave if that position still exists. Employees must take Paid Leave concurrently with any other state or federal leave for which they qualify.

The Parish will maintain existing health benefits for employees receiving Paid Leave until the employee's Paid Leave ends or the employee returns to work.

Employees will not be required to take accrued vacation/sick leave before accessing Paid Leave benefits or while using Paid Leave.

Oregon Family Leave Act (OFLA)

The Parish recognizes that there are times when you may require a leave of absence from work. Certain reasons for absence will qualify for job protection and benefit continuation under the Oregon Family Leave Act (OFLA).

While OFLA is unpaid, the Archdiocese paid health and life insurance coverage can continue in some cases. If you miss a premium payment for your health insurance benefits while on OFLA leave, you may be required to send in premium payments while you are on leave or catch up on premiums when you return. This information will be provided to you in your leave of absence paperwork.

The Parish will provide a leave of absence for up to 12 workweeks (and up to an additional 12 weeks for any pregnancy related disability) to eligible employees for certain family or medical reasons and in accordance

with OFLA. The function of these policies is to provide employees with a general description of their OFLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

To be eligible for leave under the OFLA, employees generally must:

- Have worked for the Parish for at least 180 days immediately before the date the leave begins.
- Have averaged at least 25 hours a week during the 180 days immediately before the date on which OFLA family and medical leave begins.

During a period of time covered by a public health emergency, an employee must have worked for the Parish for at least 30 days immediately before the date leave begins and have averaged at least 25 hours of work per week in the 30 days immediately before the date on which OFLA leave begins.

OFLA leave may be granted for these reasons or purposes:

- To care for the employee's, spouse's, or domestic partner's sick child who requires home care, if no other family member is available to care for the child.
- To care for the employee's, spouse's, or domestic partner's sick child whose school or childcare provider has been closed in conjunction with a declared public health emergency or declared state of emergency that is related to a public health emergency.
- For an employee's disability due to their own pregnancy, childbirth, or related medical condition or for absence for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Parish is able to offer, except that leave for prenatal care is covered without regard to disability.
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member (Bereavement Leave).

A copy of the OFLA poster is provided at the end of this Handbook. To apply for OFLA leave, please submit the Leave Request Form at least 30 days before your leave begins unless it is an emergency situation. Depending on the type of leave, you may be required to submit certification form from your healthcare provider or your child's healthcare provider.

We use a “rolling forward year” to determine an employee’s OFLA leave entitlement. This means that we look forward on the calendar for one year from the Sunday before the first day of your leave. This method tells us how much of this job-protected time you have available to use.

If you are entitled to paid leave under any parish-offered benefit plan or policy (not including Paid Leave Oregon), you must take the paid leave concurrently with OFLA prior to taking leave unpaid.

If you are on an unpaid leave of absence, you will not accrue vacation/sick leave during your leave.

Family & Medical Leave Act (FMLA)

It is the Parish’s policy to provide eligible employees with leave for appropriate family or medical reasons, or military-related reasons, in compliance with the Family and Medical Leave Act (FMLA) under federal law. FMLA runs concurrently with any other state or federal leave program to which the employee may be entitled.

The Parish will provide a leave of absence for up to 12 weeks to eligible employees for certain family or medical reasons and in accordance with FMLA. The function of these policies is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

To be eligible for FMLA leave, an employee must have worked for the Parish for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave.

An eligible employee may take FMLA leave for the following reasons:

- For the birth of a child and to care for the newborn child.
- For the placement of a child with the employee for adoption or foster care and to care for the newly placed child.
- For the serious health condition of the employee that leaves the employee unable to perform the essential functions of the job.
- To care for an employee’s spouse, child, or parent who is suffering from a serious health condition. A spouse is defined as a husband or wife who is in a marriage recognized by state law, including common law marriage and same-sex marriage.
- For a qualifying exigency arising out of the fact that the employee’s spouse, child or parent is on covered

active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the servicemember.

A copy of the FMLA poster is provided at the end of this Handbook. To apply for FMLA leave, please submit the Leave Request Form at least 30 days before your leave begins unless it is an emergency situation. Depending on the type of leave, you may be required to submit one of the applicable certification forms from your healthcare provider or your family member’s healthcare provider.

We use a “rolling forward year” to determine an employee’s FMLA leave entitlement. This means that we look forward on the calendar for one year from the Sunday before the first day of your leave. This method tells us how much of this job-protected time you have available to use.

If you are entitled to parish paid leave under a vacation or sick leave policy you must take the parish paid leave before taking leave unpaid. You are not required to use your parish paid time off if you are receiving payments through a state paid leave program, state paid leave equivalent plan, or a short-term disability policy. Your FMLA leave entitlement will run concurrently with any paid leave you receive either through the company or other state program.

If you are on an unpaid leave of absence, you will not accrue vacation/sick leave during your leave. Your accrual will resume when you return to work.

Personal Leave

We recognize that there will be times when an employee needs extended time off due to personal matters. Full-time employees are eligible to request an unpaid personal leave as described in this policy after completing six months of service.

Personal leave may be granted for a period of up to 30 calendar days every one year. Consideration will be given to requests for extensions to the maximum period for a personal leave of absence. If you are entitled to paid leave under any benefit plan or policy, you must take the paid leave first prior to taking leave unpaid.

As soon as you become aware of the need for a personal leave of absence, you should request a leave from your supervisor.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the Archdiocese for the duration of your approved leave period unless your leave extends beyond 30 days. After the expiration of 30 days of personal leave, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from personal leave, benefits will again be provided by the Archdiocese according to the applicable plans.

Benefit accruals, such as vacation/sick leave will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases. If you fail to report to work promptly at the expiration of the approved leave period, we will assume you have resigned.

Bone Marrow Donor Leave

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with unpaid time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less, unless the Parish agrees otherwise.

This leave is unpaid, however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your vacation/sick leave in addition to your paid leave benefits.

Employees may be required to provide the Parish with verification from a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

Crime Victims Leave

Employees who are the victim of a crime or whose dependent is the victim of a crime may be eligible for leave in order to assist in the prosecution and trial of

the accused. Employees taking qualifying Crime Victims Leave may choose to use vacation/sick leave during this leave so the leave will be paid.

This leave is unpaid, however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your vacation/sick leave in addition to your paid leave benefits.

In order to be eligible to take this leave, you must have worked for the Parish at least 25 hours per week for the 180 days immediately preceding the leave.

Please provide no less than three days' notice of the intention to take leave to attend a court hearing. Please also provide a copy of any hearing notice prior to taking the leave.

Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave & Accommodation

We provide a leave of absence without pay to employees who wish to take time off from work duties if they are a victim of domestic violence, harassment, sexual assault, bias, or stalking or are the parent or guardian of a minor child or dependent who is a victim.

This leave is unpaid, however, you may be able to receive paid leave in Oregon. Please see the Paid Leave Oregon policy for more details. Any leave granted under Paid Leave Oregon will run concurrently with this leave.

Additionally, if you are eligible for paid leave in Oregon, you may also access your vacation/sick leave in addition to your paid leave benefits.

All information and documentation pertaining to the leave, including that you requested or obtained leave, will be kept strictly confidential.

We also provide reasonable safety accommodations to employees who are victims of domestic violence, sexual assault, or stalking, including but not limited to, transfer, reassignment, a modified schedule, or unpaid leave, unless to do so creates an undue hardship.

Please see the posted requirements on the employee bulletin board or contact your supervisor for further details or to request leave.

Leave for State Board or Commission Service

Employees who are appointed members of an Oregon state board or commission will be allowed time off for board or commission service.

Employees must provide at least 21 days' advance notice of any time they need to spend in service as an appointed member of a state board or commission.

Time off under this policy will be without pay, except that exempt employees will be paid when required under applicable law. Employees will not be required to use vacation leave, sick leave or annual leave for time spent as an appointed member of a state board or commission.

The Parish will not terminate, threaten to terminate, intimidate, coerce, or otherwise discriminate or retaliate against employees because of their service or scheduled service as an appointed member of a state board or commission.

Legislative Leave

Employees that have been employed by the Parish for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy is unpaid. However, employees may choose to use any available vacation/sick leave to cover their time away.

Employees must provide notice of the need for leave under this policy at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed.

The Parish reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the Parish change during the leave such that it would be impossible or unreasonable to reinstate the employee.

USERRA Military Leave

Federal law provides employees with the right to take leave to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA.

State laws may also provide an employee with rights to take military leave. If the employee works in a state that provides rights in addition to those provided under USERRA, the Parish will provide those rights. If an employee plans to request leave based on military

service, they should contact their supervisor for information on any additional rights or requirements, if applicable, under state law.

Employee Eligibility

Employees will be granted a leave of absence for service in the uniformed services according to USERRA and applicable state law. Leave is available to all employees who are eligible to take it and seek reinstatement under USERRA or applicable state law for the purpose of performing service in the uniformed services.

Notice of Leave

An employee must notify their supervisor of the need to take a leave as far in advance as feasible. The Parish requests notice at least 30 days prior to the beginning of the leave, if possible. Verbal notice is sufficient, but the Parish may request documentation from the employee. If giving notice is impossible or unreasonable for reasons not attributable to the employee, notice should be provided as soon as possible. Notice may not be required when precluded by military necessity, which is defined by the Department of Defense, the Administrator of FEMA for FEMA service, or the Secretary of Health and Human Services for intermittent disaster-response appointees of the National Disaster Medical System.

Employees are responsible for updating changes in contact information by sending such information to the Business Manager.

Length of Leave

An employee is entitled to leave for up to five years of service in the uniformed services, subject to certain exceptions that may require the Parish to provide leave, but not count the service period towards the five-year limit. Employees who have questions about whether their service period counts toward the five-year limit should contact their supervisor or Business Manager.

Use of Accrued, Unused Paid Time Off During Leave

Any employee on a military leave may use accrued, but unused, paid time off to compensate the employee during the leave. The employee is not required to use such paid time off during a military leave but may choose to do so.

Reinstatement

Employees are eligible under USERRA to seek reinstatement if they meet the following requirements (more fully discussed below):

- The employee provides proper notice of their service.
- The cumulative total of the employee's service periods does not exceed five years, except as otherwise permitted by USERRA.
- The employee seeks reinstatement within the time frames outlined by USERRA.
- The employee is not discharged from service in the uniformed services in a manner that disqualifies the employee from USERRA's protections (e.g., dishonorable discharge).

Employee Responsibility to Seek Reinstatement

The following rules apply to an employee who seeks reinstatement after completing a period of service in the uniformed services.

- For uniformed service that is 30 days or less or fitness for duty examinations: The employee must return to work at the beginning of the first regularly scheduled work period that starts on the first full day after release from service, following reasonable travel time home, plus an eight-hour rest period.
- For uniformed service that is 31-180 days: An employee must seek reinstatement within 14 days of release from uniformed service.
- For uniformed service that is 181 days or more: An employee must seek reinstatement within 90 days of release from uniformed service.
- In case of injury or illness: If an employee is hospitalized, convalescing, or recovering from an injury or illness incurred or aggravated during uniformed service, the periods for seeking reinstatement may be extended for a period of up to two years. Any such extension generally cannot exceed two years from the time of the illness or injury in question, except if circumstances outside the employee's control make it impossible or unreasonable for the employee to report within the two-year period.

Reinstatement Protections

An employee returning from leave who properly seeks reinstatement according to the requirements of USERRA and applicable state law will be entitled to reinstatement as follows:

- If uniformed service is 90 days or less: The employee will be returned to the position they would have held if there had been continuous employment if the employee is qualified to perform the required duties of that position ("escalator position"). If the employee is not qualified to perform the required duties of the escalator position, the Parish will make reasonable efforts to qualify the employee for that position. If the

employee is not qualified for the escalator position after these reasonable qualification efforts are made, the employee will be reinstated to the position the employee held immediately prior to starting the leave.

- If uniformed service is 91 days or more: The employee will be returned to the escalator position. If the employee is not qualified to perform the required duties of the escalator position, the Parish will make reasonable efforts to qualify the employee for that position. If the employee is not qualified for the escalator position after these reasonable efforts are made, the employee will be returned to the position they held immediately prior to taking a leave, or a position of like status, pay, and seniority.

Employees with Disabilities

An employee who has a disability that is incurred in, or aggravated during, uniformed service is entitled to receive reasonable accommodations in the performance of the escalator position. If the employee is not qualified for the escalator position even with the consideration of reasonable accommodations, the employee will be reemployed in a position of equivalent seniority, status and pay for which the employee could become qualified or is qualified after reasonable accommodation. If the employee cannot meet the qualifications of this second position even with the consideration of reasonable accommodations, the Parish will reemploy the employee in a position that is the nearest approximation in terms of seniority, status, and pay to the second position, with reasonable accommodations.

Prompt reinstatement will vary depending on the amount of time the employee has been out on military leave. Prompt reinstatement may require a delay in employment of up to two weeks following the date the employee seeks reinstatement. Only in unusual circumstances will this period exceed two weeks.

The Parish may require an employee returning from military leave for a period of service that exceeds 30 days to provide documentation of the employee's right to reinstatement, which requires the employee to show that:

- The employee has not exceeded five years of non-exempt service.
- The employee sought reinstatement within the time frame required by USERRA.
- The employee was discharged from service in the uniformed services in a manner that does not disqualify the employee from USERRA's protections.

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during

the leave period. Additionally, if an employee fails to seek reinstatement within the time frames discussed below, the Parish will apply its normal work rules regarding absence from employment without notice or permission.

Discharge Restrictions Following Reinstatement

Employees who are reinstated after uniformed service that lasts between 31 and 180 days will not be discharged except for cause for a period of six months following reinstatement. Employees who are reinstated after uniformed service that lasts more than 180 days will not be discharged except for cause for a period of one year following reinstatement.

Health and Welfare Benefits During Leave

Active military personnel and their dependents typically are covered by TRICARE, the military healthcare plan, if the deployment is longer than 30 days.

An employee on military leave who elected health care coverage under the Parish's health care plan prior to the start of a leave will retain that coverage for the first 30 days of any military leave at the rates the employee paid immediately prior to the start of the leave. After 30 days of leave, the employee may elect to continue their health care coverage, including coverage for dependents, for up to 24 months, under USERRA. If this continuation coverage is elected, the employee will be required to pay the entire cost of such coverage, which may be up to 102% of the full premium amount for that coverage (i.e., the employer's share plus the employee's share, plus two percent for administrative costs).

Employees also may be entitled to coverage under COBRA for up to 18 months of a military leave. COBRA coverage runs concurrently with any continuation coverage under USERRA, and the employee is entitled to only one form of continuation coverage. The employee is responsible for all premium payments attributable to the employee; failure to pay such premiums will result in cancellation of coverage.

Prohibition Against Discrimination and Retaliation

Any employee who believes they have been discriminated or retaliated against based on their past, present, or future participation in the uniformed services, request for military leave, complaint, or participation in any investigation of a complaint of discrimination or retaliation based on a military leave request or service participation, or any other situation protected under USERRA should

immediately provide a written or verbal report to their supervisor, Business Manager, or Pastor to report such incidents.

After a report is received, the Parish will conduct an investigation. The Parish prohibits retaliation against employees who make such a complaint.

Oregon Military Leave

As noted in the USERRA policy, the Parish provides reemployment following leave to provide service in the uniformed service, in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Under USERRA, an employee's total military leave time may not exceed five years during employment, except in certain, defined circumstances. For Oregon employees, time spent performing the following types of service will be excluded when determining whether the employee has met the five-year limit on duration of military leave: voluntary service overseas and voluntary service within the United States during or in response to an emergency or disaster declared by the local, state, or federal government.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if they are a member of the organized militia of Oregon and are called into active service of the state or a member of the organized militia of another state and called into active state service by the Governor of that state. For purposes of this policy, active state service includes service performed on full-time duty status in the federal uniformed services or the United States National Guard and service performed while on full-time duty status for training, operational duty, or other service, other than inactive duty, of the organized militia under the authority of the Governor, whether paid from state or federal funds. The Parish will grant leave until the employee is released from state service.

Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if the militia is called into active service. The

Parish will grant leave until the employee is released from state service. Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

Oregon Family Military Leave

Employees working an average of at least 20 hours per week who have a spouse or domestic partner that is a member of the military and has been notified of an impending call, order to active duty, or has been deployed during a period of military conflict, will be granted a leave of up to 14 days for each deployment. Leave may be taken intermittently, in which case the total number of hours of leave available is the amount the employee regularly works per day multiplied by 14. The leave can be taken before and during deployment, as well as when the military spouse or domestic partner is on leave from deployment.

Employees should let the Parish know within five days of receiving an official notification of a call to duty if they intend to take leave, or as soon as practicable if official notice is received less than five days before the leave is to begin. An employee taking leave under this policy may be required to provide a photocopy of the service member's orders.

Leave under this policy is unpaid, but employees may elect to use accrued paid time off during the leave. For employees who are eligible for leave under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (FMLA) and have OFLA and/or FMLA leave time remaining, time off under this policy will be counted as part of the total amount of authorized OFLA and/or FMLA leave.

Witness Duty

We encourage employees to appear in court for witness duty when subpoenaed to do so.

If you have been subpoenaed or otherwise requested to testify as a witness by the Archdiocese or Parish, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off to appear in court as a witness when requested by a party other than the Archdiocese or Parish. You are free to use any available paid time off benefit such as vacation/sick leave, to receive compensation for the period of this absence.

The subpoena should be shown to your supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but generally unpaid unless you have vacation, sick, or other paid leave available.** However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- ▶ OFLA applies to employers with 25 or more employees in Oregon.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)
- ▶ You can take up to 12 weeks of time off per year for:
 - » **Providing care to your child related to an illness, injury or conditions that requires home care** or when your child's school or child care provider is closed as a result of a public health emergency.
 - » **Bereavement** (up to two weeks) for the death of an individual related by blood or affinity.
 - » **Pregnancy disability leave:** In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- ▶ Your employer must continue to provide the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.
- ▶ Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844
Email: BOLI_help@boli.oregon.gov
Web: oregon.gov/boli
Se habla español.



OREGON LAWS
Protect You At Work

July 2025 - June 2026



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, you or a loved one's serious illness or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **paidleave.oregon.gov** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.



What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov

Call: 833-854-0166

Email: paidleave@oregon.gov

Paid Leave Model Notice Poster

Receipt of Employee Handbook

This acknowledges I have received a copy of the Archdiocese of Portland in Oregon (referred to throughout this Handbook as the Archdiocese or the Parish) Employee Handbook. As an employee of the Parish, I agree to read this Handbook, and to ask my supervisor about any portion of this Handbook I do not understand. I understand and agree that the Archdiocese or Parish has the right to add, delete, or otherwise modify the policies, procedures or other information provided in this Handbook at any time. I also understand and agree that the Parish has the right to interpret and apply the policies and procedures in this Handbook in their discretion. I agree to abide by these policies, procedures, and other requirements of this Handbook. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that neither this Employee Handbook nor any verbal statements made by the Archdiocese or Parish constitute an agreement or promise of continued employment and that the provisions of this Handbook may be changed at any time. I understand that I am employed at will and that the Parish reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the Archdiocese is authorized to modify this at-will employment policy or enter into an agreement contrary to this policy.

If I have any questions about this employment relationship, I understand that I can contact my supervisor.

Print Name

Employee's Signature

Date