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Other sections can be revised by each entity.

# Sample Parish

Anytown, Iowa



# Employee Policy Manual

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

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*Mission Statement of  
Sample Parish*

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## The Policy Manual & Your Employment

The information contained in the policy manual is presented for the benefit of all current and future employees. Our intent is to supply guidance concerning Sample Parish's practices, benefits, regulations and rules of conduct. This handbook constitutes only a summary of our personnel policies and is not meant to be all-inclusive or to explain every employment situation.

**While we are committed to periodically reviewing this information in this Manual, Sample Parish reserves the right to revise, change, correct and update this manual at any time.** When changes occur, you will be notified of the changes and given replacement pages to the Manual. You are encouraged to discuss any questions you have concerning these policies with your supervisor.

Although Sample Parish has distributed this Manual as a resource to answer general questions you may have regarding your employment, you should understand that neither this Manual, nor any rules, regulations or policies contained in this Manual or otherwise explained to you, constitutes an employment contract. **All employment with Sample Parish is "at-will".**

Every employee of Sample Parish must conform to the rules, regulations and policies of Sample Parish. Employment can be terminated, with or without cause at any time, at the option of either the employee or Sample Parish. No Director or other representative of Sample Parish has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this rule.

This manual published _____, 20____, supersedes all previous Employee Manuals and Personnel Policies established by Sample Parish.
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### **Equal Employment Opportunity/Non-Discrimination**

Sample Parish is committed to providing equal employment opportunities. It is our policy to recruit, hire, train, compensate, promote, transfer and, when necessary, discipline employees in a manner that provides fair and equal treatment without discrimination on the basis of race, color, sex, national origin, age, disability, or other classifications protected by applicable law. Because it is a religious organization, Sample Parish reserves the right to consider religion and other allowable qualifications in employment decisions, within the framework of the law, and nothing in this Manual or other Diocesan policies should be construed to waive the “religious organization” exemption under local, state or federal non-discrimination laws.

Sample Parish will make reasonable accommodations to known physical and mental limitations of qualified applicants and employees with disabilities.

The Pastor coordinates compliance with this policy and should be contacted with any questions about equal employment issues including accommodations for qualified individuals with disabilities.

It is the policy of Sample Parish that employees or applicants who have concerns about discrimination, oppose any discriminatory practice, or participate in the investigation of such complaints, shall not be retaliated against for such actions.

### **Hiring Process**

As appropriate, we will announce job vacancies to current staff and prospective applicants as soon as notice is given, vacating a position, or a new position is created. In recruiting personnel, Sample Parish will make known to current and prospective employees, the title of the specific position, the requirements and qualifications as outlined on the job description, the salary range and benefits.

However, in compliance with Diocesan Policy, Sample Parish will not:

- Place any employee under the direct supervision of their spouse, parent, sibling, or child because of the potential for creating an adverse impact on supervision, safety, or morale or creating a conflict of interest within an employment setting.

NOTE: This policy does not apply to positions that are temporary or seasonal in nature.

All applicants are required to complete an application form and/or provide a resume and appear for an interview. Interviews for prospective employees are based on the job description for the vacant position and questions will be job-related only.

As part of the interview process, applicants will be informed that prior to any offer of employment, they will be required to submit to a criminal background check, and if applicable to their position, a driver's license check and credit check. All offers of employment are contingent upon the successful completion of this background check. Candidates for staff positions will be interviewed and hired by the Pastor, possibly in collaboration with the Parish Directors and/or members of the Finance Council. Applications for those not hired will be kept on file for a one-year period.

### **New Employees**

After hire, you will receive the following forms to complete:

- A. Federal Tax Withholding Form (W-4) - you are required by law to file forms with the parish, authorizing deductions for Federal and State income taxes.
- B. Iowa Centralized Employee Registry (Iowa W-4) – the parish is required to report new hires and rehires to the Iowa Centralized Employee Registry. You will complete an Iowa W-4 form upon hire; a portion of this form is mailed to the Centralized Employee Registry within ten (10) days of hire.
- C. Employment Eligibility Verification (I-9) – the parish complies with the Department of Homeland Security with regard to verification of identity and employment authorization of each new employee. Within your first three (3) days of employment, you will be asked to provide documentation of your eligibility to work in the United States. The types of documentation accepted are outlined on the form.

Full-time employees (those working for 30 hours per week or more for at least 8 months of the year), will also be given benefit forms to complete (please see section on benefits for details).

### **Employee Orientation**

All new employees will receive a basic orientation to Sample Parish that includes:

- A. A discussion of the Safe Environment Program for the Diocese of Sioux City
- B. A discussion of Sample Parish’s personnel policies and a copy for the employee.
- C. A discussion of the duties of their job position, which will be signed by the employee and supervisor; the original will be retained in the employee’s personnel file and a copy given to the employee.
- D. A discussion of the available insurance benefits and the appropriate forms.

The Pastor and/or direct supervisor will conduct various aspects of this orientation collaboratively.

### **Safe Environment Program**

In response to the Charter for the Protection of Children and Young People as adopted by the United States Conference of Catholic Bishops in Dallas in June of 2002, the Diocese of Sioux City created a “Safe Environment” program that includes:

- Safe Environment Policy for the Diocese of Sioux City
- Code of Conduct and Ethical Standards for All Those Who Minister on Behalf of the Church
- A Background Check Policy & Procedures
- An educational awareness program called, “VIRTUS® Protecting God’s Children Awareness Program for Adults”

As an employee of the Diocese of Sioux City, its parishes, schools, or related entities, you are required to participate in, and comply with, all aspects of the Safe Environment Program. In addition, all volunteers with regular contact with children are required to participate.

### **Workplace Harassment Policy**

Sample Parish has a policy of “zero-tolerance” with respect to unlawful employee harassment. In this regard, Sample Parish expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, military service or status in any group protected by state or local

law. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, Sample Parish prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually-oriented statements.

### **Harassment Complaint Procedure**

Each member of the staff is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment or believe that you have been treated in an unlawful, discriminatory manner based upon your sex, race, national origin, disability or another factor, promptly report the incident to your supervisor. Your supervisor will investigate the matter and take appropriate action, including reporting it to the Moderator of the Curia or Director of Human Resources of the Diocese of Sioux City. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Moderator of the Curia or Diocesan Director of Human Resources, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

If Sample Parish determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Sample Parish prohibits any form of retaliation against an employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, Sample Parish determines that the complaint is not bona fide and was not made in good faith, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

### **Conflict Resolution**

Sample Parish seeks to resolve conflicts between and among co-workers as fairly and informally as possible before such conflicts lead to a deterioration of working relationships, dissatisfaction with our office climate and a decline in productivity.

In order to resolve conflicts among co-workers, you are asked to follow these steps:

1. If you are in conflict with another employee, we ask that you first seek to resolve the matter on your own, by discussing the issues directly with each other.

2. If you are unable to resolve the conflict on your own, each person has an obligation to bring the matter to the attention of their immediate supervisor.
3. If the problem is not resolved after discussion with a supervisor or if you feel a discussion with your supervisor is inappropriate, request a meeting with the Pastor. In an effort to resolve the problem, the Pastor will consider the facts, conduct an investigation, and may also review the matter with the Diocesan Human Resources Office. A response regarding the issue should be directed to those involved in a reasonable amount of time, generally within five to ten working days of the first meeting. If the employee believes a discussion with the Pastor is inappropriate, he or she may contact the Moderator of the Curia or the Diocesan Director of Human Resources.
4. Conflicts involving employees and clergy should be brought to the attention of the Moderator of the Curia for his assistance in resolution of the concerns.

Employees availing themselves of this procedure will not be retaliated against. However, this procedure should not be construed as preventing, limiting, or delaying appropriate disciplinary action against any individual, up to and including termination, in circumstances where the employer deems appropriate.

The Diocesan Human Resources Office may review grievances where appropriate; however, not all matters will be appropriate for review. Disagreement with a decision or action of the supervisor or Pastor, where the supervisor or Pastor has been given the discretion to make such a decision, will not be reviewed.

### Discipline

The Pastor will address matters of discipline on a case-by-case basis in order to determine the best course of action for a particular incident (i.e., verbal and/or written warnings, probation, suspension, demotion, and/or termination of employment). As previously stated, employment with Sample Parish is “at will” and there is no guarantee that any particular form of discipline will be used prior to termination of employment. The employee or the Parish may terminate employment at any time, with or without advance notice, or cause.

### **Family & Medical Leave Act (FMLA)**

#### **Part A. Employees Who Qualify for Family and Medical Leave**

Employees of a covered employer are eligible for FMLA leave if they have been employed by that employer for at least 12 months (in the past seven (7) years), have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and work at a worksite where at least 50 employees are employed within 75 miles. Previous periods of employment with the employer can be counted to meet the 12-month employment requirement. Employment periods prior to breaks in employment of 7 years or more are not counted however, unless such breaks are due to National Guard or reserve military duty. Employees who return to work from National Guard or Reserve military duty are credited for the time that they are on military leave to meet the 1,250 hours of service requirement.

Eligible employees may take up to 12 weeks of unpaid FMLA leave in a rolling 12-month period measured forward from the date the employee uses any FMLA leave for the following reasons:

- Birth of a child of the employee and in order to care for that newborn child.
- Placement of a child into the employee's family by adoption or by a foster care arrangement.
- Care of the employee's spouse, child or parent who has a serious health condition.
- Inability of the employee to perform the essential functions of the employee's position due to the employee's own serious health condition.

- Federal covered active duty (call-up or deployment to a foreign country in the Armed Forces) of the employee's spouse, child, or parent where qualifying circumstances justify the employee's need for leave.

Eligible employees can take up to 26 weeks of FMLA leave in a single 12-month period because their spouse, child, parent, or next of kin (nearest blood relative) who is a Covered Servicemember is seriously ill or injured (or aggravates a pre-existing illness or injury) as a result of serving in the line of duty on covered active duty in the Armed Forces. This single 12-month period will be measured forward from the date leave is first taken for this reason.

Eligible employees can take FMLA leave for their biological children, adopted children, foster children, stepchildren, legal wards, or children for whom the employee has day-to-day responsibilities to care for or financially support. Eligible employees can take FMLA leave for their biological, adoptive, step or foster parent or for any person who had day-to-day responsibilities or provided financial support for them as children.

### **Birth & Care of Employee's Child, or Placement of a Child into the Employee's Family by Adoption or by a Foster Care Arrangement**

FMLA leave for the birth, care and/or placement of a child into an employee's family may only be taken within the 12 months after the date of the birth or placement of the child. In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the employer agree.

**Notice Required** - When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the employer at least 30-days' notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin less than 30 days from the date of notice to the employer, the employee must provide such notice as soon as practicable. Failure to provide notice as required in this paragraph may result in delay of leave.

### **Serious Health Condition of Employee, Employee's Spouse, Child or Parent**

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- An overnight stay in a medical care facility including a period of incapacity or any subsequent treatment in connection with said stay; or
- Continuing treatment by a healthcare provider including:
  - A period of incapacity of more than 3 consecutive full calendar days, and under certain circumstances, any subsequent treatment or period of incapacity relating to the same condition that also involves either a) treatment by a health care provider 2 or more times within 30 days of the incapacity, or b) treatment by a healthcare provider on at least 1 occasion with a supervised regimen of continuing treatment (in either case, the first or only treatment by a healthcare provider must be in person and within 7 days of the first day of the incapacity);
  - Any period of incapacity due to pregnancy or for prenatal care;
  - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition [a condition that requires periodic visits (at least 2 per year) for treatment by a healthcare provider or nurse, continues over an extended period of time, and may cause episodic incapacity];

- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, if under the continuing supervision of a health care provider; or
- Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than 3 full consecutive days in the absence of medical intervention (such as dialysis or chemotherapy).

### **Covered Servicemember Family Caregiver Leave**

FMLA leave is available to care for a spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness incurred (or aggravated) in the line of active duty who is undergoing medical treatment, recuperation or therapy, is on out-patient status, or is on the temporary disability retired list. A covered servicemember includes a member of the Armed Forces (including a member of the National Guard or Reserves) and also includes certain covered veterans so long as the veteran was honorably discharged or released at any time during the 5 years preceding the first day of the caregiver leave. Leave must be commenced within 5 years of the veteran's active service.

**Notice Required-** An employee must provide sufficient information for the employer to reasonably determine whether FMLA may apply to a leave requested for the serious health condition of an employee, the employee's spouse, child or parent or for the illness or injury of a covered servicemember. Calling in "sick" is not sufficient. An employee's failure to respond to questions to determine if FMLA applies to the leave request may result in denial of FMLA protection. If an employee has been previously approved for FMLA leave, a subsequent request must include specific reference to the reason for the leave or to the FMLA.

Where the necessity for leave is due to a family member's or an employee's own serious health condition or a covered servicemember's serious illness or injury and is foreseeable at least 30 days in advance based on planned medical treatment, the employee must:

- Give at least 30 days' notice; and
- Make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the employer subject to approval of the healthcare provider.

Where the need for such leave is known less than 30 days in advance, the employee must give notice as soon as practicable under the circumstances. Where the need for leave is unforeseeable, the employee must, at a minimum, follow regular call-in procedures but must always give notice as soon as possible under the circumstances. When less than 30 days' notice is provided, an employee must respond to a request for explanation as to why it was not practicable to provide 30 days' notice. **Failure to provide notice as required above may result in delay of leave.**

**Certification of Healthcare Provider** – Any leave request based on a family member's or employee's own serious health condition or for a covered servicemember's serious illness or injury, must be supported by certification from an authorized healthcare provider (or, in the event of covered servicemember leave, an Invitational Travel Order/Authorization). The employee must provide a copy of the certification in a timely manner. [(15) calendar days will be allowed to provide the certification.] Required Certification forms will be made available.

**Second Opinions** – The employer reserves the right to obtain at its expense a second opinion from a physician we designate. If the second opinion differs from the opinion in the original certification, we may require that a third opinion be obtained at our expense from a physician designated jointly by the employer

and employee. Such opinion shall be final and binding. The employer will not seek a second opinion if the leave request is related to the care of a covered servicemember and the certification is signed by a healthcare provider affiliated with DOD, VA or TRICARE.

### **Family Member Active Duty Leave**

FMLA leave is available for an employee who has a qualifying urgent circumstance arise due to the employee's spouse, child or parent being on covered active duty. Covered Active Duty means (in the case of Reserves/National Guard) being notified of an impending Federal call or order to deployment in a foreign country and also means (for either Active Duty Military or Reserves/National Guard) deployment to a foreign country. Qualifying circumstances for leave include:

- 1) Short-notice deployment (up to 7 days of leave).
- 2) Military events and related activities.
- 3) Childcare and school activities.
- 4) Parental care leave (to care for the military member's parent who is incapable of self-care when care is necessitated by the Covered Active Duty).
- 5) Financial and legal arrangements.
- 6) Counseling related to the deployment.
- 7) Rest and recuperation (up to 15 days of leave).
- 8) Post-deployment activities (available for up to 90 days from termination of active duty status).
- 9) Other agreed upon events or activities.

**Covered Active Duty Leave Notice and Certification** – Employees who request FMLA leave due to the above circumstances resulting from their spouse, parent or child being called up for or being deployed to Covered Active Duty in the Armed Forces must provide such notice as is reasonable and practicable in the circumstances and will, at minimum, be asked for certification of the family member's Covered Active Duty status. Required Certification forms will be made available.

**Employer's Notice of Eligibility, Rights and Responsibilities** – You will be notified of your eligibility for FMLA leave, and if eligible, of your rights and responsibilities associated with that leave, within 5 business days of your leave request. If any required Certification is not provided within 15 calendar days or is incomplete, you will be given notice of and will have 7 calendar days to cure any deficiency. We may seek authentication or clarification of a Certification from a healthcare provider after an employee has been given the opportunity to cure any deficiency. Any failure to provide a timely and complete certification may result in the delay or denial of FMLA leave.

**Intermittent Leave** – In the case of unpaid leave for serious health conditions, or to care for a seriously ill or injured covered servicemember, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. Active Duty leave may be taken intermittently. In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the employer agree. Employees must arrange medical treatment and appointments to minimize work disruptions. In circumstances where the intermittent or reduced hours leave is foreseeable based on planned treatment or recovery, or where the employer agrees to provide intermittent leave for the birth or placement of a child, the employer has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which accommodates the intermittent leave or reduced hours leave better than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's

regular job. Employees must comply with the employer's regular call-in procedure for unscheduled intermittent leave. **Special rules may be applied for instructional employees.**

**Substitution of Paid Leave** – Employees must apply any accumulated paid time off (sick leave, vacation or personal leave) against any FMLA leave that would otherwise be unpaid leave. Employees may be entitled to paid leave pursuant to workers' compensation or short-term disability benefits. During any required waiting period or after such paid leave is exhausted, employees are required to use any accumulated paid time off during the FMLA leave period. Once any paid time off benefits are exhausted, the balance of the leave will be without pay.

**Other Leave Counts Against FMLA Leave** – FMLA leave entitlement will run concurrently with any other paid leave such as short-term disability that qualifies as FMLA leave. Similarly, when an FMLA leave is also covered by state law (such as under workers' compensation laws), state leaves will run concurrently with the FMLA leave. For example, if an employee is off work due to workers' compensation leave, that leave time will count against an eligible employee's 12-week allotment for the employee's own serious health condition if it qualifies as such under the FMLA.

### **Other Provisions**

**Benefits** – During FMLA leaves of absence, the employer will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee fails to return from leave for any reason other than the continuation, recurrence or onset of a serious health condition or circumstances beyond the employee's control, the employer may recover from the employee any premiums for group health coverage paid by the employer during the leave.

An employee is generally not entitled to accrue additional benefits or seniority during unpaid FMLA leaves (unless otherwise provided for in applicable policies). However, at the end of the leave, the employee's benefits will be resumed in the same manner and at the same levels as provided when the leave began, subject to any changes in benefit levels that may have taken place during the period of FMLA leave.

**Duty of Employees** – We may require an employee on FMLA leave (including intermittent leave) to report periodically on his/her status and intention to return to work and may also require periodic recertification of the medical condition. If an employee on leave determines that they need to take more or less FMLA leave than originally anticipated, they must notify their immediate supervisor within 2 business days.

**Married Coworkers** – If a husband and wife both work for the same employer, they are limited to a combined total of 12 weeks of FMLA leave because of the birth, adoption, or foster care placement of a child, or to care for a parent with a serious health condition. Each would remain eligible to take FMLA leave individually for other FMLA-qualifying reasons from the time that remains out of the original 12-week leave designation. If a husband and wife both work for the same employer and take FMLA leave to care for a covered servicemember with a serious illness or injury, they are limited to a combined total of 26 workweeks of leave during the single 12-month period for all FMLA-qualifying reasons. They remain subject to the 12-week limit for any leave other than covered servicemember caregiver leave.

**Return to Work** – Unless an employee is designated as a "key employee," employees who return to work before or upon the expiration of the FMLA leave are entitled to return to their job or an equivalent position without loss of benefits or pay. Employees who do not return to work upon expiration of the FMLA leave

period may not be guaranteed that they will return to their same or an equivalent position. Before you will be allowed to return from medical leave, you will be required to present your employer with a note from your health care provider indicating that you are capable of returning to work and performing the essential functions of your job with or without reasonable accommodation. Where required, your employer will consider making reasonable accommodation for any disability you may have in accordance with applicable laws. Any extensions of leave beyond the allowed FMLA period must be requested in writing and will be considered pursuant to obligations under state and federal law.

Employees who submit false information about their medical conditions, claims for leave or medical documentation will subject to termination from employment.

If you have any questions about this policy or your rights under the FMLA, please direct them to your supervisor or the Diocesan Director of Human Resources. This policy is intended to follow the provisions of the federal Family Medical Leave Act.

#### **PART B. Leaves for Employees Who Are not Eligible for FMLA Leave**

Full-time regular and part-time regular employees who are not eligible for FMLA leave as set forth above in Part A, are subject to the following terms and conditions:

1. Leave requests must be made at least thirty (30) days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using the employer's official Leave-of-Absence Request Form.
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during leave set forth in Part A apply to all leave requests.
3. Generally, unless applicable state or local law requires otherwise, leaves will be limited to a thirty-day maximum duration, except leaves for the employee's own serious health condition, including pregnancy-related disabilities which may be granted for up to an eight-week period and which may be taken intermittently. Reasonable accommodations for disabilities will be considered.
4. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting a leave under this Part B. However, we will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions, the employer's need to fill vacancies, and its ability to find qualified temporary replacements.

All questions regarding leaves of absence should be directed to the Diocesan Director of Human Resources. If a dispute arises about whether leave qualifies as FMLA leave, we will discuss resolution of the dispute with the employee. Any discussions or decisions about leave will be documented. Leave-of-Absence Request Forms are also available from the HR office.

As with all other Diocesan employment policies, nothing in this policy is intended to supersede or waive the right of the Diocese, as a religious institution, to defend its religious freedoms and assert any defenses available to it under the law.

#### **Additional Types of Leave**

**Jury and Witness Duty Leave** - Full time regular employees are given paid leave for compulsory court attendance. This attendance could include jury duty, or an appearance mandated by summons or subpoena. If you are summoned, please forward a copy of the summons or notice of jury duty to the

Pastor; this notice will be retained in your personnel file. You may be required to reimburse Sample Parish for any remuneration paid by the court in order to avoid a “double pay” situation. If you are excused after partial days of court service, you are expected to report to work for the duration of the workday or cover the remainder of the day with PTO.

**Military Leave** - Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws. Reinstatement of benefits will also occur under the terms established by applicable state & federal law.

### **Personal Appearance**

In carrying out the various programs and ministries of Sample Parish, it is the responsibility of each and every staff member to maintain a positive public image. We represent Sample Parish during our working hours, and we need to subscribe to a certain level of propriety in our dress. While fashion trends may change, you are expected to project an image that is in conservative good taste and to dress appropriate to your job responsibilities. Our office is best described as “business casual”; however, not all casual clothing is suitable for the office. These guidelines will help you determine what is appropriate to wear to work.

Clothing that is too revealing is not appropriate for any place of business, and certainly not in our setting. All items worn to work should be clean and unwrinkled; torn, dirty, or frayed clothing is unacceptable. Slacks such as “Dockers”, as well as slacks or pants made of cotton, wool, flannel or a synthetic-blend fabric are acceptable. Jeans may be acceptable, if they are not faded, frayed or “distressed”. All slacks should be hemmed and not drag on the floor. Capris or cropped pants are also fine in warm weather, as long as they are not made of a form-fitting fabric. Casual dresses, skirts, and split skirts at, or below the knee, are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public (short, tight skirts that “ride up” when seated are not appropriate for our setting).

Inappropriate clothing includes exercise clothing (sweats), “hoodies”, shorts of any kind, leggings, and any spandex or other form-fitting pants such as people wear for biking or exercise. Blouses or dresses with spaghetti straps are also not appropriate, unless covered with a sweater or blazer.

Hair should be styled neatly and kept clean; beards and mustaches should be neatly trimmed. Any body piercing or tattoos should be kept covered.

Conservative athletic or walking shoes, loafers, clogs, sandals, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. In warm weather it is acceptable to go without stockings; however, “Flip-flops” or other beach-type sandals are not appropriate for office wear.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are uncertain about acceptable, professional business casual attire for work, please ask your supervisor, Pastor or Diocesan Human Resources staff for clarification.

### **Tobacco & Smoking Policy**

Because we recognize the hazards caused by exposure to environmental tobacco smoke, Sample Parish provides a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product or the use of smokeless tobacco products (chewing tobacco), and it applies to both employees and non-employee visitors of the Parish.

Use of tobacco products is not permitted within the facilities or on the property of Sample Parish at any time. Visitors will be made aware of this policy through posted signs and/or explanation by staff. Visitors will be directed to extinguish any smoking materials and dispose of them in the container(s) provided.

In compliance with the Iowa Smokefree Air Act (effective July 1, 2008), smoking in Parish-owned vehicles is not permitted. Signs regarding this policy are posted in each vehicle. Any violations of this policy will be addressed through the standard disciplinary procedures.

### **Drug and Alcohol Use**

The unlawful possession or use of, or being under the influence of, drugs or alcohol while on Parish property or conducting Parish business is strictly prohibited and will result in discipline up to and including termination. Employees may use physician-prescribed medications, provided that the use of such medications does not adversely affect job performance or the safety of the employee or others in the workplace.

### **Computer/Email/Internet Use**

Computers, e-mail, voice-mail and the Internet have all brought a new era of ease and efficiency to the workplace. This change has also brought new responsibilities to employees and employers in governing appropriate uses in the work setting.

You have been provided with a variety of electronic tools to aid in your work, however, employees must recognize that these tools are the property of Sample Parish and all communications over these networks are property of Sample Parish as well. While every effort will be made to afford confidentiality in our work setting, there is no guarantee of complete personal privacy when using systems owned by Sample Parish. Documents or communications created on or communicated via systems owned by the Parish are considered business records and, as such, may be subject to review by third-parties, particularly in relation to litigation.

Employees that violate our technology policy are subject to disciplinary procedures up to and including termination of employment. ***(An optional, more detailed electronic use policy can be added at the end of the policy manual.)***

### **Cell Phone Usage**

Employees or volunteers driving Diocesan-owned (parish or school) or personal vehicle on parish business is prohibited from typing a text and/or reading a text while driving. Pulling over to the side of the road in order to read or write a text is required. You are also strongly encouraged to pull over when receiving or making a phone call. NOTE: if you are driving your personal vehicle on church or school business the same policy is in effect.

## **Safety**

As employees, we all should make safety our personal concern, in order to minimize the possibility of accidents or injuries on the job. It may be as simple as moving a box out of a walkway, closing the bottom drawer on the file cabinet or unplugging an electrical cord. Accidents are costly in terms of loss of productivity and income, so be alert for the accident that is waiting to happen and eliminate it.

If you have an accident or injury on the job, or if you observe an accident or injury to another employee, please follow the steps listed below:

- If an injury appears to be life threatening, call 911.
- If you suffer an injury that is not life threatening and you have not yet received any outside medical care, a supervisor (with the employee present) should contact the Church Mutual Nurse Hotline at (844) 322-4662. The Nurse Hotline should be utilized anytime the injury seems likely require “more than a Band Aid, but less than an ambulance ride”.
- If you seek outside medical care at any point, A *First Report of Injury* form (FROI) must also be submitted to Sample Parish and the Diocesan Risk Management Office via email to [mwetz@catholicmutual.org](mailto:mwetz@catholicmutual.org) or fax (712) 233-7528.

## **Annual Performance Evaluation**

Most organizations regard their employees as their “greatest asset”. We, too, appreciate the work of our staff, and are committed to providing regular, professional feedback to all employees, regardless of position within the organization. Employee evaluations help organizations accomplish four main goals:

- Allow staff & supervisors to communicate about performance expectations
- Identify training needs
- Direct and counsel staff about performance improvement
- Determine if changes to positions or processes are warranted

This process should facilitate the working relationship between you and your direct supervisor, as well as provide you and your supervisor the opportunity to look at areas where change may need to occur.

Your evaluation will be based on your job description, including the annual goals and objectives established jointly by you and your supervisor the last time that you met. By using these benchmarks as the basis for the conversation, you have specific areas of discussion, including any areas upon which specific changes are needed.

## **Job Description Manual**

Sample Parish maintains a Job Description Manual, with an established job description being required for every position. These job descriptions are reviewed for accuracy at least every four years and may be updated more frequently.

## **Office Hours**

Sample Parish maintains regular office hours of **(5) ?? days a week, Monday through Friday, ?? AM to ?? PM.** Non-exempt employees are scheduled to work up to 40 hours per week.

## **Breaks**

Breaks are offered as a privilege and may be taken unless significant disruption to your work or other's work will result. Hourly employees may take one 15-minute paid break in the morning and one 15-minute

paid break in the afternoon. You are asked to leave your work area and make use of a kitchen or break room area during break time. If you are an hourly employee working 6 hours a day or more, you are required to take an unpaid lunch break each day of at least ½ hour. This lunch break can be longer, if agreed upon by your supervisor.

Employees may not “save” their break time in an effort to take a longer break in the morning or afternoon to run errands or leave the office. In all instances, hourly employees must note absences from work on their timesheets.

### **Call-in Requirement**

In the event of illness or unexpected absence, you must notify your Pastor or direct supervisor within one hour of the regular day’s starting time. Since every effort has been made to establish a reasonable schedule of work hours, you are required to report to work on time. If it becomes necessary for you to leave during regular hours due to a personal emergency, please notify your Pastor or direct supervisor so arrangements can be made for PTO or other appropriate leave administration.

### **Inclement Weather**

During severe weather conditions or major transportation difficulties, you are expected to make a reasonable effort to report to work on time. If weather conditions are such that the office is closed, every effort will be made to contact employees as early as possible. If you need to report late or will be unable to report to work due to weather conditions, contact your Pastor or direct supervisor as soon as possible. If you make the determination that you cannot report to work due to weather, yet the office is open, you must take PTO time to cover this absence or, if PTO is exhausted, take the time without pay.

### **Pay Practices**

#### **Definitions:**

- **Non-exempt employees:** Employees who are required to be paid overtime, at the rate of one and one-half times their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal and state wage and hour laws.
- **Exempt employees:** Salaried employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond 40 hours in a workweek. Executives, professional employees, and certain administrative positions are typically exempt. These employees are expected to work beyond 40 hours/week – it is the nature of the position.
- **‘Full-time’ for Benefit Purposes:** Employees who work 30 hours or more per week for at least 8 months of the year are considered full-time for benefit purposes.

#### **Pay Periods and Payday:**

Employees are paid on a **(bi-weekly? weekly? Monthly?)** basis either by check or direct deposit. Our normally scheduled payday is Friday, every other week (a one-week delay from the end of the pay period).

If you are a non-exempt employee, you are required to record your hours on timesheets provided and submit your signed timesheet to your supervisor at the end of each pay period. Your supervisor will review and sign your timesheet, too, verifying that the hours recorded are accurate. Your supervisor will then forward the timesheet to the bookkeeper for timely processing.

**We rely on employees recording their hours in an honest and accurate manner; deliberate falsification of time worked and entered on the timesheet is behavior subject to disciplinary action up to, and including, termination.**

### Payroll Deductions

Based on the official government tax tables, Sample Parish will make the following deductions as authorized on your payroll forms:

- Federal and State Income Taxes – (W-4) forms completed and on file.
- Employment Taxes - Federal social security tax and Medicare tax as required by law. Your social security number must be on file with us before your first paycheck will be issued to you. Sample Parish pays an equal amount of social security and Medicare tax on your behalf
- Other Deductions - voluntary deductions may include your share of premium for health insurance, 401K Plan, voluntary dental, supplemental life insurance premium and our Section 125 Cafeteria Plan.

### Overtime & “Comp Time”

Under the Federal Fair Labor Standards Act (FLSA), non-exempt employees are paid overtime for any hours or fraction of hours worked over 40 hours per week (based on a Sunday through Saturday workweek). The overtime rate is 1 and ½ times an employee’s regular hourly rate of pay.

Overtime is an exception and should not be a regular occurrence. All overtime for non-exempt employees must be approved by your Pastor and should be approved in advance. This is needed for both payroll and employee safety purposes.

By definition, exempt employees, are “exempt” from overtime provisions under the FLSA. Salaried staff are expected to work at least 40-45 hours each week, and to work without additional compensation whenever their job responsibilities require it. Exempt employees should not have an “hour-for-hour” mentality. Coming in early or working late attending meetings is considered a part of your professionalism and a requirement of your position. This expectation is clearly outlined in your job description.

You may be aware of a practice called “compensatory time” or “comp time”, wherein an employee is granted time off at the same “time-and-a-half” rate that they may have earned in overtime pay. Comp time legally exists only in the public sector – for individuals working for government entities. Non-exempt employees in our setting who must work overtime will be paid accordingly. As noted in the previous section, exempt employees are expected to work beyond 40 hours/week on a regular basis; they should not have any expectation of “comp time”. Exempt employees working at weekend workshops or monitoring an overnight camp on the weekends should contact the Diocesan HR office for guidance.

At the discretion of the Pastor, “flex time” may be substituted for overtime pay. **However, flex time is only available for non-exempt (hourly) employees and can only be given under the following circumstances:**

- A. Flex time must be given at a 1½ hours off for every overtime hour worked
- B. Employees must schedule and take earned flex time within the same pay period in which it is earned
- C. The pastor/supervisor must authorize the use of flex time in advance

If the “flex time” cannot be taken during the payroll period in which it is earned, then overtime will be paid at one and one-half times the employee’s regular rate of pay without exception. Under no circumstances will flex time be allowed to carry forward from the pay period in which it is earned.

### **Paid Time Off**

The following types of employees are eligible to earn PTO:

- Regular employees who work at least 20 hours per week or more
- Newly hired employees, after the satisfactory completion of 60 calendar days of continuous service
- **Not eligible** for PTO: Seasonal or temporary employees; teachers whose benefits are governed by contract.

**PTO is used for – and replaces:**      Vacation time  
   Sick days  
   Personal days

PTO cannot be used in advance of being earned. Subject to proper request and approval by the pastor, additional time off may be granted as unpaid leave, if your PTO has been exhausted.

PTO Accumulation: PTO benefits for eligible employees are accrued according to the following schedule:

<u>Employment Category</u>	<u>Maximum Accrual</u>
A – less than 6 years	12 days = 1 day per months worked*
B – 6 to 12 years	21 days = 1.75 days per months worked*
C – over 12 years	27 days = 2.25 days per months worked*

\*time is recorded based on regularly scheduled hours / day for each employee

For vacations or planned events, PTO should be requested in advance of the date needed. Vacation PTO is usually to be taken consecutively in periods of one week or longer so that you have a reasonable opportunity to refresh and renew yourself. In order to receive PTO for emergency conditions (sudden illness or injury, personal emergencies, etc.) your immediate supervisor should be notified as soon as possible so that alternative arrangements can be made to handle your job responsibilities. Failure to provide such notification may be cause for denial of PTO for one or more days of the absence.

Approval of PTO requests for vacation or personal days will be based on the amount of advance notice you provide and staffing considerations during the time of your requested absence. Therefore, the earlier you submit your request, the better your chances of receiving the requested time off. While we hope that every request for time off can be granted, submitting a request does not automatically assure that it will be approved.

Employees receive PTO in accordance with their normal work schedules. Full-time salaried employees will receive the equivalent of one day’s pay for each PTO day taken (vacation, sick, personal time or bereavement). Eligible hourly employees will receive the same number of hours of PTO pay as they are normally scheduled to work, up to a maximum of 8 hours per day.

The minimum amount of Paid Time Off that may be taken is 2 hours for eligible full-time employees; additional PTO taken is calculated to the nearest hour. PTO for vacations should be taken as full paid days off according to an employee’s normal work schedule. For hourly, non-exempt employees, PTO pay does not count as hours worked for the purpose of determining overtime.

You will be allowed to accrue and carry over your PTO benefits from year to year as long as you do not exceed the maximum accrual of 30 days. When you have reached this maximum accrual limit, no more PTO time will accrue, until you have used some PTO time and your total is less than 30 days. Under no circumstances will PTO be “paid out” in lieu of being taken.

Employees whose employment terminates for any reason before completion of 1 year of continuous service are not eligible to be paid any accrued, unused PTO. If an employee is terminated at any time due to misconduct or poor performance, no PTO time will be paid upon separation. Employees who retire or terminate in good standing after completion of one or more years of continuous service and give 2 weeks’ notice are eligible for payment of 100% of their unused, accrued PTO. Employees who retire or terminate in good standing after completion of one or more years of continuous service but do not give 2 weeks’ notice will not be paid for their unused, accrued PTO.

***The following paragraph is optional – depends upon the parish situation & former policy:***

PTO Effective Date: the PTO plan for Sample Parish will become effective (date); the old plan of granting time off in separate categories such as vacation, sick time, personal time is discontinued. On (date), each eligible employee will have 5 days of PTO granted to them and placed in their account, to cover any illness, or previously scheduled vacation or personal appointments. These 5 days are a one-time “gift” in order to avoid any hardship for employees as they make this transition. From this point forward, however, all PTO will be earned according to the schedule on page 19 and no PTO will be given in advance of being earned.

***STD also optional – dependent upon the parish situation & former policy. STD can be used to carry over a large amount of accrued sick time. Contact Diocesan HR office for more info.***

**Short-term Disability**

Short-term disability is a self-funded benefit provided by Sample Parish to eligible employees (a regular full-time employee who has worked for the parish for at least one year); part-time employees are not eligible for this benefit. One week of STD benefit will be available to all full-time employees who have achieved a full calendar year of service on January 1<sup>st</sup> of each year. Thereafter, employees will be granted an additional week each January until a maximum of ten (10) weeks of benefit is accrued. The “week” of STD will be based upon the number of hours the employee is regularly scheduled each week.

In the event that you should suffer a covered single illness or disability of 10 consecutive workdays, or more, you are eligible for STD benefits, starting with the 11<sup>th</sup> day of the absence. STD is for the illness or medical disability of the employee only; it is not to be taken to care for family members.

Excluded are injuries, illnesses or disabilities that:

- a. results from an intentional act, including a self-inflicted injury, use of narcotics, alcohol or criminal conduct;
- b. would be covered by Workers’ Compensation’
- c. arises from war, insurrection or riot;

In order to be a covered illness or injury, you must be under the regular care of a physician. Should the health situation warrant, STD may be taken intermittently, or on a reduced work/leave schedule based on medical necessity or physical ability as documented by your doctor.

Under short-term disability provisions, you will receive 70% of your regular pay for time lost due to a covered injury, illness or disability, for up to twelve weeks. STD will run concurrently with leave as provided under the Family and Medical Leave Act and Sample Parish will provide the appropriate notice to the employee. Sample Parish may require periodic medical statements from your physician.

When you use any of your STD benefit, your account balance is reduced accordingly. Upon termination of employment, employees are not paid for any portion of their unused, accrued STD.

Employee health insurance benefits will continue while you are on STD leave. Upon return from STD leave, you will be restored to your original or an equivalent position of employment with equivalent pay and benefits. Paid Time Off (PTO) benefits do not accrue during STD leave.

**Effective**  (date) , the former sick leave policy will be discontinued. On that day, employees with accrued sick time earned under the former policy will have that accumulated sick leave credited to their STD account at the rate of 1 week of STD for every 5 days of previously accrued sick leave.

### **Holidays**

The following 11 days will normally be observed as paid holidays by the Parish Office:

New Year's Eve & New Year's Day	Labor Day
Good Friday & Easter Monday	Thanksgiving Day
Memorial Day	and the Friday after Thanksgiving
4th of July	Christmas Eve & Christmas Day

Full time salaried employees will receive a full day of pay for each of these holidays. Eligible hourly employees will receive their regular hourly rate of pay for the same number of hours as they would normally be scheduled to work if the holiday was a regular work day up to a maximum of 8 hours.

When July 4<sup>th</sup> falls on Saturday, July 3<sup>rd</sup> (Friday) will be observed as the paid holiday and the office will be closed. If July 4<sup>th</sup> falls on Sunday, July 5<sup>th</sup> (Monday) will be observed as the paid holiday.

When Christmas Day and New Year's Day fall on Saturday or Sunday, the Parish Office will be closed Friday and Monday of the holiday weekend.

### **Bereavement Leave**

Full time employees and those who work at least 30 hours per week are eligible for bereavement leave upon the death of an immediate family member. Immediate family members are defined as: spouse, children, parents, grandparents, grandchildren, siblings and in-laws. Two paid days of bereavement will be given, based upon the employee's normal work day. Employees who wish to take additional days off to be with family must use accumulated PTO time.

### **Wellness Initiative**

Sample Parish & the Diocese of Sioux City supports, and is committed to, the overall health and well-being of its employees. As part of that commitment, our office participates in this Diocesan-wide effort, as part of the Lay Employee Health Insurance plan. Our goal is to create, promote, and maintain a supportive environment for employees to make healthier personal lifestyle choices. We recognize that when employees are healthy physically, intellectually, emotionally, and spiritually, they are more productive and

effective in their ministry. By encouraging employees to take responsibility for improving and sustaining optimal health, they are able to serve our parish and community more compassionately and effectively.

Our wellness program focuses on the following areas:

1. preventive health screenings, including on-site clinics
2. educational opportunities/workshops
3. wellness activities, including opportunities for physical activity
4. nutrition and healthy diet choices/information
5. spiritual well-being
6. tobacco-free lifestyle
7. physical surroundings and environment
8. volunteering with time, talent and treasure

### Employee Benefits

Sample Parish provides a number of benefits – both “paid” and “voluntary” (cost paid by the individuals who select that particular coverage). The paid benefits are listed below:

- A. Professional Liability Coverage
- B. Group Medical Insurance
- C. Life Insurance
- D. 401(k) Retirement Program
- E. Disability – Income Protection Insurance

Benefits offered for voluntary participation (employee pays cost through payroll deduction):

- A. Dental Insurance
- B. Supplemental Life Insurance for employee & family members
- C. Section 125 Cafeteria Plan

For detailed information on these benefits, please see Appendix B (page 25) or the summary plan description for each policy.

**NOTE: As with other policies and procedures in this Manual, the Diocese and/or Sample Parish reserves the right to amend, modify or terminate any insurance plan or benefit in its sole discretion.**

### Voluntary Early Retirement

This policy governs full time lay employees employed by parishes, schools and related entities of the Diocese of Sioux City, who have reached the age of 62 and have worked a minimum of 20 years at full time status; these 20 years need not be consecutive. “Full time” is defined as working 30 hours or more per week for at least 8 months of the year.

Employees as defined above will be eligible to elect early retirement and maintain their group health insurance coverage under the effective Diocesan group plan through the age at which they become Medicare eligible, despite a reduction in hours or full retirement. The employee may also continue to cover his/her dependents (spouse & children) until the spouse is also Medicare eligible. The employee will be responsible for paying the premium for these benefits unless the employer or former employer chooses to do so. However, all employees within each related entity must be treated similarly.

Employees must submit an early retirement request in writing to the responsible administrator of each Diocesan entity at least 30 days in advance of the retirement date. Requests for a reduction in hours must also be submitted 30 days in advance and must have the approval of the employer before they will be granted. If the reduction in hours is not approved, the employee remains eligible to elect early retirement per this policy. A copy of the written request, which has been authorized by the local hiring authority (pastor, school administrator, manager, etc.), must be forwarded to the Office of Human Resources at the Chancery.

Exceptions to this policy will be at the Bishop's discretion and subject to his approval.

**NOTE:** Employees choosing retirement will have access to their 401(k) pension benefits within 60 days of their retirement. Employees who reduce their hours, but are still employed with the Diocesan entity will not have access to their 401(k) accounts until they are fully retired. The employing location will no longer contribute to their accounts as of the reduction in hours and the employee will not have the ability to make additional contributions to their account.

### **Termination of Employment**

- A. **Resignation** – all employees should give at least 2 weeks (10 working days) notice of resignation. If you give less than 10 working days' notice, you will forfeit your unused, accrued PTO – no payout of PTO will be paid. If you choose to use available PTO time during your 10 working days' notice period, you may do so (with supervisor approval), however, your remaining unused, accrued PTO time will be reduced by half and half will be paid out on your final paycheck.
- B. **Reorganization** – In the event of staff reorganization or reduction, needs of the parish and its work will be the primary consideration for retaining employees; length of employment will be given secondary consideration. In the event of retrenchment or reorganization requiring discontinuance of a position or termination of employees, two weeks' notice with pay will generally be given to all affected staff in addition to any unused, accrued PTO as noted above.
- C. **Dismissal** – Prior to the dismissal of any employee, the Diocesan Office of Human Resources must be notified. In addition to that notification:
  - 1. When an employee is dismissed for unsatisfactory performance, two weeks' notice may be given to the employee. At the discretion of the Pastor, salary may be paid in lieu of notice.
  - 2. When a dismissal occurs, a separation report will be completed and will be placed in the employee's personnel file.
  - 3. When an employee is involved in misconduct, such as theft, property damage, or is considered a threat to the safety or well-being of other employees, no notice need be provided. In the event of dismissal for misconduct, no unused, accrued PTO will be paid.

As mentioned elsewhere in this handbook, all employment relationships with Sample Parish are on an at-will basis. Therefore, although Sample Parish hopes that our relationships with employees are long term and mutually rewarding, Sample Parish reserves the right to terminate the employment relationship at any time, with or without cause or notice.

# Appendix A

## Social Media Policy

### **Effective: July 1, 2018**

Social media are powerful communication tools that have a significant impact on organizational and professional reputations. Because these media outlets blur the lines between personal voice and institutional voice, Sample Parish has crafted the following policy to clarify “best practices” in working with this powerful tool.

“Social media” are defined as media designed to be disseminated through social interaction, created on highly accessible and scalable publishing techniques. Examples include, but are not limited to: LinkedIn, Twitter, Facebook, YouTube, Snap Chat and texting on cell phones.

Both in professional and personal roles, employees should follow the same behavioral standards using electronic media as they would in direct, interpersonal conversations. The same laws, professional expectations and guidelines for interacting with volunteers, donors and other constituencies apply in the “virtual world,” just as they do “in the real world”. Employees are responsible for anything they may text or post to social media sites.

### **Section I: Policies for All Social Media Sites, Including Personal Sites**

- 1) **Protect confidential information:** Do not post or text confidential information regarding Sample Parish, The Diocese of Sioux City, its employees, parishes or schools. Online postings and electronic conversations are not private. Realize that what you post will be around for a long time and can (and will) be shared by others. Given that,
  - Avoid identifying and discussing others, including supervisors, co-workers, friends and volunteers, unless you have their express permission.
  - Do not discuss or post comments regarding confidential employment matters.
  - Obtain permission before posting or sending pictures of others, or before posting any copyrighted information.
  - Never discuss proprietary Parish information, including financial information, or confidential information relating to our schools and parishes.
  - Do not use the Parish or Diocesan logo on any personal postings; the logo should only be used for business-related activity and its use must be approved by the Pastor and/or Director of Communications for the Diocese.
  
- 2) **Respect Parish time and property:** Parish equipment and time on-the-job are reserved for parish-related business as approved by your supervisor and in accordance with established policies and procedures of the Parish. Employees must be aware that the Parish can and will monitor employee use of social media, social networking sites, and texting as they relate to the business of the Parish, the Diocese and personal postings. Use of social media sites for personal business or texting of a personal nature during an employee’s normal working hours can be the basis for disciplinary action.

## **Section II: Best Practices**

- 1) Think twice before posting or texting: Privacy does not exist in the world of social and electronic media. Consider what could happen if a post, tweet or message becomes widely known and how that post may reflect on both the individual and the Parish. Search engines can turn up posts years after they are created, and comments can be forwarded and copied. If you wouldn't make the comment in a public meeting or to a member of the media, consider whether you should post it on-line or send it by other electronic media.
- 2) Strive for accuracy: Get your facts straight before posting them on a social media site. Review your content for grammatical and spelling errors (especially important if you are posting or sending something on behalf of the Parish).
- 3) Be respectful: Understand that the content contributed to a social media site or sent as a text message could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or the Parish, its policies and Church teachings. Always express ideas and opinions in a respectful manner and make sure communications are in good taste. Be sensitive about linking to other sites – redirecting to another site may imply an endorsement of its content, even though that may not be your intent.
- 4) Be thoughtful about how you present yourself on-line: The lines between public and private, personal and professional are blurred with social networks. Your presence in the social media or electronic world can easily be made available to the public at large. Even when you are talking as an individual, people may perceive that you are speaking on behalf of the Parish. On personal sites, identify your views as your own. If you identify yourself as an employee of the Parish, make it clear that the views expressed are not necessarily those of the Parish or Diocese. An example of a disclaimer: "The opinions and positions expressed are my own and don't necessarily reflect those of Sample Parish or the Diocese of Sioux City."

The Parish will continue to provide the most up-to-date technology and tools possible to assist employees in performing their various ministerial roles. However, employees must understand that this technology & equipment is owned and maintained as Parish property. As such, Sample Parish retains the right to monitor and examine e-mail messages or internet postings at any time, with or without express prior notice to employees.

Employees should also be aware that Sample Parish will take disciplinary action regarding violations of these policies and guidelines, up to, and including termination of employment, depending upon the severity of the violation.

## Appendix B

### Insurance Benefits for Full-time Employees

**Please note:** The benefits listed in this section are described in a general manner. While we want to be as informative as possible regarding the insurance benefits offered by Sample Parish, plan documents and contracts will govern the specific details of each coverage. Written policies and specific benefit information regarding coverage and claims will be distributed at the time of enrollment and is subject to change by statute or as each policy is renewed.

#### **Funded Benefits:**

- 1) **Group Medical** – self-insured group plan with Wellmark/BCBS is the third-party administrator. Choose between a traditional PPO (co-pays and co-insurance), or a qualified High Deductible plan. School pays the majority of premium on behalf of the employee; the employee may pay up to \$60/month for single coverage for the traditional plan (depending upon the decision of the local employer). No cost to the employee for single coverage under the High Deductible plan. Family coverage is available (see unfunded benefits).

Employees that are covered under the group health plan should be aware that the amount they are charged per month for the single premium could be increased, based upon their participation – or lack of it – in the Wellness Initiative (described on page 21). We ask those individuals that enroll in the health plan to participate in the screening and coaching sessions conducted every 6 months, in the fall and spring. If employees covered under our group health plan fail to participate in the Wellness screening / coaching sessions, they will be charged an additional \$25/month on their single premium for the 6-month period after failure to participate. This program will be explained thoroughly at the time of benefit enrollment.

- 2) **Life Insurance** - through UnumProvident Insurance Company; employees under the age of 70 have life insurance with a death benefit of \$50,000. Employees over the age of 70 have reduced death benefits. The employee designates the beneficiary and Sample Parish pays the life insurance premium. Coverage includes Accidental Death & Dismemberment for all full-time employees.
- 3) **Additional Insurance** - employees of the Diocese are also covered by liability insurance and Worker's Compensation insurance.
- 4) **401(k) Retirement Plan** - the Diocese sponsors a matching 401K pension plan for all full-time employees. Sample Parish participates in this program and matches the employee's contribution, percentage-to-percentage, up to 6%. Employees may contribute more than 6% of their monthly gross wages if they choose. Employees are always 100% vested in their deferral amount; employer contributions follow a 7-year vesting schedule. Employees are vested 20% after 3 years of service & the vested portion increases 20% each year until an employee is fully vested at 7 years of service.
- 5) **Long-Term Disability** – Full-time employees of Sample Parish are covered under a long-term disability plan immediately upon employment. After a 90-day waiting period, employees unable to work due to injury or illness will be paid 66.66% of their salary during their recovery period. The Parish pays the entire premium for this coverage.

**Unfunded Benefits:**

Full time employee who chose the following benefits will pay their own premium through regular payroll deductions, on a pre-tax basis through the cafeteria plan.

- A. **Health Insurance for Dependents** - dependent coverage is available for the families of full-time employees; the employee pays the cost of the family coverage chosen.
- B. **Dental Insurance** - dental insurance for employees and their dependents is available on a voluntary basis.
- C. **Supplemental Life Insurance** - employees are able to buy an additional \$20,000, \$40,000 or \$60,000 of term life insurance for themselves. Employees may purchase \$20,000 or \$30,000 of term life insurance for spouses and \$10,000 coverage for each dependent child (up to age 19, unless a full-time student, then up to age 25). Premiums for the adults is age-rated; premiums for children are a flat amount per family, per month, regardless of the number of children insured.
- D. **Section 125 Cafeteria Plan** - Full-time employees may participate in the cafeteria plan which allows them to deduct pre-tax dollars from their check for insurance premiums, out-of-pocket medical & dental expenses, and day care expenses.

The information in Appendix B is primarily focused on the benefits offered at the time of hire and available during employment with Sample Parish. However, it should be noted that as our insurance contracts allow, we offer employees, upon termination of employment, the opportunity to continue their coverage in the health insurance and life insurance programs at their own expense. Upon notice of employment ending, the Diocesan HR office will provide full information regarding Iowa State Continuation provisions of the health insurance and the ability of the employee to "port" or "convert" life insurance. These provisions can change, due to changes in Iowa Insurance law or carrier contracts, without advance notice.