

**EMPLOYEE HANDBOOK**  
**ROMAN CATHOLIC DIOCESE OF SYRACUSE**

**Effective October 1, 2025**

## **HISTORY OF THE SYRACUSE DIOCESE**

The Diocese of Syracuse was established in 1886 under the leadership of its first Bishop, Right Reverend Patrick Anthony Ludden, D.D. Its services reach the people of 7 counties in Central New York: Broome, Chenango, Cortland, Madison, Oneida, Onondaga and Oswego counties.

Geographically, the Diocese clusters in four regions each under the pastoral leadership of a Regional Episcopal Vicar.

Each regional vicariate, administrative vicariate, and the judicial department is under the jurisdiction of the Ordinary of the Diocese, Most Reverend Douglas Lucia, with the assistance of the Vicar General, Reverend Father John Kurgan.

Lay persons, religious sisters and brothers, deacons, and priests serve in and are served through 103 parishes and 130 worship sites, 14 elementary, 3 Jr./Sr. high schools, and 6 area offices under the direction of Catholic Charities. In addition, chaplains serve on 10 college campuses, in 10 health care facilities, and in several correctional institutions.

## **MISSION**

The Mission of the Roman Catholic Diocese of Syracuse is Evangelization. The three goals of Evangelization are:

1. Live their faith and freely share their faith with others;
2. Invite all people to hear the message of Jesus Christ as expressed in the Catholic parish; and
3. Foster Gospel values in our society so that our nation and the world will be transformed by the saving power of Jesus.

## **VALUES**

The church of Syracuse VALUES the continuing mission of Jesus Christ by:

Loving God above all else  
Loving our neighbor expressed through service  
Imitating Christ in our daily lives  
Hearing, sharing, teaching the Good News of the Gospel  
Celebrating sacraments, especially Eucharist  
Practicing prayer  
Strengthening community and family life  
Doing justice  
Promoting peace and unity while honoring diversity  
Practicing stewardship of our resources

## **ABOUT THIS HANDBOOK**

This handbook summarizes the privileges and benefits provided to employees of the Diocese of Syracuse (Diocese) as well as your responsibilities. If you are a new employee, it will be helpful in acquainting you with our policies. If you are already a member of the Diocese team, this handbook should prove to be a useful reference. A primary objective of this handbook is to promote consistency, fairness and understanding.

In order to maintain the necessary flexibility in the administration of policies and procedures, the Diocese reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this handbook with or without advance notice. After you have read this handbook, please keep it handy for future reference and updating.

We are glad that you have joined us and we hope that you will find working with us to be both challenging and rewarding.

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*This handbook and its policies are effective October 1, 2025 and supersede all other Employee Handbooks previously distributed by the Diocese. To avoid confusion, please discard any copies of previously published employee handbooks.*

## **EMPLOYMENT AT WILL**

The Diocese adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without cause. Our policy of employment-at-will may not be modified by any written or oral statements except by a written agreement signed by the Bishop of the Roman Catholic Diocese of Syracuse.

## **NON-DISCRIMINATION**

The Diocese is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment and does not have institutional policies that fail to address the harassment or discrimination of individuals. The Diocese prohibits discrimination against qualified employees and applicants in all aspects of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, discipline, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs. This policy prohibits discrimination against all legally protected classes including, but not limited to: age, race, creed, color, national origin, sex, sexual orientation, gender identity, health decision making, disability, marital status, ancestry, military status, veteran status, citizenship or immigration status, or other protected status under the New York State Human Rights Law.

Notwithstanding the foregoing, the Diocese adheres to the teachings of the Catholic Church in all matters. Furthermore, nothing in the Diocese's institutional practices or policies or in this Handbook, is intended to waive or to be interpreted to alter the scope of any religious liberty protection or other protection of the Diocese under existing law, including the Constitution of the United States, the New York State Constitution, or any federal and state statutory and common law.

In some cases, ordination, religious belief, ministry and practice or promotion of Roman Catholic principals, is relevant as a bona fide occupational qualification (BFOQ).

Employees who have questions on the administration of this policy or a complaint regarding Equal Employment Opportunity should contact Human Resources at 315-422-9091. If not satisfied with the resolution, appeals will generally follow the steps outlined in the Open Communication policy. Further, you have the right to commence a civil action for damages or injunctive relief in a court of competent jurisdiction.

## **INDIVIDUALS WITH DISABILITIES**

The Diocese is fully compliant with the Americans with Disabilities Act (ADA), ADA Amendments Act ("ADAA"), and New York State Human Rights Law which make it unlawful to discriminate in employment against a qualified individual with a disability. The Diocese's commitment to this policy includes making reasonable accommodations.

Qualified individuals with disabilities should make the appropriate supervisor aware of the need for an accommodation. The supervisor will work with each individual to define their

job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

## **RECRUITMENT AND PLACEMENT**

The Diocese recruits and selects individuals for employment on the basis of qualification, competency and salary without regard to all legally protected classes, including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, predisposing genetic characteristics, and any other status, class, or activity protected by any applicable federal, state or local law. All job offers are contingent upon the applicant providing proof of legal authorization to work in the United States and successful completion of the Diocese of Syracuse Child and Youth Protection program, which includes a mandatory criminal background check.

## **JOB POSTING**

Whenever possible, job openings will be filled with qualified applicants from within the Diocese. Notices of job vacancies will be posted on the Diocesan website. Employees should notify their manager and then Human Resources if they would like to be considered for a different position. Employees must complete at least six (6) months in their current position and must be in good standing in their current position before being eligible to apply for another position.

## **HIRING PROCESS**

The hiring procedure includes recruitment, interviewing and reference and criminal background checks of all applicants considered for the opening. In some cases, ordination or religious belief and practice or promotion of Roman Catholic principles is relevant to hiring and is a bona fide occupational qualification (BFOQ).

## **BACKGROUND AND REFERENCE CHECKS**

Prior to making an offer of employment, the Diocese will conduct a job-related background check. A comprehensive background check may consist of prior employment verification, reference checks, education confirmation, and criminal background check.

Providing false or misleading information by an applicant on the application form or during the interview process is cause for automatic disqualification of the applicant from further consideration, or for termination if the knowledge about false information is discovered after the applicant has been employed by the Diocese.

## **EMPLOYMENT OF RELATIVES**

In order to avoid the possibility of conflicts, claims of favoritism and other issues that may arise when family members work for the Diocese, Human Resources will approve employment of immediate family members of other employees under specific conditions.

Immediate family members may be employed only where they are not directly or indirectly supervised by another immediate family member. In addition, the responsibilities of the employed relative may not influence work, salary or other factors of the immediate family member.

Immediate family refers to spouses, parents, step-parents, children, step-children, grandchildren, sisters, step-sisters, brothers, step-brothers, foster children, parents-in-law, sons/daughters-in-law, or family members residing in the same household.

## **DIOCESAN SAFE ENVIRONMENT POLICY**

### **THE OFFICE OF SAFE ENVIRONMENT**

#### **CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

The Offices of Safe Environment and Victim Assistance are two distinct but closely related offices. These offices are accountable for integrating the approved *Charter for Protection of Children and Young People (Charter)* standards with our Catholic values and teachings, canon laws, and policies.

The *Charter* is a comprehensive set of procedures established by the U.S. Conference of Catholic Bishops (USCCB) in June 2002 to address allegations of sexual abuse of minors and vulnerable adults by Catholic clergy. The *Charter* includes guidelines for reconciliation, healing, accountability, and prevention of further acts of abuse. It directs action in all the following matters:

- To create a safe environment for children and young people,
- Provide healing and reconciliation of victims and survivors,
- Make prompt and effective responses to allegations,
- Cooperate with civil authorities,
- Discipline offenders, and,
- Provide accountability to ensure the problem continues to be effectively dealt with in the future through the Secretariat of Child and Youth Protection and the National Review Board.

### **THE OFFICE OF SAFE ENVIRONMENT**

The Office of Safe Environment is responsible for educating all clergy, members of a religious order, parish and diocesan employees, including those who have no contact with children, young people, or vulnerable adults; and adult volunteers whose ministry or role places them in regular contact with children, young people, or vulnerable adults about the prevention of sexual abuse.



The required Safe Environment training also teaches attendees how to recognize predatory behaviors, and review proper boundaries, and maintain a culture of awareness, knowledge, and vigilance for those entrusted in our care.

The *Diocesan Child and Youth Protection Policy* requires completing the initial Safe Environment training session (2 hours) upon the assumption of duties, employment, or volunteering for those 18 years of age and older for those who are required to attend the initial Safe Environment Training and undergo a criminal background check. Those individuals are:

- All clergy,
- All members of religious orders.
- All parish and diocesan employees, including those who have no contact with children, young people, or vulnerable adults,
- All adult volunteers whose ministry or role places them in regular contact with children, young people, or vulnerable adults,
- All liturgical ministers, including Extraordinary Ministers of Holy Communion, members of the Music Ministry (such as cantors, choir members, and instrumentalists), sacristans, adult altar servers, leaders of liturgical ministries, lectors/readers, commentators, greeters, ushers, and those involved in homebound ministry, and,
- Any adult interested in learning more about child abuse prevention.

**Coaches and substitute teachers** are required to complete the credentialing process before the assumption of duties.

The Diocese of Syracuse does not require employees and volunteers under the age of 18 to attend Safe Environment training due to the sensitive topics that are discussed.

Renewing Safe Environment credentials every five (5) years is a requirement of the *Diocesan Child and Youth Protection Policy*. The re-certification training reinforces a culture of awareness, knowledge, and vigilance to protect those entrusted to our care. The following individuals are required to complete the Safe Environment re-certification training session (1.5 hours) and undergo a criminal background check.

## REPORTING

I must promptly report any illegal activity by any individual (clergy, religious, diocesan/parish/agency employee, or diocesan/parish/agency volunteer) to the appropriate local civil authorities.

I must promptly report any concerning, suspicious, or unethical behaviors or communications by clergy, religious, diocesan/parish/agency employees, or diocesan/parish/agency volunteers that are contrary to this Code of Conduct to my pastor/supervisor and the diocesan Office of Safe Environment at 315.470.1421 or [safeenvironment@syrдио.org](mailto:safeenvironment@syrдио.org).

I will cooperate with civil or diocesan investigations into any alleged incident.

### **SAFE ENVIRONMENT INFORMATION**

[Diocese of Syracuse/Safe Environment website](#)

[Diocesan Child & Youth Protection Policy](#)

[Diocesan Safe Environment Code of Conduct](#)

[Responding to an Alleged Incident](#)

### **CONTACT INFORMATION**

Office of Safe Environment

315.470.1421

[safeenvironment@syrдио.org](mailto:safeenvironment@syrдио.org)

Office of Victim Assistance

315.470.1465

[assistancecoordinator@syrдио.org](mailto:assistancecoordinator@syrдио.org)

### **EMPLOYMENT CLASSIFICATIONS**

Employees of the Diocese are employed on either a full-time or a part-time schedule based on the needs of the Diocese. There are multiple Classes of employees (based on hours worked per week and weeks worked per year) as outlined on the following page. Regardless of what Class an employee falls into, they are entitled to statutory benefits.

Each location makes every effort to ensure the records concerning each employee's pay and accrual of leave and other benefits are accurately recorded and maintained. It is also recognized that errors occur from time to time. Accordingly, each employee is responsible to review his/her records concerning the accrual of pay, leave, and other benefits and to notify his/her employer of any claimed error concerning the accrual of pay or benefits within twelve months of such accrual. Each employee's pay and accrual of benefits shall be deemed final and agreed-upon twelve months after its accrual and any claimed error regarding pay or benefits shall be deemed waived and released after such time.

## **EMPLOYMENT CLASSIFICATIONS**

<b><u>CLASS</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAID LEAVE BENEFITS ENTITLED TO</u></b>	<b><u>INSURANCE BENEFITS ENTITLED TO</u></b>
A	Employees in this category are regularly scheduled to work a minimum of 35 hours per week and 52 weeks per year.	Vacation Holiday Sick Personal	Medical Dental Vision Life Long-Term Disability
B	Employees in this category are regularly scheduled to work less than 20 hours per week. All seasonal and temporary employees are also members of Class B.	None Sick	None
C	Employees in this category are regularly scheduled to work between 20-29 hours per week and 52 weeks per year.	Vacation Holiday (will be paid only if it is a regularly scheduled work day) Sick	None
D	Employees in this category are regularly scheduled to work between 20-34 hours per week, but less than 52 weeks per year.	Holiday (will be paid only if it is a regularly scheduled work day) Sick	None
E	Employees in this category are regularly scheduled to work between 30-34 hours per week and 52 weeks per year.	Vacation Holiday (will be paid only if it is a regularly scheduled work day) Sick	Medical Dental Vision Life Long-Term Disability

### **TEMPORARY/SEASONAL CLASSIFICATION**

Employees in this category perform a job for a specified period of time and their employment is limited due to the nature of the job or availability of the individual.

### **NON-EXEMPT AND EXEMPT CLASSIFICATIONS**

In addition to the above classifications, each position is classified as either exempt or non-exempt based on the nature of the duties. The Fair Labor Standards Act (FLSA) is a federal law which requires that employees be paid at least the federal minimum wage for all hours worked, and that non-exempt employees receive overtime pay at time and one-half the regular rate of pay for all hours worked over forty (40) hours in a workweek.

The FLSA provides an exemption from overtime pay for employees employed as bona fide executive, administrative, professional, outside sales and certain computer employees. To

qualify for exemption, positions must meet certain tests regarding job duties and under most circumstances must be paid on a salary basis at the minimum rate established by law. Employees in positions classified as exempt are not eligible for overtime.

## **ORIENTATION PROGRAM**

Orientation begins the first day of employment. New employees will be scheduled to meet with Human Resources who will explain benefits, answer questions and help employees complete the payroll and benefit forms. Supervisors will introduce the new employee to co-workers and begin training them for their new job.

It is important for employees to read the Employee Handbook. It will answer many questions about our policies.

Throughout the first few weeks, employees will be given on-the-job training by their supervisor. During this time, employees should gain a full understanding of their job responsibilities and our standards for their position.

## **WORKING HOURS**

The Diocese normally observes a thirty-five (35) hour work week. Time records are kept for all employees showing the hours worked each week.

Because of the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of seven (7) hours per day, generally Monday through Friday, although there may be times when it is necessary to work on weekends. For purposes of calculating overtime, the Diocese's workweek starts on Sunday and ends on Saturday.

## **TIME RECORDS**

Employees are responsible for recording hours worked and/or any absences on a timesheet each week, signing it and submitting it to their supervisor the last day of each pay period, unless otherwise notified.

## **MEAL BREAK**

A one (1) hour, unpaid meal break is standard, unless otherwise stated for an employee's position and/or department. The noonday meal period extends from 11:00 a.m. to 2:00 p.m. Employees who work six (6) or more hours, which extends over the noonday meal period, are required to have an unpaid meal break. Supervisors are responsible for scheduling meal breaks. Employees who work overtime may be entitled to an additional meal period. Also, employees who work other schedules may be entitled to a meal period. Please see your supervisor for more information.

## **PAY PRACTICES**

The Diocese is committed to a policy of fair and equitable compensation for work performed. The rate of compensation assigned to each job is based on the nature of the position as well as economic conditions within the Diocese and the community.

Employees are paid biweekly. If the payday falls on a holiday, employees ordinarily will be paid on the day before or the day after the holiday.

Employees may elect direct payroll deposit, and should contact Human Resources for the applicable form.

When an employee fails to make prompt payment of personal debts, a court may order the Diocese to garnish amounts directly from the employee's paycheck. The Diocese must withhold the amount indicated in the garnishment from the employee's paycheck in accordance with federal and state law.

## **DEDUCTIONS FROM WAGES**

The Diocese does not permit wage deductions except those permitted under state and federal law. Employees who believe that they have been subjected to an improper wage deduction should immediately report this information to their supervisor. Supervisors shall immediately advise Human Resources of the alleged improper wage deduction. Reports of improper wage deductions will be promptly investigated. If it is determined that an improper wage deduction has occurred, the employee will be promptly reimbursed for that amount.

## **OVERTIME**

Occasionally the Diocese may require longer-than-normal hours of its employees in order to meet the needs of the Diocese. It is necessary and requested that each employee comply with overtime needs so that deadlines established by the Diocese can be met.

Non-exempt employees are paid one and one-half times their regular hourly rate of pay for overtime hours worked in excess of forty (40) hours in a workweek.

All overtime must be authorized in advance by each employee's supervisor.

Paid absences, including, but not limited to: holidays, vacation days, sick time and personal time, are not counted as hours worked when calculating overtime. Only actual hours worked are counted when computing weekly overtime.

Violations of this policy will be subject to disciplinary action, up to and including termination of employment.

## **TRAVEL/EXPENSE REIMBURSEMENT**

Employees will be reimbursed for pre-authorized expenses, such as Diocesan-related travel, mileage, hotel expenses, airfare, or other business expenses incurred on behalf of the Diocese. The employee must complete a copy of the Diocese's Expense Report/Reimbursement Form, attach all receipts, obtain supervisor's approval and submit the request to the Finance Office. (You may obtain a copy of the expense report from the Finance Office). All requests for reimbursement must be submitted within **30 days** of being incurred.

Please note that the mileage rate is based on the IRS rate and changes each year. You must include a mapquest or Google map report as documentation for the mileage request. Also, include receipts for any tolls.

Commuting vs. Business Travel: The IRS strictly defines travel between an employee's personal residence and their main or regular place of work (their "tax home") as personal commuting, and these expenses are not deductible, even if the travel occurs on a weekend or if they work during their commute. Therefore, when an employee submits an expense report for mileage, their personal commute should be deducted.

For example, if the employee lives 10 miles from his/her office and the first appointment of the day is 25 miles from the employee's home, the employee may claim 15 miles for that trip. Mileage may be accrued from the first appointment or stop, including coming to the office later that day. If the last appointment of the day is further than his/her office from the employee's home, the number of miles from the office to the employee's home should be deducted from the total mileage. For example, if the employee's home is 10 miles from his/her office and the distance from the last appointment to home is 14 miles, the employee may be reimbursed for 4 miles.

Other scenarios: If you are a remote employee, mileage to the office will not be reimbursable. However, if you are traveling to another location, you can submit your mileage, always deducting your personal commute to and from the office.

If you are required to work on the weekend, mileage may be submitted, always deducting your personal commute to and from the office.

For anyone with a company vehicle, this policy is not applicable.

## **POSITION DESCRIPTIONS**

It is a recommended best practice for a position description to be written for each position and maintained on file with the location of employment. If a position description was not provided, please contact your manager to request one.

The purpose of a position description is to identify job standards, essential job functions, as

well as other duties, and to define reporting relationships.

In addition, a position description should provide a better understanding of the total job for both the employee and the manager. Managers will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions.

Periodically position descriptions may need to be updated to reflect business needs, changes in job duties and organizational structure. If a position description is updated, your manager will provide and review the new description with you.

## **PERFORMANCE APPRAISAL**

To help employees grow in their job, supervisors will evaluate each employee's performance in writing annually. The purpose is to provide a basis for better understanding between employees and their supervisors regarding performance, potential for advancement and development at the Diocese.

## **ATTENDANCE**

Each employee's position and the work done at the Diocese is important. It is essential that employees be at work on time and ready to work in order to serve the Catholic Community and operate the Diocese in an efficient manner.

Employees who are going to be late or absent from work must personally call their supervisor within thirty (30) minutes of the start of their workday. Employees who are absent for more than one (1) day must call back each day they are absent, unless other arrangements have been made with Human Resources for disability or FMLA leave.

Employees who are absent for three (3) days without contacting their supervisor will be considered to have voluntarily resigned from their position and their employment may be terminated.

## **CONFLICTS OF INTEREST AND OUTSIDE BUSINESS**

We expect our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Diocese and the conduct of its affairs.

Business dealings that represent, or appear to represent, a conflict between the interest of the Diocese and an employee are unacceptable. Employees should not engage in any activity which is detrimental to the Diocese. Employees should not improperly use their position in order to benefit themselves, relatives or friends.

Employees should also avoid personal interests, or other investments, which would influence the objectivity and independence of their judgment or conduct in carrying out their duties and

responsibilities to the Diocese. Diocesan related outside business ventures must be approved by the Diocese.

The Diocese encourages involvement in community activities. It is important to recognize that such activities should not interfere with your work. If participation in such activities involves time away during your normal workday, you should seek prior approval from your Vicar / Supervisor.

## **FRAUD, WHISTLEBLOWER AND FRAUD RESPONSE PLAN**

The revised Code of Canon Law, effective November 27, 1983, addresses extensively the responsibilities of Bishops and their delegates as administrators of the Church's temporal goods. Ultimately, the Bishop has the duty to ensure that no abuses exist in the administration of Church goods within the Diocese. This policy is promulgated to support and assist the Bishop in that responsibility.

The Diocesan Finance Council provides review, oversight and counsel to the Bishop at the Diocesan level. At the local level, the parish finance council is to provide the pastor or administrator with similar advice and counsel. The Diocesan internal auditors also serve a vital role in the review and monitoring of various internal controls at the parish level. This document should be made available to all parish and school employees and volunteers and studied together for sound parish stewardship in this matter.

The Diocese of Syracuse is committed to the highest possible standards of accountability in all its affairs. It is determined to develop a culture of the Gospel, one of honest and accountable stewardship and opposition to fraud and embezzlement. An environment, which allows any embezzlement or fraud, is not acceptable, and all criminal, civil and canon laws will be strictly enforced and obeyed.

In line with that commitment, this document outlines the principles we are committed to in relation to reporting and investigating fraud and embezzlement. The principles for preventing fraud and safeguarding assets are outlined in the Diocese of Syracuse Business Administration Best Practices Manual. This document in no way supersedes those requirements, but is intended to reinforce them. It will outline the steps that are to be taken in the event of suspicion of fraud or actual fraud and communicate how it will be dealt with. These actions apply to priests, religious, lay employees, volunteers, parishioners or any person suspected of fraud or embezzlement.

The Diocese encourages all clergy, religious, lay leaders, employees, parishioners and volunteers to come forward on a timely basis and report instances of fraud and embezzlement and provides assurance against recrimination or retaliation.

Fraudulent activities at the parish, school or any other level at the Diocese represent a unique problem which must be responded to in an appropriate manner. The problem is unique in so far as; an inappropriate or premature response may allow the suspected offender to cover-up or hide the suspected activity.



## **COURSE OF ACTION**

1. All suspected or documented fraud or embezzlement should be immediately reported to the office of the Chief Financial Officer. An initial report of the incident must be documented in writing by the complainant and provided to the Director of Internal Audit. All complaints and reports of suspected embezzlement or fraud will be kept confidential, other than the timely reporting by the Diocese of the suspected activity to law enforcement, in order to protect both the complainant and the suspected embezzler. The complainant will be notified of the action taken by the Diocese within fourteen days.
2. The Director of Internal Audit will coordinate closely with the Pastor, as necessary, during the investigative process until final resolution.
3. The suspected embezzler should not be approached or apprehended. No personnel action shall be taken without prior consultation with legal counsel and the Director of Internal Audit.
4. The premature approach might jeopardize the gathering of necessary evidence, result in a needless lawsuit or cause physical harm to the persons involved. The clergy, religious, lay employee or volunteer, reporting the suspected activity to the Diocese, shall not communicate with any other priest, lay person, employee, parishioner, volunteer or finance council member concerning the suspected embezzlement until he/she is notified by the Director of Internal Audit. All information regarding the incident should remain confidential by the complainant, unless the complainant is contacted by law enforcement, in which case the complainant should cooperate fully.
5. Neither the pastor, associate pastor, parish finance council nor any person at the parish level has the authority to release the suspected person from liability or agree to terms of restitution. There should be no attempt to contact law enforcement agencies or a lawyer at the parish level, or to deal with the suspected embezzler at the parish level. The office of the Director of Internal Audit will coordinate contact with appropriate law enforcement agencies on behalf of the Diocese.
6. The Director of Internal Audit will consult with the proper Diocesan officials and consultants to discern appropriate actions to pursue in light of canonical, civil and criminal statutes, the nature of the allegation and other significant circumstances.
7. In order to protect the innocent and secure the evidence, no internal control procedures or other operating controls, or employees, should be changed until requested or instructed by the Director of Internal Audit. The parish must contact the Director of Internal Audit immediately upon suspicion of fraud or embezzlement. In all instances the parish shall work in conjunction with the Director of Internal Audit and the Diocese to resolve the fraudulent financial situations. The matter must not be handled at the parish level in any way. The

parish should not attempt to conduct its own investigation. This could lead to erroneous information being obtained, improper allegations being leveled or the inability of the Diocese to properly pursue the matter in line with canon, civil and criminal law.

8. The Director of Risk Management shall notify the appropriate insurers.

## **FRAUD RESPONSE PLAN**

The Bishop, Vicar General, Chief Operating/Chief Financial Officer and Director of Internal Audit, in consultation with the Diocesan Finance Council and any other consultants deemed necessary, will make the determination of how fraud and embezzlement is handled. This includes decisions regarding when criminal and civil authorities and insurers are to be notified. All civil, criminal and canon laws will be strictly adhered to.

General guidelines are as follows:

- Once sufficient facts have been uncovered to determine that a fraudulent activity has occurred, the Director of Internal Audit or his designee shall contact appropriate law enforcement authorities. The Director of Risk Management shall notify the insurers.
- In all instances the offender will be removed from the situation in which the fraud occurred. At the direction of the Director of Internal Audit, administrative leave may be invoked on a temporary basis during the investigative process.
- As a matter of justice and vigilance in preventing the creation of an environment which allows for fraud, restitution will be sought in all cases, regardless of the amount of the embezzlement, theft or fraud.

## **TYPES OF FRAUD**

The following list includes fraud and embezzlement to be aware of and watch for. While several types are listed below, others may happen that are not included in the list.

### **Collusion**

Two or more individuals overriding the control system can collectively perpetrate and conceal actions from detection. This could include collusion between an employee and a vendor or customer, or another employee.

### **Lapping**

This is one of the most common types of fraud. It is the postponement of entries for the collection of receivables to conceal a cash shortage. The fraud is perpetrated by a person who records cash in the cash receipts journal and the accounts receivable journal. The

employee defers the recording of the cash receipts from one source and covers the shortage with receipts from another source.

### **Theft**

Theft is the diversion of cash, checks or other assets before they are recorded by the accounting system of the parish or school. It can take the form of removing cash from the collections basket or mail, taking cash or goods donated to the parish or school or diverting checks to another bank account.

### **Forgery**

Occurs when a person passes a false or worthless instrument, such as a check, with the intent to defraud or injure the recipient.

### **Inappropriate use of Endowed Funds**

Occurs when a parish or organization intentionally uses endowed/restricted gifts for purposes other than designated by the donor

### **Accounts Payable**

An employee may create payments to false vendors or create phony addresses to which payments are sent. Invoices could also be overpaid, with the refunds pocketed by the employee.

### **Payroll Ghosts**

Another common form of fraud is to create false employees. Paychecks are then issued to the false employee and diverted into a bank account. Unauthorized pay charges and not recording vacations taken are other frequent forms of fraud.

### **Kickbacks**

An employee may take bribes or kickbacks from suppliers or vendors. This is more difficult to document because they are usually in cash.

### **Supplies or Inventory Embezzlement**

An employee may purchase, with the parish or school's funds, supplies or equipment for personal use. Inventory or supplies may also be stolen from the parish or school.

### **Other Types of Fraud or Embezzlement**

Individuals may come up with other methods of fraud or embezzlement. These include inflating personal expense reimbursement amounts, using the parish sales tax exemption for personal purchases, stealing stamps or other office supplies, falsifying time cards, misappropriating petty cash, or other theft.

## **OPEN COMMUNICATION**

The Diocese is committed to the principle of open communication between employees and their supervisors concerning any aspect of the employment relationship.

In every work environment there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Employees should not keep concerns to themselves.

Employees who have a problem, complaint, question or suggestion about any aspect of their work are encouraged to discuss the issue with their immediate supervisor. Most matters should be satisfactorily resolved by such discussions.

Employees who are not satisfied with the outcome of this first session or are not comfortable raising a particular issue with their immediate supervisor, are welcome to discuss the issue with Human Resources, who will meet with the employee and/or their supervisor and attempt to reach a satisfactory solution. The resolution to a problem, complaint, question or suggestion may be appealed to the Chancellor, whose decision will be final and binding on all parties.

## **SOLICITATION AND DISTRIBUTION**

Individuals who are not employed at the Diocese may not solicit and/or distribute material to employees or visitors at any time on Diocese property. Any violation of this policy should be reported to the administration immediately.

## **BULLETIN BOARDS**

The Diocese maintains official bulletin boards at the Chancery and Chancery Annex for the posting of official notices relating to federal and state regulations. The official bulletin board is for administration use only. Employees may not post or remove any items on it without approval from Human Resources.

## **STANDARDS OF BEHAVIOR AND PERFORMANCE**

In order for the Diocese to operate efficiently and safely, it is necessary for all employees to observe the policies and procedures governing our work environment. If an employee's conduct interferes with orderly and efficient operations, corrective disciplinary action will be taken. Corrective discipline may also be used when an employee's job performance is unacceptable.

Grounds for corrective discipline, up to and including immediate termination of employment, may include, but are not limited to:

- Where applicable, behavior contrary to Roman Catholic teachings and/or principles;

- Violation of Diocesan policies or safety rules;
- Insubordination;
- Poor performance;
- Excessive absenteeism and/or tardiness;
- Possession of firearms(unless permission granted due to position held), or weapons;
- Theft or dishonesty;
- Willful destruction of Diocesan property;
- Physical, verbal or harassment of anyone;
- Possession, use or sale of illicit drugs or alcohol on Diocesan property or during working time;
- Reporting to work under the influence of drugs or alcohol; or
- Any other conduct, which in the sole opinion of management, should warrant discipline based upon a common sense review of the facts.

## **DISCIPLINARY POLICY AND PROCEDURE**

Depending upon the severity of the matter, disciplinary measures may include a verbal warning, written warnings, suspension, or termination of employment. The supervisor and Human Resources will determine the appropriate corrective action. The Diocese does not guarantee that one form of action will necessarily precede another, and the Diocese reserves the right to implement immediate termination in cases deemed appropriate by the Diocese in its sole discretion.

## **PROBLEM RESOLUTION**

The Diocese strives to maintain a work environment that promotes open communication and provides channels to help you resolve problems on the job. If you have a concern or a workplace problem, you should discuss your concern with your immediate supervisor. Supervisors have a responsibility to address job-related problems and discuss your situation with you. Your supervisor will review the facts involved, consider any Diocesan policies and practices that may be applicable, and respond to your concerns. If your concern is not resolved at this level or if there is some reason you feel the situation cannot be discussed with your immediate supervisor, you may wish to take the issue to your next level supervisor or to Human Resources. The Diocese will not retaliate against an employee who in good faith reports problems such as unlawful activity, serious misconduct, violation of safety practices or activities in violation of Diocesan policy.

## **DIOCESAN CREDIT CARD POLICY**

Employees who are issued a Diocesan credit card will be required, along with their Manager, to sign a Cardholder Agreement with Elan Financial Services. In addition, per IRS regulations, the cardholder will be required to submit receipts or supporting documentation to substantiate each credit card transaction as a business expense. This also serves as verification that all transactions are valid charges the cardholder initiated.

Each month the credit card statement with supporting documentation should be submitted to the Finance Office for payment. The cardholder is required to sign the statement as approval of the transactions. In addition, the cardholder's manager will need to sign the statement as secondary authorization. This applies to employees at all levels.

With the increase in credit card fraud this process not only serves as protection to the organization, but is a safeguard to the cardholder as well.

## **HARASSMENT**

### **SEXUAL HARASSMENT**

The Roman Catholic Diocese of Syracuse is committed to maintaining a work environment that is free of discrimination and harassment. Sexual harassment is a violation of the Roman Catholic Diocese of Syracuse policy and a violation of federal, state and local laws.

Sexual harassment of any employee by another employee, manager, or non-employee (e.g., intern, volunteer, independent contractor, contract worker, vendor, client, customer or visitor), regardless of their sex or gender, is prohibited. Sexual harassment of non-employees by our employees is also prohibited. Further, any retaliation against an individual who has complained about sexual harassment or who has cooperated with a sexual harassment investigation is also unlawful and will not be tolerated.

Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment. Sexual Harassment prevention hotline: 1(800) HARASS-3.

### **What is Sexual Harassment?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes, but is not necessarily limited to, harassment on the basis of sex or sexual orientation.

Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct based on an individual's sex, sexual orientation, etc. constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- or

- Submission to or rejection of the conduct is used as the basis for decisions affecting an individual's employment; or
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to the physical workplace. It can occur while employees are traveling for business or at employer sponsored events or parties. It can occur outside work hours.

### **Examples of Sexual Harassment**

While it is not possible to list all acts which may constitute sexual harassment, it may include explicit sexual propositions or flirtations; sexual innuendo; suggestive comments; sexually oriented teasing; comments or jokes about gender-specific traits, sexual orientation, etc.; foul or obscene language or gestures; unwanted physical contact; the display or transmission of obscene, demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and hostile actions taken against an individual because of that individual's sex, sexual orientation, etc. , such as interfering with the individual's ability to perform the job, bullying, or name-calling.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Although unlawful behavior in most circumstances must be severe or pervasive, and one joke or comment may not be enough to constitute sexual harassment, a single incident of inappropriate conduct may be enough to rise to the level of sexual harassment depending on the severity of the incident.

### **What is Retaliation?**

Retaliation is any action that would keep an individual from coming forward to make or support a sexual harassment claim. The action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. Both the New York State Human Rights Law and Title VII of the Civil Rights Act of 1964 protect individuals who engage in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under Title VII, the Human Rights Law, or other anti-discrimination law;

- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Retaliation against an employee who, in good faith, makes a complaint of sexual harassment will not be tolerated and will itself be subject to disciplinary action, up to and including termination of employment. Furthermore, no adverse actions will be taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

### **Reporting Sexual Harassment**

Sexual harassment is a form of employee misconduct. No employee is required to submit to, or accept, sexual harassment in order to maintain their position, promotional opportunities, benefits, or to meet any other condition of employment.

Any employee or non-employee who believes they have been a victim of sexual harassment or who believes the actions of another employee or non-employee constitute sexual harassment, is encouraged to immediately notify their manager, Human Resources or anyone in management with whom they are comfortable.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy. Individuals reporting sexual harassment on behalf of someone else should also use the complaint form.

Employees or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums as explained below.

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected behavior to the Diocesan Human Resources office. In addition to being subject to discipline if they engage in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

### **Investigation of a Sexual Harassment Complaint**

**ALL** complaints of sexual harassment will be investigated whether the information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt and thorough. If the investigation cannot be completed within 30 days, the Complainant will be notified that additional time is needed. The investigation will be confidential to the extent possible. Corrective action will be taken whenever sexual harassment is found to have occurred.



All persons involved, including complainants, witnesses, and alleged perpetrators, will be accorded due process to protect their rights to a fair and impartial investigation. All employees are required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of a complaint, the Human Resources office will conduct a review of the allegations, and take any interim actions, as appropriate.
- Relevant documents, electronic communications, emails, or telephone records will be reviewed.
- All parties involved, including any relevant witnesses, will be interviewed.
- Written documentation of the investigation (i.e., letter, memo, or email) will be created and kept in our records, which will include a list of all documents reviewed; the names of those interviewed; a timeline of events; and the final resolution of the complaint, together with any corrective actions action(s).

Upon conclusion of the investigation any identified corrective actions will be taken. The individual(s) who complained and the individual(s) accused will be notified about the final determination.

## **TERMINATION OF EMPLOYMENT**

Termination refers to either voluntary resignation initiated by the employee or involuntary terminations initiated by the Diocese.

Employees resigning voluntarily are expected to give a minimum of two (2) weeks advance written notice for non-exempt employees and four (4) weeks for exempt employees, so the proper replacement can be found.

Employees, whose employment with the Diocese ends, will be paid for earned but unused vacation time (ie. accrued vacation time). Earned vacation time will be calculated at the time of termination and may differ from our online payroll system, please confirm for accurate accruals. Vacation time is currently frontloaded, therefore if an employee terminates prior to the end of the fiscal year, vacation time is prorated based on the month of termination. (An example situation: employee is given 40 hours of vacation time as of July 1st, employee terminates December 31st, employee has worked 6 of the 12 months in the fiscal year therefore has only accrued 20 of the 40 hours of vacation time. In this example, terminated employee would receive 20 hours minus any time that has already been taken, if no vacation time has been used, employee will be paid the full 20 hours. If 10 hours have been used, employee will only be paid for 10 hours.)

Earned but unused personal time and sick time are not paid upon termination.

Diocesan contributions for health insurance will be paid through the last day of the month in which employment terminates. Employees who have health, dental and vision insurance through the Diocese, have the option of continuing these benefits for a specified period of time at their own expense.

Upon termination of employment, life insurance coverage ceases on the day of termination. Employees may have the option of converting their group insurance policy to an individual policy. Contact Human Resources for more details.

Upon termination, employees are required to return all Diocesan issued items, including but not limited to: keys, tools, uniforms, employee handbooks, manuals, computers, cellular phones, computer disks, credit cards issued by the Diocese, access cards and any other Diocesan information.

## **EMPLOYEE BENEFITS**

The following are brief descriptions of benefits offered to eligible employees of the Diocese. Additional information regarding these plans is contained in plan documents that are available from Human Resources/Benefits. If there is an inconsistency between this handbook description and the plan documents, the terms of the plan documents will control. The Diocese reserves the right to modify, revoke, suspend, change or terminate any non-statutory employee benefit, in whole or in part, including contribution levels, at any time within the Diocese's sole discretion.

### **HEALTH BENEFITS**

All eligible employees may enroll in health insurance coverage from the first of the month following the date of hire. Employees are required to contribute toward the cost of health insurance for single or family coverage. Contributions toward health insurance are made on a pre-tax basis.

You must enroll within thirty (30) days of becoming eligible for coverage. If you do not enroll on a timely basis, you will not be able to enroll until the next open-enrollment period. The open-enrollment period for insurance through the Diocese of Syracuse is normally held in May. All changes indicated during Open Enrollment are effective July 1st.

### **DENTAL BENEFITS**

Dental benefits are also available to eligible employees. Premiums for dental coverage are paid for by the employee and are made on a pre-tax basis.

### **VISION BENEFITS**

Vision benefits are also available to eligible employees. Premiums for vision coverage are paid for by the employee and are made on a pre-tax basis.

## **CONTINUATION OF INSURANCE COVERAGE**

In accordance with applicable provisions of the New York State Insurance Law, if you are an employee of the Diocese covered by the Diocese's Health Insurance Plan, you have a right to a temporary extension of your health coverage (called "Continuation Coverage") at group rates in certain instances where coverage under the plan would otherwise end. Continuation coverage is available if you cease to be in the class or classes eligible for coverage under the plan, or because of termination of your employment.

It is the employee's or family member's responsibility to inform the Diocese Personnel Department of a divorce, legal separation, or a child losing dependent status under the Health Insurance Plan. The Diocese will assume responsibility to notify the health insurance administrator of the employee's death, termination of employment or failure to be a member in the class or classes eligible for coverage under the plan, or where Medicare eligibility is established. When the insurance administrator is notified that one of these events has happened, the administrator will in turn notify you that you have a right to choose continuation coverage. You will then have sixty (60) days, from the date COBRA notification paperwork is sent, to inform the administrator that you want continuation coverage.

If you do not choose continuation coverage, your insurance coverage will end at the end of the month in which the termination occurred.

If you choose continuation coverage, the Diocese is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members.

You do not have to show that you are insurable to choose continuation coverage. However, as permitted by state law, you are required to pay all the premium for your continuation coverage.

If you have any questions about the right to health insurance continuation coverage, please contact the Diocese Benefit Department.

## **FLEXIBLE SPENDING ACCOUNT**

All eligible employees, at locations which have elected this benefit, are eligible to participate in the Flexible Spending Account Plan (FSA) upon hire.

The FSA allows eligible employees to save taxes on the money paid toward qualified dependent care expenses, and qualified unreimbursed dental, vision and medical care expenses. With the FSA, eligible employees may designate how much of their salary will be used to pay for these benefits during the calendar year. The designated amount is deducted from gross pay before taxes are taken out.

## **LIFE INSURANCE**

A group term life insurance policy is provided for eligible employees. Employees are responsible for designating their beneficiaries for this policy.

The premium for the basic insurance coverage is fully paid by the Diocese.

The amount of life insurance coverage is equal to one time the employee's annual salary, rounded up to the next highest thousand. The plan also includes an Accidental Death and Dismemberment benefit equal to the same amount. Employees may elect to enroll in additional life insurance coverage at their own expense.

When an employee reaches the age of 70, the coverage automatically is reduced in half.

## **403(b) PLAN**

The Diocese provides eligible employees with a 403(b) plan that allows tax-deferred savings for retirement.

Beginning 2021, All employees are automatically enrolled in the 403(b) plan 30-60 days after their date of hire at a 3% contribution rate. The employee will be notified via mail and/or email by the 403(b) provider regarding plan specifics.

Plan participants may elect to contribute either a percentage of their compensation or a flat dollar amount on a pre-tax basis through payroll deduction, subject to the terms of the plan and certain established federal limitations.

Once enrolled in the plan, contributions remain the same until an employee elects to stop, increase or decrease savings. Elections can be changed at any time.

If an employee is hired before July 1, 2011 and part of the pension plan, they may contribute to the 403(b) on a contributory basis only and will not be eligible for the company match (due to the pension plan). Employees hired July 1, 2011 and later are eligible for an employer match on their contributions. The employer match is 50% of the first 6% of pay contributed by the employee. To be eligible for the match the employee must complete one year of eligibility service within which they have worked at least 1,000 hours.

Each employee is responsible to review his/her records concerning their contribution and/or match and to notify his/her employer of any claimed error concerning the 403(b) within twelve months. Each employee's benefits shall be deemed final and agreed-upon after twelve months and any claimed error shall be deemed waived and released after such time.

Employees are provided with a significant number of investment options. Contact Human Resources or the Plan Administrator for additional information.

## **PENSION PLAN**

For employees hired before July 1, 2011, on the first July 1st following 12 months of continuous service to the Diocese of Syracuse, lay employees who regularly work 1,000 hours or more during a fiscal year, may be eligible for participation in the Diocesan Pension Plan. The plan booklet contains further details regarding plan eligibility provisions. Normal retirement age for the plan is 65, and you may elect an early retirement if you have attained age 55 and have completed 20 or more years of continuous service. If you become totally disabled while still working, the benefits which you have earned to date are frozen. If you remain totally disabled, these benefits will be payable to you starting at your normal retirement date. If a participant's employment with the Diocese terminates, they may be entitled to vested benefits from the plan.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Diocese provides an Employee Assistance Program (EAP) to employees and family members who may need help with emotional support, work life solutions, legal guidance and financial resources through ComPsych. The phone number is 800-460-4374. problems. Our EAP is available to all employees, family members and others living in the employee's household.

Through this program, confidential advice is provided for any employee or member of an employee's family who requests it, or for an employee who is referred by his or her supervisor. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.

The privacy of employees and their family members is protected at all times. The Diocese is not informed when anyone seeks assistance, unless the Diocese mandates an employee to the program as a requirement of continued employment.

The Diocese pays the full cost of the EAP. Employees are responsible for the cost of outside referrals.

Employees may contact Human Resources for more information.

## **DISABILITY BENEFITS**

The Diocese of Syracuse provides disability benefits to lay employees. Employees who are absent for more than five (5) consecutive days are encouraged to file a short-term disability claim. Benefits are payable according to applicable New York State disability law and regulations. They are available for up to 26 weeks for non-work related disability within any 52-week period. Weekly benefits are 50% of the average weekly earnings up to the maximum weekly benefit as provided by law. There is a one week waiting period prior to receiving benefit payments, any available sick time will be utilized to cover the waiting period.

Disability benefits and full weekly salary may not be collected at the same time. However, any available vacation, personal and/or sick time may be paid on a weekly basis, to supplement the weekly disability in order to provide full pay for as long as available days last. If a holiday should fall when you are out on a continuous disability leave, you will not receive holiday pay.

## **NEW YORK STATE PAID FAMILY LEAVE**

The Roman Catholic Diocese of Syracuse provides eligible employees with paid leaves of absence for various family- and military-related reasons in accordance with the New York State Paid Family Leave Program. Such leaves of absence are referred to in this policy as “PFL.”

### **Eligibility**

In general, an employee whose regular employment schedule is 20 or more hours per week will become eligible to receive PFL benefits after 26 weeks of employment. An employee whose regular employment schedule is less than 20 hours per week will become eligible to receive PFL benefits after 175 days worked. Eligibility for PFL does not necessarily mean an employee is eligible for leave under the Family and Medical Leave Act (“FMLA”).

### **Qualifying Reasons for Leave**

An eligible employee may be entitled to PFL:

1. To participate in providing care, including physical or psychological care for a family member (spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild) of the employee made necessary by a serious health condition of the family member.
2. To bond with the employee’s child during the first 12 months after the child’s birth; during the first 12 months after the placement of the child for adoption or foster care; or before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
3. Due to any qualifying exigency (as set forth in the FMLA) arising out of active duty or an impending call or order to active duty in the Armed Forces of the United States for the spouse, domestic partner, child or parent of the employee.

### **Length of Leave and Benefit Rate**

On or after January 1, 2021 the length of allowable PFL and paid benefit rate is as follows:

- up to 12 weeks during any 52 consecutive week period; and
- paid at 67% of the employee’s average weekly wage, not to exceed 67% of the statewide average weekly wage.

The 52-week consecutive period is computed retroactively to the first day for which benefits are claimed. The benefit rate for the employee's period of PFL is the rate that is in effect on the first day of PFL taken.

An employee on PFL may use available paid vacation, personal and/or sick time concurrently with PFL to supplement PFL benefits in order to receive his or her full compensation during PFL.

An employee who is eligible for both New York State short-term disability benefits and PFL benefits during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of combined New York State short-term disability benefits and PFL benefits during that period of time. Employees may not use PFL during periods of time when the employee is receiving workers' compensation benefits.

When an employee simultaneously qualifies for both PFL and leave pursuant to the FMLA or any other statutorily required leave of absence, the employee's PFL and FMLA leave or other statutorily required leave run concurrently.

### **Requesting PFL**

When an employee's need for PFL is foreseeable, the employee is required to provide the Roman Catholic Diocese of Syracuse 30 days' advance notice of his or her intention to use PFL. If the need for PFL is not foreseeable, the employee must notify the Roman Catholic Diocese of Syracuse as soon as practical. In providing notice of the intention to use PFL, the employee must provide information sufficient to make the Roman Catholic Diocese of Syracuse aware of the qualifying event and the anticipated timing and duration of the leave, including identifying the type of PFL as listed above. When filing a claim for PFL, the employee must submit supporting documentation, which may include medical documentation, depending on the nature of the requested PFL. The Roman Catholic Diocese of Syracuse's insurance carrier receives and processes the employee's claim for PFL and makes the determination as to whether the claim is granted or denied.

### **Continuation of Health Insurance**

During PFL, the Roman Catholic Diocese of Syracuse maintains the employee's health coverage under its group health plan; provided, the employee continues to make his or her portion of the premium contribution. It is the employee's responsibility to tender payment to their employer his or her portion of the health insurance premium by the first of each month.

### **Payroll Deductions and Waiver**

Deductions are made from the employee's pay for PFL premium payments in accordance with applicable law. In limited circumstances, employees whose regular work schedules are temporary or seasonal may opt out of PFL. Employees who complete a waiver will not contribute to PFL through payroll deductions and will not be eligible to take PFL. If the employee's schedule changes and will be expected to qualify for PFL, the waiver is

automatically revoked and the employee is responsible for paying any required PFL contributions from the first day of employment.

### **Catholic Values**

As a religious institution, the Roman Catholic Diocese of Syracuse adheres to strict Catholic values. As a result, the Roman Catholic Diocese of Syracuse's interpretation of spouse and domestic partner is limited to the following: For the purpose of this policy, spouse is defined as an individual of the opposite sex of the employee who is treated as the employee's spouse for federal tax purposes; provided, however, that if the individual is legally separated or divorced from the employee, he or she is excluded from this definition. Domestic partner is an individual of the opposite sex of the employee who is legally recognized as the employee's domestic partner in New York State.

Employees with questions concerning PFL should direct them to Human Resources.

## **WORKERS' COMPENSATION**

The Diocese provides Workers' Compensation coverage which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job. Benefits are paid for lost wages and medical expenses.

Benefits for lost earnings begin after the seventh day of disability. If the disability continues beyond two (2) weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

Work related accidents or injuries, even if minor, must be reported within twenty-four (24) hours to the employee's supervisor, who will report the injury to Risk Management Department.

The Diocese strictly prohibits discrimination of any kind against employees who apply for or receive workers' compensation benefits or who are otherwise protected under the New York State Workers' Compensation Law. If any employee believes that they have been subjected to such discrimination, they should immediately contact Human Resources who will promptly conduct an investigation and take corrective action as needed.

## **SOCIAL SECURITY**

During your employment, you and the Diocese both contribute funds to the Federal government to support the Social Security program. This program is intended to provide you with monthly benefits and medical coverage once you reach retirement age. Benefits may also be available in the event you become disabled or die. If you would like to receive an estimate of what you will receive, you can contact the Social Security Administration.



## UNEMPLOYMENT

This program covers all employees and provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law. The Diocese pays for the cost of these benefits.

## HOLIDAYS

The Diocese observes the following paid holidays for eligible employees each year:

New Year's Day  
Martin Luther King, Jr.  
President's Day  
Good Friday  
Easter Monday  
Memorial Day  
Juneteenth Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day and the Friday after Thanksgiving  
Christmas Eve  
Christmas Day

In addition, the Diocese observes the following Holy Days of Obligation when they occur on a weekday (with the occasional exception), please refer to the current year holiday schedule:

The Assumption of Mary  
Feast of the Immaculate Conception of Mary  
Ascension Thursday  
All Saints Day

A holiday (except for Holy Days of Obligation) falling on a Saturday will be observed on the previous Friday; a holiday (except for Holy Days of Obligation) falling on a Sunday will be observed on the following Monday. If an employee is not regularly scheduled to work on the holiday, the employee does not receive holiday pay for that day. Eligible employees will receive payment at their regular rate of pay and regularly scheduled hours.

You must work the day before or after and/or be out on an already scheduled and approved personal or vacation day to receive holiday pay. You will not receive holiday pay if you are out on sick or leave time.

If your department supervisor finds it necessary to maintain regular office hours on any of the above holidays, you are required to work at your normal rate of pay during the holiday(s); and you will be given a paid day off within that same biweekly pay period.

Any employee who works less than 20 hours per week is not eligible to receive a paid holiday.

## **VACATIONS**

**Please check with your location for their specific vacation schedule and carry over policies.**

The Diocese provides eligible employees with an annual paid vacation to give time for rest and relaxation. All eligible Class A employees receive all their applicable vacation time on July 1 of each calendar year in accordance with the following schedule:

Employed up to 3 years as of July 1st: 10 working days per fiscal year;

Employed 3 to 9 years as of July 1st: 15 working days per fiscal year;

Employed 10 years or more as of July 1st: 20 working days per fiscal year;

Employed 11 years or more as of July 1st: 21 working days per fiscal year;

Employed 12 years or more as of July 1st: 22 working days per fiscal year;

Employed 13 years or more as of July 1st: 23 working days per fiscal year;

Employed 14 years or more as of July 1st: 24 working days per fiscal year; and

Employed 15 years or more as of July 1st: 25 working days per fiscal year.

All eligible Class C and E employees are entitled to the equivalent of one week's hours paid vacation and one week's hours without pay each fiscal year. Following 5 fiscal years of employment, Class C and E employees are entitled to the equivalent of two weeks' hours of paid vacation.

Newly hired employees are informed of their vacation benefit/hours, if any, during their New Hire Orientation. Thereafter, the above schedule applies.

Vacation days must be scheduled so as to avoid conflicts and to maintain sufficient staff at all times to carry on the operation of the organization. Employees will be allowed to carry over up to 70 hours vacation or the equivalent of two weeks until June 30th of the following fiscal year or they are forfeited.

Should a holiday fall within the vacation period of an employee, the employee will not be charged for a vacation day. If an employee is eligible for disability benefits due to illness or injury during vacation, Human Resources should be notified, and vacation benefits will be handled on an individual basis. If the disability occurs prior to scheduled vacation and is expected to last into the vacation period, the vacation may be rescheduled.

Every effort will be made to permit employees to take their vacation as requested. However, due to the nature of our work, coordination within and between departments is essential. All vacations are subject to approval by the employee's supervisor.

Employees who change their vacation request must receive approval from their supervisor. Approval will depend on workload and the number of people who are scheduled for vacation at that time.

If employment with the Diocese terminates prior to the end of the fiscal year, employees will be paid at their regular rate of pay for any earned but unused vacation days, unless the employee's employment ends because the employee has: (1) breached his/her fiduciary duty; (2) breached his/her duty of loyalty; (3) committed a crime against the Diocese; (4) committed fraud against or involving the Diocese; or (5) engaged in inappropriate conduct. In addition, an employee will not be paid if he/she fails to give proper notice or fails to serve their notice period. Vacation will be prorated based on the month of termination if prior to the end of the fiscal year.

An employee's vacation pay is based on the number of hours they are regularly scheduled to work at their straight time hourly rate.

Employees may not receive pay in lieu of taking the actual time off.

If an employee has a status change from part time to full time, vacation, sick and personal time will be prorated based on the effective date of the change. If an employee has a status change from full time to part time, resulting in a change to the worker category that the employee is no longer eligible for vacation and/or personal, the employee will be paid out for any earned but unused vacation, sick time will remain in their sick back, and personal time will be forfeited.

When an employee transfers to a new location within the Diocese, all earned vacation time should be paid by the former employer. The new location will recognize the original date of hire to calculate new balances.

## **SICK TIME**

All Class A and Class E employees receive eight (8) days of sick time each fiscal year. All Class C employees will receive 45 hours of sick time each fiscal year.

All Class B and D employees accrue one (1) paid hour of sick time for every 30 hours worked calculated monthly up to a total of 40 hours for employers with between 5 and 99 employees. For employers that have over 100 employees, employees are entitled to accrue up to 56 hours of paid leave. (In accordance with New York State Sick Leave)

For any employer that has less than 4 employees, the sick leave is unpaid up to 40 hours.

Unused accrued sick hours may be carried over from year-to-year. (In accordance with New York State Sick Leave)

Sick time is a benefit to lay employees. An accurate record of sick days must be kept, and it is the responsibility for your immediate supervisor to see that this record is kept on a weekly basis. Employees are required to submit applicable forms to your supervisor for approval.

Unused sick days are not paid to an employee at year end or when employment terminates regardless of the reason for termination nor may they be used as extra vacation time.

### **New York Paid Prenatal Leave**

In addition to sick time, employees are eligible for 20 hours of paid prenatal leave during any 52 week period. There is no waiting period and these hours are in addition to any other sick time. Paid prenatal leave can be used only by the employee receiving health care services. It can be used for physical examinations, medical procedures, testing and monitoring and discussions with health care providers related to pregnancy. If an employee is using paid prenatal leave, that should be specified to their supervisor and it needs to be coded as pregnancy sick time on their time sheet.

## **PERSONAL TIME**

Each Class A employee is entitled to three (3) personal days during each fiscal year (July 1st through June 30th). Ordinarily, they are to be used as necessary for personal or family needs which cannot be dealt with on non-working time.

Personal days are paid and are normally taken in increments of ½ day or more. Time less than ½ day may be taken with the permission of, and at the discretion of the appropriate supervisor. All time taken will be kept track of in your personnel file by your supervisor.

If, in extraordinary situations due to a family crisis, personal leave is needed beyond 3 days, the employee will discuss necessary arrangements, when each need occurs, with your department supervisor who will determine if paid or unpaid leave is to be granted. Personal days are not carried over from year to year. Unused personal days are not paid to an employee upon termination of employment.

## **BEREAVEMENT**

In the event of a death in an employee's immediate family, the employee may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

Employees will receive up to five (5) days off with pay in the event of the death of an immediate family member. For the purposes of this policy, members of the immediate family include spouse, parents, grandparents, children, stepchildren, sisters, brothers, parents-in-law, sons/daughters-in-law, brother/sister-in-law, stepparents and stepparents-in-law.

Employees will be granted one (1) day off with pay in the event of the death of other close relatives.

The Diocese reserves the right to request documentation verifying the need for bereavement leave.

## **JURY DUTY**

An employee must notify his supervisor no later than the first scheduled work day following receipt of notice of selection for jury duty or examination.

Any employee who is absent from work due to jury duty or jury examination shall be paid at their normal straight time hourly rate or salary (less any monies paid by the Court) for each day they are regularly scheduled to work but have jury duty or jury examination for a maximum of ten (10) days per fiscal year. Such time shall not exceed eight (8) hours in any one (1) day, or forty (40) hours in one (1) week or ten (10) days in a fiscal year. If jury duty time exceeds a maximum of ten (10) days per fiscal year, please contact the Human Resources Department.

Employees are expected to work all available, reasonable hours outside of those actually required for jury duty or jury examination. This shall include “on-call” time.

The Diocese reserves the right to request documentation verifying jury duty leave, and/or payments received from the Court.

## **MILITARY LEAVE**

The Diocese recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status at the Diocese is protected by the Uniform Services Employment and Reemployment Rights Act of 1994 and state military leave provisions.

Employees who serve on active or reserve duty will be granted an unpaid leave of absence up to the maximum time required by law.

Employees will receive one (1) paid day if they need time off for a health physical related to military duty. Employees will be paid the difference between their normal weekly compensation (base rate) and total military duty pay for two (2) weeks if they are called to serve on military duty. After two (2) weeks of paid military service, employees will receive unpaid time off for military service. Employees on unpaid military leave may choose to apply vacation or personal time benefits to their absence.

Employees on military leave can continue health insurance for up to the number of months permitted by law if they choose to pay the full premium for the coverage. For more information on health care continuation contact Human Resources.

Employees are expected to inform their supervisor of military leave as far in advance as possible. Prior to taking paid or unpaid leave under this policy employees must submit a copy of the military orders to their supervisor. To receive paid military leave, employees must provide Human Resources with a complete copy of the most recent Leave and Earnings Statement (LES) so that the Diocese may properly determine the amount, if any, owed to the employee under this policy.

## **FAMILY AND MEDICAL LEAVE**

### **General**

Eligible employees must apply for a leave of absence, preferably at least 30 days before the commencement of the leave. When it may not be practical for an employee to apply for a leave of absence in advance, the employee must apply for a leave as soon as possible.

Employees who request leaves of absence will be advised of the conditions upon which the leave will be granted prior to the commencement of the leave, including any requirement to provide medical certification to support the leave request.

The Diocese will notify the employee when a requested leave of absence from normal duties is covered by the Family Medical Leave Act (“FMLA”).

A leave of absence may be immediately terminated if the employee engages in any conduct which is inconsistent with the purpose of the leave (e.g. working for other employers while on a medical leave of absence).

Except in the case where an employee is receiving disability or workers’ compensation benefits while on leave, the Diocese shall require an employee to use his/her accrued medical time, personal days and vacation days during any and all leaves of absence under this policy. The balance of the leave shall be unpaid.

### **Eligibility/Approval**

Although the Diocese reserves the right to grant or deny a request for a leave of absence, as well as require medical certification and/or military certification demonstrating eligibility for a leave of absence, a request for a leave of absence generally will be approved based upon the following:

1. **Medical Leave** – An employee who has worked for the Diocese for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Medical Leave if he/she is unable to perform the essential functions of his/her regular position because of a serious health condition and is under the care of a health care provider.

An employee who is granted a Medical Leave must return to active employment when able to perform the essential functions of his/her regular position or at the

expiration of the leave of absence, whichever is earlier. Subject to applicable law, failure to return will result in termination of employment and the termination or reduction of benefits in accordance with applicable policies or plan provisions.

An employee who is granted a Medical Leave must not engage in activities during the leave that the Diocese considers unreasonable under the circumstances (e.g., engaging in other employment) or that might prolong the disability. If so, the Diocese reserves the right to end the leave and terminate the employee.

2. **Child Care Leave** – An employee who has worked for the Diocese for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Child Care Leave to care for his or her newborn child or a child placed with him or her for adoption or foster care if the employee intends to return to the Diocese at the expiration of the leave.

Child Care Leave is only available and must be completed within twelve (12) months of the birth or placement.

3. **Family Medical Leave** – An employee who has worked for the Diocese for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Family Medical Leave to care for his or her child, spouse or parent who has a serious health condition if the employee intends to return to the Diocese at the expiration of the leave.
4. **Service member Exigency Leave** – An employee who has worked for the Diocese for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Service member Exigency Leave to address a qualifying exigency (emergency) arising out of the fact that his or her child, spouse or parent who is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation, if the employee intends to return to the Diocese at the expiration of the leave.
5. **Military Caregiver Leave** – An employee who has worked for the Diocese for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Military Caregiver Leave to care for a covered service member with a serious illness or injury sustained in the line of duty while on active military duty with a branch of the Armed Forces of the United States if the employee intends to return to the Diocese at the expiration of the leave.
6. **Military Leave** – The employee must be inducted (either voluntarily or involuntarily) into the Armed Forces of the United States and ordered to active duty or the employee is a member of the National Guard or Reserves and ordered to active duty.

## Length of Leave

1. The Diocese calculates employees' entitlement to any leave of absence that is covered by Family and Medical Leave Act by using a "rolling" twelve-month period. In that regard, an employee's entitlement to such a leave will be determined by a review of the twelve (12) month period immediately preceding the requested leave.
2. An eligible employee may be granted a Medical, Child Care, Family Medical, Service member Exigency, or Military Caregiver Leave of Absence as follows:
  - a. **Medical Leave** – may be approved up to a maximum of twelve (12) weeks, less any Child Care, Family Medical, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave. Subject to the provisions of paragraph 3 below, an approved Medical Leave may be taken intermittently or on a reduced schedule.
  - b. **Child Care Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Family Medical, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave. Child Care Leave may not be taken intermittently or on a reduced schedule basis.
  - c. **Family Medical Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Child Care, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave. Subject to the provisions of paragraph 3 below, an approved Family Medical Leave may be taken intermittently or on a reduced schedule basis.
  - d. **Service member Exigency Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Child Care, Family Medical, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave. Subject to the provisions of paragraph 3 below, an approved Service Member Exigency Leave may be taken intermittently or on a reduced schedule basis.
  - e. **Military Caregiver Leave** – may be approved up to a maximum of twenty-six (26) weeks, less any Medical, Child Care, Family Medical, or Service Member Exigency Leave taken during the twelve (12) month period immediately preceding the requested leave. Subject to the provisions of paragraph 3 below: an approved Military Caregiver Leave may be taken intermittently or on a reduced schedule basis.
3. An employee may take Medical, Family Medical, Service member Exigency, or



Military Caregiver Leave intermittently or on a reduced schedule as determined by the Diocese, only under the following circumstances, unless otherwise agreed to by the Diocese:

- a. The employee has a disability, which substantially limits him or her in a major life activity, and intermittent Medical Leave is necessary to accommodate such employee in the performance of the essential functions of his or her position.
  - b. The employee has a serious health condition, which, because of medical necessity, requires intermittent Medical Leave.
  - c. The employee has a child, spouse, or parent with a serious health condition that, because of medical necessity, requires intermittent Family Medical Leave.
  - d. The employee has a qualifying exigency (emergency) arising out of the fact that his or her child, spouse or parent who is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation, which requires intermittent Service Member Exigency Leave.
  - e. The employee has a child, spouse, parent, or next of kin who is recovering from a serious illness or injury sustained in the line of duty while on active military duty with a branch of the Armed Forces of the United States, which, because of medical necessity, requires intermittent Military Caregiver Leave.
4. Military Leaves will be approved for the period of active duty.
  5. It is the policy of the Diocese to comply with applicable statutory leave requirements. A leave of absence granted under this policy shall run concurrently with statutorily required leaves of absence.

#### **Effective Date**

The effective date of a leave is the first working day of absence, regardless of approval date.

#### **End of the Leave**

A leave of absence may end in one of the following ways:

1. **The employee returns to work.** If an employee returns to work prior to the expiration of the leave, and the employee would not have been affected by a layoff or a change in the Diocese's organization while on leave, the employee will be reinstated to the same position or a position of similar status and pay.

While an employee is on an approved leave, the Diocese will take such steps as it considers reasonable (e.g., leaving a position temporarily vacant, filling a position temporarily, etc.), with the objective of reinstating the employee in the position vacated when the leave began. However, there is no guarantee that an employee who is granted a leave will always be reinstated in the original position.

Prior to returning from a Medical Leave, the employee must present a release signed by the health care provider permitting him/her to return to the job.

Two weeks prior to the date of return to work or expiration of the leave, the employee must report to his/her supervisor to give notice of his/her intention of returning to his/her job. Failure to return to work at the end of the leave will be considered a voluntary resignation.

Returning from a Military Leave entitles the employee to the veteran's re-employment rights as prescribed by law.

2. **The employee does not return to work and is terminated.** The employee may fail to return by the established expiration date, may resign, retire, violate the conditions of the leave or may have been affected by a layoff or a change in the Diocese's organization.

The effective date of termination will be: 1) the expiration date established for the leave, or 2) the date the employee notifies the Diocese that he/she will not be returning, or 3) the notification date provided by the employer when there is a layoff, a change in the Diocese's organization or when the employee has violated the conditions of the leave, whichever occurs first. The employee will be notified of his/her options relative to the conversion of certain insurance benefits as in the case of any termination.

## **PERSONAL LEAVE WITHOUT PAY**

An employee may request a leave of absence without pay for the following reasons:

1. Degree granting education program or prolonged institutes related to job performance; or
2. Personal or family emergency not otherwise covered by another leave policy.

Leaves of absence must be approved by both your Department Director and your Administrative Vicar. At the time of approval, an agreement is formulated as to the length of time your particular job may be held for you or your eligibility for a similar position if available, as well as other issues related to your Diocesan employment.

During leaves of absence which do not extend beyond 6 months, certain Diocesan benefit plans will be continued provided you are not covered by any other similar benefit plan and provided you pay the monthly premium. For further information about these plans and which benefits you may be entitled to continued coverage under, consult with Human Resources / Benefits.

Depending upon staffing needs and business requirements, the Diocese will make reasonable attempts to place an employee who returns from an authorized personal leave of absence in the same or equivalent job. However, the Diocese does not guarantee the position or any other position will be available upon an employee's return from a personal leave of absence.

### **MILITARY SPOUSE LEAVE**

Eligible employees who have a spouse serving in the military, who is on leave from deployment, may request an unpaid leave of absence for up to ten (10) days. The Diocese reserves the right to request documentation verifying entitlement to military spouse leave, which would include at the minimum a request for the applicable leave orders.

### **BONE MARROW LEAVE**

Employees who work an average of twenty (20) hours or more each week may request unpaid leave of up to 24 hours per year to seek or undergo a medical procedure to donate bone marrow. Employees must provide Human Resources with written verification by a physician confirming that the purpose of the requested leave is to donate bone marrow and stating the length of the requested leave. When possible, employees should provide reasonable notice of their desire to take leave for this purpose. Additional information regarding this policy is available from Human Resources.

### **BLOOD DONATION LEAVE**

Employees who work an average of twenty (20) hours or more per week may request unpaid leave of up to three (3) hours in a calendar year to donate blood. The Diocese requests a minimum of three (3) working days' notice from the employee. Notice should be provided to the supervisor. In some instances, the Diocese may require a longer notice period not to exceed ten (10) working days. In the case where an employee experiences an emergency requiring that he/she donate blood for his or her own surgery or that of a family member, the Diocese shall provide reasonable accommodation for a shorter notice period. Additional information regarding this policy is available from Human Resources.

### **WITNESS OR VICTIM LEAVE**

Eligible employees may request unpaid time to appear as a witness, consult with the District Attorney, or exercise other legal rights in connection with criminal procedure law or Family Court.

## **NURSING MOTHERS**

New York State employers must provide all employees with the right to paid break time to express breast milk in the workplace regardless of the size of their employer or the industry they work in. Employers must provide 30 minutes of paid break time for employees to express breast milk for their nursing child when the employee reasonably needs to express breast milk. These lactation breaks are in addition to any regularly paid break or meal time. The Diocese will provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. Questions regarding this policy and additional information regarding New York State requirements may be obtained from Human Resources. Employees who have a need to use this policy should notify their supervisor or Human Resources.

## **VOTING TIME**

The Diocese believes that each employee should have the opportunity to exercise the right to vote in elections. If an employee does not have sufficient time outside of regular working hours within which to vote at any election they may request time off which will enable them to vote. The time off, up to a maximum of two (2) hours, will be paid. Any additional time off needed to vote is without pay. Generally, the time off shall be granted either at the start or end of the employee's regularly scheduled work day. Employees anticipating a need for time off to vote must submit a time off request to their supervisor at least two (2) working days in advance.

## **SAFETY POLICIES**

Safety is a high priority at the Diocese. The Diocese accepts responsibility for providing employees with a safe working environment and expects employees to take responsibility for performing their work in accordance with established safety standards and practices. Everyone is responsible for promoting safety and taking every reasonable measure to assure safe working conditions exist throughout the Diocese.

Employees who notice an unsafe condition must notify their supervisor. If warranted, immediate action will be taken to correct the situation.

Employees must report any injury received at work to their supervisor immediately, even if it appears minor, and explain how the injury occurred.

An unsafe worker is a danger to the worker and co-workers. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each employee is responsible for safety. To accomplish this, employees should:

- Know and apply safety measures at all times;
- Know the locations, contents and use of first aid and firefighting equipment;

- Understand their job fully;
- Seek guidance from their supervisor when unfamiliar conditions are encountered;
- Report any accident to their supervisor promptly;
- Cooperate in the application of improved work measures;
- Report any damaged or defective equipment or other unsafe condition to their supervisor promptly; and
- Be aware of the location of Material Safety Data Sheets as they may apply to treatment of contact with chemicals, if any.

Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

## **ALCOHOL/DRUG-FREE WORKPLACE**

As a condition of employment with the Diocese, all employees are required to fully comply with the provisions of this policy.

The unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances or alcohol on Diocese property, in Diocese vehicles or while on Diocese business is strictly prohibited. Likewise, employees are strictly prohibited from arriving to work under the influence or otherwise being under the influence at any time during working hours, of alcohol or any controlled or illegal substance. Employees who are taking drugs prescribed by a physician, dentist or other licensed practitioner which may affect their ability to safely perform their job must obtain a written statement from their attending physician. This statement must specify any work restrictions and must be given to Human Resources prior to starting work under the influence of the drug(s).

Further prohibited is the unauthorized use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances on non-working time off of Diocese premises to the extent such actions impair an employee's ability to perform his or her job or otherwise adversely affect the Diocese.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **BUILDING SECURITY**

The security of the Diocese property and our employees is of the utmost importance. To control building security, all visitors who require access to our facilities must be clearly identified and accompanied by an authorized employee.

Visitors requiring access to the Diocese offices are to be met in the reception area by an authorized employee, escorted while in the building and accompanied back to the reception area when leaving the building. Visitors should only have access to the areas/offices within the building needed to conduct business.

The following articles may not be brought onto Diocese premises:

- Firearms (unless permission granted due to position held), weapons, explosives; or
- Narcotics and/or alcoholic beverages.

### **USE OF DIOCESE PROPERTY/VEHICLES**

Employees who regularly drive Diocese vehicles must be provided with a copy of the Motor Vehicles Policy and must be aware of and adhere to the policy requirements.

Diocese property may not be removed from the premises and may not be used for personal use without the approval of the employee's supervisor.

### **SMOKE-FREE WORKPLACE**

In accordance with New York State law, smoking, including electronic cigarettes, is not permitted in any Diocese buildings or in any Diocese-owned vehicles. In addition, employees should refrain from smoking any closer than fifty (50) feet from Diocese buildings or near any building entrance or parking lot where other employees and/or visitors would be exposed to second-hand smoke.

Employees and visitors are required to comply with this smoking policy while on Diocese premises. Violations of this policy are subject to disciplinary action, up to and including termination of employment.

### **BLOODBORNE PATHOGENS**

Blood borne pathogens are microorganisms that in human blood can cause disease in humans. They include, but are not limited to: the hepatitis B virus and the human immunodeficiency virus (HIV). The OSHA standards mandate work practices, controls and personal protective equipment that, combined with training, will reduce the risks for all employees who may be exposed to blood.

The following precautions should be followed:

- Gloves should be worn whenever there is a possibility of contact with blood or body fluids.

- Hands should be washed immediately if they come in contact with blood or other body fluids.
- Spills of blood or body fluids should be cleaned with a solution of household bleach and water in a 1:100 solution for smooth surfaces and 1:10 for porous surfaces.

## **MEDIA RELATIONS**

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, contact with the media may be handled only by the Diocesan Director of Communication or a designee.

Any telephone calls or visits from members of the media should be directed to the Diocesan Director of Communications/Chancellor, Danielle Cummings, 240 East Onondaga Street, Syracuse, New York 13202; (315) 470-1476; [dcummings@syrdio.org](mailto:dcummings@syrdio.org). Employees must not represent themselves as an agent of the Diocese in public communication venues such as letters to the editor, blogs, podcasts, livestreams, social media networks or other online platforms.

## **PERSONAL TELEPHONE CALLS**

It is important that our telephone lines be free during working hours for Diocese-related calls.

Our telephone lines are maintained for business purposes only. The Diocese recognizes that employees may occasionally need to use business telephones for non-business related matters. Employees are requested to limit these calls to an absolute minimum and place calls only during non-working periods. The abuse of this privilege would negatively impact the already heavy demand on our telephone lines and interfere with the efficiency of our operations.

Diocesan telephones may not be used to make non-business long distance calls.

Personal cellular phones may be used for personal use only during non-working periods.

## **HOUSEKEEPING**

Employees are responsible for keeping their own work area neat and orderly.

Employees are encouraged to make their work space an organized, comfortable and professional place to work. This needs to balance common sense and teamwork to maintain the building in a neat and clean state at all times. Offices should be neat and free from clutter. The Diocese reserves the right to exercise judgment as to what is or is not acceptable.

Since all visitors pass through the reception area, it must present a professional impression of orderliness. The reception area should not be used for employee gatherings.

The Diocese provides kitchen facilities for refrigeration. Beverage cans and bottles should be disposed of in recycling containers and not left to accumulate.

## **PROFESSIONAL ATTIRE**

The impression that employees make at the Diocese is important.

Employees are asked to wear clothing that is appropriate for their position and the work that they do. Generally, business casual attire is appropriate. Clothing should be neat, clean, and in good taste.

The following are examples of what is considered to be inappropriate. This list is not all-inclusive:

- Any clothing displaying logos, pictures or words that are distasteful.
- Shorts, athletic, exercise or gym-wear including sweatpants and sweatshirts.
- Revealing clothing i.e. see through blouses, plunging necklines, crop tops, etc.
- Torn, tattered or soiled clothing.
- Excessive colognes or heavy perfumes.

## **CHANGES IN PERSONAL INFORMATION**

Employees are responsible for notifying Human Resources when there is a change in personal data. This information needs to be kept up-to-date so benefit plans and payroll withholdings are properly administered.

Notify Human Resources in writing of any of the following changes:

- Name
- Address
- Telephone Number
- Number of Dependents
- Change in familial status and/or beneficiaries
- Emergency Contact
- The automobile parked on Diocesan property
- Change in income tax deductions



- Completion of education or training course

## **SEVERE WEATHER**

Inclement weather is to be expected during the winter months.

Except in cases of severe storms, regular work hours will be observed. Any alteration in the regular schedule will be determined by the Chancellor. If the weather is severe, employees are asked to call into the switchboard for a message regarding office closings. The switchboard message would be on no later than 7 a.m. If the offices close, it will also appear as a closure of the **Syracuse Diocesan Offices** on your local television stations, WSTM, WTVH5, YNN and News Channel 9.

If the Diocese closes, employees will receive regular compensation.

If the Diocese is open, absence due to poor weather must be taken as vacation, personal, or unpaid time.

## **SOCIAL MEDIA POLICY**

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

This policy applies to all employees who work for the Diocese.

### **Guidelines**

In today's fast-changing digital landscape, "social media" refers to all forms of online communication, interaction and content sharing. This includes, but is not limited to, posts, messages, or media shared on social networking sites, microblogging platforms, blogs, personal websites, online forums, messaging apps, video-sharing platforms, livestream services, and virtual communities, whether or not they are associated with or affiliated with the Diocese.

The same principles and guidelines found in the Diocese policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Diocese or the Diocese's legitimate business interests may result in disciplinary action up to and including termination.

## **Know and follow the rules**

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

## **Be Respectful**

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Diocese. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other class, status or activity protected by law or company policy.

Do not engage in arguments, debates, or exchanges on social media that could be construed as hostile or unprofessional, even if conducted on personal accounts outside of work hours.

## **Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched or archived by third parties, screenshots, or webcaching. Never post any information or rumors that you know to be false about the Diocese, fellow employees, members, customers, suppliers, and people working on behalf of the Diocese or competitors.

## **Post Only Appropriate and Respectful Content**

- Maintain the confidentiality of the Diocese trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to the Diocese's website without identifying yourself as a Diocese employee.

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

### **Using Social Media at Work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use the Diocese email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees may not:

- Connect with, “friend”, or accept “friend” requests from children, young people, or vulnerable adults whom they have met through their employment (or volunteering) for a diocesan entity on any personal or professional social media platform, messaging app, or online game environment.

### **Social Media Use for Official Purposes**

Diocesan, parish, or school employees who wish to establish social media pages for their ministry, parish, group, or other diocesan entity must obtain permission from their supervisor (pastor, principal, administrator, or Director of Communications) and must comply with the guidelines set forth under the Technology Policy.

### **Retaliation is Prohibited**

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

### **Media Contacts**

Employees should not speak to the media on the Diocese’s behalf without contacting the Diocesan Director of Communications/Chancellor, Danielle Cummings, 240 East Onondaga Street, Syracuse, New York 13202; (315) 470-1476; [dcummings@syrdio.org](mailto:dcummings@syrdio.org). All media inquiries to the Diocese should be directed to the Director of Communications/Chancellor.

### **For more information**

If you have questions or need further guidance, please contact your HR representative.

## **VOICEMAIL, EMAIL & COMPUTER FILES**

The Diocesan telephone and computer systems permit employees to receive, send and transfer voice mail messages and email messages. The purpose of these systems is to facilitate business communications. The Diocese reserves the right to access, retrieve, read, and/or delete any communication or other document that is created, received, or sent via the Diocese's computers, computer network, telephones, voice mail machines or services, or any other communication or electronic systems owned, operated or maintained by the Diocese. Use of said systems or communication tools by the employee constitutes consent to this accessing and monitoring.

Employee communication on Diocese computers, computer networks, telephones, voice mail machines or services, or email is considered confidential internal communications of the Diocese and must be treated accordingly, though they may be subject to monitoring. Security codes utilized on computers, electronic accounts and voicemail do not alter, limit or waive any of the Diocese's rights under this policy.

Computer and phone systems are maintained for Diocesan business purposes. Employees should not use the Diocese systems to maintain personal files.

As with all Diocesan communications, messages of a discriminatory or harassing nature may not be transmitted on Diocesan networking systems. Employees are expected to use professional and respectful language when communicating over Diocesan computer or phone systems.

Employees are prohibited from downloading any software from the internet. Employees must respect copyright and license agreements for software, digital artwork and other forms of data. Employees may not use other employee's passwords to access Diocesan data.

Employees may not disclose their passwords or allow others to use their access to Diocesan systems. Employees must protect data from unauthorized use or disclosure and respect the integrity of computing systems. Employees must take care not to introduce viruses into Diocesan systems by not opening messages or documents sent by unknown users.

## **DIOCESAN EMAIL POLICY**

Upon hiring, the diocese will provide a diocesan email address to all employees. Only paid employees will receive an email with their name. Volunteer positions may receive access to an email assigned to the role of the volunteer. Email is now a standard way to communicate in business. Like any technology, email can cause difficulties if used incorrectly or inappropriately. This policy applies no matter where email activity takes place: on company premises or company-provided technology, while traveling for business purposes, while

working remotely, and while sending work-related emails from a personal device, such as a smartphone or tablet.

Only authorized employees are permitted to access diocesan email accounts. Any unauthorized use of the Diocese of Syracuse email system is prohibited. Employees who allow someone to access their diocesan email address without obtaining prior consent from a manager or representative of the IT Department may have disciplinary action taken against them.

All email transmissions from a diocesan account are considered confidential and intended solely for the individual to whom the email is addressed.

**All emails sent with the intent of conducting work for the Diocese of Syracuse or affiliated entities must use an appropriate email address.**

Examples of acceptable accounts may include:

- Any account ending with @syrdio.org or @syrdiocese.org (ie. jsmith@syrdio.org or [nameofparish@syrdio.org](mailto:nameofparish@syrdio.org))
- Any account with a parish or entity-associated domain that is approved and monitored by the Diocesan IT Department. To confirm if your organization's domain falls under this category, please contact the IT Helpdesk at (315) 468-1231.

Examples of email accounts that are no longer acceptable for diocesan, parish, or diocesan-affiliated business include:

- Any personal account through Gmail, Yahoo, Hotmail, or other email services
- An account created independently through a non-diocesan-affiliated email system using an individual parish domain

If you are unsure if your email account falls under the acceptable accounts, or if you have concerns about transferring old emails, contacts, or other information from a non-approved address into a new address, please contact the IT Helpdesk at (315) 468-1231.

## **Email Security**

- Do not open attachments from unknown sources as they may contain viruses or malware
- Do not click on links in suspicious emails or text messages; report potential phishing attempts to the IT Department immediately
- Do not install security or email scanning software without consent from the IT Department
- Do not send confidential email messages pertaining to your work from a personal email account

- Do not access another user's diocesan email account. If someone requires access to a specific message (i.e. an employee is out of the office with an illness but needs to share an email message with a co-worker) approach the IT Department for assistance
- If you are in doubt, please contact the IT Helpdesk at (315) 468-1231

## **Inappropriate Use**

### **Users must not:**

- Write or send emails that might be defamatory or incur liability for the Diocese of Syracuse.
- Create or distribute inappropriate content or material via diocesan email, including but not limited to: *pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to gambling or illegal drug use*. This includes text, images, video and any media that might be considered offensive on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by Law.
- Use email for illegal or criminal activities

## **Email Etiquette**

Because email is the preferred method of communication between employees and business contacts, it is important to understand how to follow the rules of good email etiquette.

### **Users must:**

- Not forward chain emails from diocesan email accounts as they distract from work-related communications
- Use a meaningful and explicit subject line
- Be thoughtful and appropriate when copying and/or blind copying other people on email messages
- Avoid choosing the 'Reply All' option if you receive an email that was sent to all diocesan employees (i.e., do not 'Reply All' to the weekly Wednesday email; instead reply solely to the sender)

## **Internal Email**

Email is an excellent way to communicate with colleagues; however, in some cases, a telephone call or face-to-face discussion may be the best way to conduct an internal business-related conversation.

## **Monitoring Email Use**

The Diocese reserves the right to examine or monitor employee email use at any time, whether email accounts are accessible on a company-provided device or a personal device.

## **Email Communication with Minors**

Employees of the diocese are discouraged from contacting minors via email unless required by your ministry. If you must communicate with a minor using email, remember to:

- Use your diocesan-provided email account
- Copy (do not blind copy) another adult, such as a co-worker, teacher or parent
- Copy the minor's parent or guardian
- Save the email message – do not delete it

The Diocese systems utilize anti-virus software and The Information Technology Department should be notified immediately if there is reason to believe a virus has been introduced into our computer system or that any person may have accessed data which they were not authorized to view.

Employees are responsible for maintaining files and messages on these systems. Messages should be accessed, acted upon, filed or deleted on a regular basis.

## **CONFIDENTIALITY STATEMENT**

By their nature, some aspects of the Diocese's work are confidential. These include but are not limited to:

1. Correspondence and contributions; or
2. Relationships with businesses and benefactors.

Employees should not discuss these matters outside the office without authorizations from those responsible for this information. If you have a question about the confidentiality of any information, ask your department head.

## **TECHNOLOGY POLICY**

Information technology is essential to the day to day operations of the Roman Catholic Diocese of Syracuse. It is the policy of the Diocese to provide its employees and volunteers with access to information technology including various communication systems and/or equipment for purposes of fulfilling job responsibilities and Church related ministry or business. The Diocese's information technology, communication systems and equipment include, but are not limited to, telephones, voice mail system, mobile devices/cell phones,

tablets, fax machines, incoming/outgoing mail, e-mail video conferencing platforms (ie. Zoom, Google Meet) instant messaging platforms, and computer systems (ie. computer networks, laptops, hardware, software, intranet, Internet, and computer files).

The Diocese encourages its employees and volunteers to utilize Diocesan information technology, communication systems and equipment to conduct research, contact others in Church related ministry, and explore educational topics relevant to their work. The Diocese anticipates that access to these resources will both expedite and enhance the performance of these tasks.

This Policy applies to all users of Diocesan information technology, communication systems and/or equipment including employees, volunteers, as well as other authorized individuals in Diocesan offices, parishes, agencies and/or other entities sponsored by the Diocese (collectively referred to herein as “Users”).

Information technology, communication systems and equipment are the property of the Diocese and are to be used only for Diocesan purposes consistent with the mission and goals of the Church. As such, Users should have no expectation of privacy with respect to their use of any form of Diocesan information technology, communication systems and/or equipment.

This Policy authorizes the Diocesan Office of Information Technology to issue additional guidelines, consistent with this Policy, regarding the use of information technology, communication systems and/or equipment. All Users must abide by the terms of this Policy as well as any guidelines developed hereunder. All questions regarding this Policy or related guidelines should be addressed to the Diocesan Director of Information Technology.

The following provisions will direct the use of Diocesan information technology, computer systems and/or equipment.

**1. Diocesan Property:** In addition to the above, all electronic files and storage areas shall also be deemed Diocesan property. This includes, but is not limited to, the messages and images created, transmitted, stored, and downloaded on such IT communication systems and equipment. Users must consider such electronic files and storage areas to be Diocesan property and expressly waive any right of privacy in anything created, stored, sent or received using the Diocese’s information technology, communication systems and/or equipment. Users further consent that all communications via e-mail and the Internet/intranet are subject to access, review, and random audit by any officer of the Diocese, or the designee of any officer, subject only to considerations of corporate confidentiality. This Policy also extends to privately-owned communications and computer equipment used in any office, parish, agency or other entity sponsored by the Diocese which either engages with or otherwise utilizes the Diocese’s information technology, communication systems and/or equipment.

**2. Personal Property:** Personal computers and laptops are prohibited from being used to conduct business for a parish, school, or other diocesan entity. Each location is responsible for providing a safe and secure computer for employees and volunteers to work from.



**3. Standards of Conduct:** The same standards of acceptable conduct that apply to any aspect of job performance shall apply to the use of Diocesan information technology, communication systems and/or equipment. Employees, volunteers, and other authorized users will communicate in a professional manner consistent with Diocesan policy, (i.e., not contrary to or detrimental to the religious and/or professional character of the Diocese).

Because e-mail and the Internet/Intranet are business tools, all communication should be businesslike and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through e-mail or the Internet/intranet is forbidden. This list is meant to be illustrative and not exhaustive and includes, but is not limited to, the following:

- Transmitting confidential or proprietary information or trade secrets;
- Any form of slander or defamation;
- Verbal or written obscenities, profanities, or vulgarities, including graphic representations;
- Verbal or written remarks that are discriminatory, offensive, demeaning, intimidating, insulting, threatening, or harassing;
- Statements or graphic representations that may be construed as discriminatory or offensive to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria;
- Displaying, writing, transferring, e-mailing, or storing obscene or sexually suggestive messages or graphic images;
- Jokes of any nature;
- Communications that violate the personal privacy of, or are disrespectful of, any individual; and
- Communications in furtherance of any illegal activity, including, but not limited to, “football pools” and other forms of illegal gambling.

Users may not send e-mail to non-authorized recipients that may contain sensitive or confidential information such as social security numbers, or financial data.

**4. Copyright and Licensing:** Diocesan employees, volunteers and authorized users shall adhere to the laws, policies and rules governing computers, including but not limited to copyright law and license agreements, rights of software publishers, and rights of privacy created by federal and state law. Software for Diocesan-wide usage will be purchased and licensed through the Diocesan Information Technology Department. Software for departmental use, parishes, agencies and other entities sponsored by the Diocese will be purchased and licensed by the respective department, parish, agency or entity, upon review

for system compatibility by the Diocesan Information Technology Department. Copyright materials may not be placed on any individual computer or any computer connected to a Diocesan computer with the exception of IT staff specifically authorized by the Department Head/Vicar who may upload copyrighted material to Diocesan computer systems.

The Diocese respects and operates within copyright laws. Users may not use company email to share copyrighted software, media or other materials owned by third parties unless permitted. Do not use Diocesan email to perform any tasks that may involve breach of copyright law.

**5. Monitoring of Computer and Internet Use:** The Diocese encourages the exploration and research on the Internet for business related or professional activities. Users should not “browse the web” during work time to access sites and communications unrelated to business or professional activities. The Diocese reserves the right to define and/or limit specific categories of Internet access of Users in conjunction with the appropriate Department Head and/or designee. The Diocese reserves the right to monitor, log, record, and/or conduct random audits of any and all aspects of its information technology, communication systems and/or equipment. This includes, but is not limited to, all Internet activity, chat rooms, newsgroups, file downloads, and all communications sent and received by users. Access to traffic logs may only be reviewed at the discretion of the Bishop, Vicar General and/or Pastor.

**6. Social Media or Social Networking Internet Sites.** The Church can use social media to encourage respect, dialogue, and honest relationships – in other words, “true friendship.” To do so requires us to approach social media as a powerful means of evangelization and to consider the Church's role in providing a Christian perspective on digital literacy.

Websites or social networking profile pages (also called accounts, fan pages, or group pages) are the centerpiece of any social media activity. The following are recommended guidelines for the establishment of a site.

- All diocesan social media activity must comply with current Safe Environment guidelines for online communication with minors and vulnerable adults.
- Business accounts must be established for the parish, school, ministry, or program. Personal accounts are prohibited.
- There must be at least two (2) site administrators (preferably more) for each site, to allow rapid response and continuous monitoring of the site.
- The page administrators must be at least 18 years of age and either employees or volunteers assigned by the pastor, principal, administrator, or leadership. Page administrators must have current Safe Environment credentials.
- Passwords and names of sites should be registered in a central location, and more than one adult should have access to this information.

- Abide by diocesan/parish guidelines.
- Abide by copyright, fair use and IRS financial disclosure regulations.
- Do not divulge confidential information about others. Nothing posted on the Internet is private.
- Private messaging from these pages is prohibited, as there is no way to confirm the age of the individual you are communicating with. Automatic responses should be set up with a message that states: “Thank you for your message. For assistance, please contact our office at (phone number) or (email address).”
- Administrators should monitor all comments and postings. Any inappropriate content should be deleted. Security settings to help filter vulgar language in comments should be set.
- Photographs posted on social media sites cannot “tag” personal accounts for other individuals.
- Practice Christian charity.

#### **Social networking with minors:**

- Written photo release from a parent/guardian must be on file before any photos of minors can be posted to social media. Names of minors and other identifying information must not be included in captions.
- Parents must have access to everything provided to their children. For example, parents should be made aware of how social media is being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking.

**7. Inappropriate Web Sites and Computer Files.** If a User of the Diocese’s information technology, communication systems and/or equipment unintentionally becomes connected to an inappropriate or sexually explicit web site, the employee, volunteer and/or authorized user should disconnect from the web site immediately and contact his/her supervisor and the Diocesan Office of Information Technology to report the incident.

**8. Blocking Sites with Inappropriate Content.** The Diocese has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate. The Diocese may also block sites or apps that are high-risk for malware or data breaches. The Diocese requires all internet connections to have an attached firewall approved and installed by the Diocese or its agents

**9. Investigative Protocols Relating to Misuse.** Information technology, communication systems, and/or equipment may be subject to search and/or seizure as well as internal and/or external IT reviews by the Diocese or its designee under the following circumstances:

- Upon the receipt of technology related complaints involving child pornography, pornography, or copyright violations;
- Technology which contains evidence of other misconduct complaints, including but not limited to improper relationships and/or theft; or
- In circumstances where a professional assessment has suggested or directed such a search.

**10. Right of Inspection/Process for Investigation.** The Roman Catholic Diocese of Syracuse reserves the unqualified right to inspect and examine any Diocesan owned or operated communication system, computing resources and/or files or information, including computers, cell phones, listservs, networks, applications, and electronic communications, including e-mail, contained therein at any time. Users possess no privacy right to any data, information or documents received or disseminated on the network or through e-mail. By utilizing Diocesan information technology, communication systems and/or equipment, Users consent to the Diocese's right to inspect and examine all data, information, documents and e-mail. When a User acts inappropriately through the information technology, communication system, or equipment, the Diocese reserves the right to report such actions to any outside authorities and/or take appropriate internal Diocesan disciplinary action.

When sources outside the Diocese request an inspection and/or examination of any Diocesan owned or operated information technology or communication systems or equipment, computing resource and/or files or information contained therein, the Diocese will treat the information as confidential unless any one or more of the following conditions exist: When approved by the appropriate Diocesan official(s); when authorized by the owner(s) of information; when required by federal, state or local law; or when required by a valid subpoena or court order.

Note: When notice is required to be provided by law, court order or subpoena, Users will be notified accordingly.

**11. Password Protection:** Some users of Diocesan information technology and computer networks will be assigned a password to allow access to the system. Allowing other individuals access to a user's password is a violation of Diocesan policy and may be subject to disciplinary measures as well as possible legal recourse.

**12. Portable Computers, Mobile Devices and Tablets:** Some employees, volunteers and/or authorized individuals may be issued a portable computer, mobile device, or tablet. All of the above policies apply to these devices as well. Users are required to exercise due diligence to protect such devices against damage and theft when off premises. This includes but is not limited to: not leaving said equipment in a car for extended periods, transporting in an appropriate protective case, and ensuring that the equipment is either locked away or safely checked when traveling. Any malfunction or software problem on such devices should be

reported to Diocesan IT staff immediately. It is the responsibility of the user of such device to ensure that any information contained on it is secure and backed up.

**13. Violations.** This Policy applies to all Users of Diocesan information technology, communication systems and/or equipment regardless of the nature of the personal or employment relationship to the Diocese. Use of these resources constitutes acceptance of this Policy. Violations of this Policy may result in actions ranging from denial of access to Diocesan information technology resources to disciplinary action, up to and including termination of employment, as well as refusal or withdrawal of volunteer status. Violations may further include civil and/or criminal penalties under state and federal laws. Illegal use of computers and information technology shall be reported to pertinent law enforcement agencies. Violations involving cybersecurity breaches, data leaks, or unauthorized sharing of sensitive information will be reported immediately to diocesan leadership and IT.

## **PERSONNEL FILES**

The Diocese maintains an official personnel file and medical file for each employee that contains necessary job-related and personal information. These files are confidential.

As an active employee, you may see information which is kept in your own personnel and medical files, except for confidential materials such as job references or information relating to other employees. Employees may review their personnel file by making an appointment with Human Resources.

Internal availability and access to personnel files is limited to those with proper authorization and a business need to know.

All inquiries or requests for information about employees (active or inactive) from people outside the Diocese should be referred to Human Resources. This applies to all requests, whether written or verbal.

## **OPERATION OF VEHICLES FOR DIOCESAN BUSINESS**

In some instances, employees may be required to drive their own personal vehicle for the purposes of conducting Diocesan business. Employees must maintain adequate personal automobile liability insurance as outlined in the Diocesan Motor Vehicle Policy and Procedures manual, found online under the Risk Management section of the employee portal. The Diocese is not responsible for any damages or fines incurred while conducting official business in a personal vehicle.

Diocese vehicles may not be removed from the premises and may not be used for personal use without the approval of the employee's supervisor.

Diocesan Vehicles are intended to be used for business only. The only exception is when there is an established written arrangement such as the religious

compensation packages or other approved personal use agreements. Vehicles are to be used by employees only and not by family members.

Diocesan Vehicles are not to be loaned to anyone under any circumstances. The only exception is the loaning of vehicles to other participants of the Diocese of Syracuse Self-Insurance Program.

## **FMLA ADDENDUM**

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

#### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

#### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days

combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.



**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

## **NYS HERO ACT**

### **Model Airborne Infectious Disease Exposure Prevention Plan**

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

*Employees should report any questions or concerns with the implementation of this plan to the designated contact.*

This plan applies to all "employees" as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual's immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers.

The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

### **RESPONSIBILITIES**

This plan applies to all employees of the Roman Catholic Diocese (RCD), and [all/the following work sites]:

- All its entities except Catholic schools and Catholic Charities office/buildings.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone
	Chancellor	240 E. Onondaga St., Syr., NY	315-470-1476
	Human Resources Mgr.	240 E. Onondaga St., Syr., NY	315-422-9091
	Pastor (if applicable)	See syrdio.org	See syrdio.org
	Bus./Office Mgs. (if applicable)	See syrdio.org	See syrdio.org

## EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

### A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- 1. General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
  - Maintain physical distancing;
  - Exercise coughing/sneezing etiquette;
  - Wear face coverings, gloves, and personal protective equipment (**PPE**), as appropriate;
  - Individuals limit what they touch;
  - Stop social etiquette behaviors such as hugging and hand shaking, and
  - Wash hands properly and often.
- 2. "Stay at Home Policy":** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- 3. Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a

healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

- 4. Face Coverings:** When in use, the face coverings must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard (e.g. have features could get caught in machinery or cause severe fogging of eyewear). The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Employees will wear appropriate face coverings in accordance with guidance from the State Department of Health of the Centers for Disease Control and Prevention, as applicable.
- 5. Physical Distancing:** Physical distancing will be used, to the extent feasible, as advised by guidance from the State Department of Health or the Centers for Disease Control and Prevention, as applicable.

*In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)*

- Restricting or limiting customer or visitor entry;
- Limiting occupancy;
- Allowing only one person at a time inside small, enclosed spaces with poor ventilation;
- Reconfiguring workspaces;
- Physical barriers;
- Signage;
- Floor markings;
- Telecommuting;
- Remote meetings;
- Preventing gatherings;
- Restricting travel;
- Creating new work shifts and/or staggering work hours;
- Adjusting break times and lunch periods;
- Delivering services remotely or through curbside pickup;
- \_\_\_\_\_

- 5. Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
  - Touching your eyes, nose, or mouth;
  - Touching your mask;
  - Entering and leaving a public place; and

- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.
7. **Cleaning and Disinfection:** See Section V of this plan.
  8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
  9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

## **B. ADVANCED CONTROLS DURING AN OUTBREAK**

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. **Elimination:** Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. **Engineering Controls:** Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
  - i. **Mechanical Ventilation:**
    - a. **Local Exhaust Ventilation**, for example:
      - Ventilated booths (lab hoods);
      - Kitchen Vents; and
      - Vented biosafety cabinets.
    - b. **General Ventilation**, for example:
      - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
      - Increasing the percentage of fresh air introduced into air handling systems;
      - Avoiding air recirculation;
      - Using higher-efficiency air filters in the air handling system;
      - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and

- ii. Natural Ventilation, for example:
  - Opening outside windows and doors to create natural ventilation; and
  - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
- iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
- iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
- v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:
N/A
<i>Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more "clean air" into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building's fresh air intake ports. Consult your ventilation system's manufacturer or service company to determine if improvements are possible for your system.</i>

3. "Administrative Controls" are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

<b>Administrative Controls Utilized/Location:</b>
<b>Enhanced cleaning;</b>
<b>PPE usage;</b>
<b>Employee self-monitoring of symptoms;</b>
<b>Reduced lunch room sharing;</b>
<b>And any that may be necessary and applicable</b>

4. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location
<b>Masks; gloves</b>
<p><i>1 The use of respiratory protection, e.g. on N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.</i></p> <p><i>2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.</i></p>

## C. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

### A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see [dec.ny.gov](https://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](https://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

### B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine



procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during "off" hours may also reduce other workers' exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See **cdc.gov** for more guidance.

- C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee's work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.
- D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

#### **D. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK**

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

#### **E. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK**

- A. **The Chancellor and Human Resources Office** will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

- B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
1. The infectious agent and the disease(s) it can cause;
  2. The signs and symptoms of the disease;
  3. How the disease can be spread;
  4. An explanation of this Exposure Prevention Plan;
  5. The activities and locations at our worksite that may involve exposure to the infectious agent;
  6. The use and limitations of exposure controls
  7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.
- C. The training will be
1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
  2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
  3. Verbally provided in person or through telephonic, electronic, or other means.

## VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

Plan Revision History			
Date	Participants	Major Changes	Approved By

## **VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS**

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

## EMPLOYEE HANDBOOK RECEIPT

I acknowledge receipt of the Employee Handbook for the Roman Catholic Diocese of Syracuse (Diocese) which describes Diocesan policies, current employee benefits and my obligations as an employee.

**I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a Diocesan representative, either expressed or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Bishop of the Roman Catholic Diocese of Syracuse.**

**I understand that this handbook is not a guarantee of employment for any set period and that employment with the Diocese is at-will. Either the Diocese or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this handbook may be added to, revised or deleted at any time by the Diocese.**

I agree to read and study the contents of this handbook. It is understood that the Diocese retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Diocese.

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Print Name

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Employee's Signature

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Date