
Standardized Personnel Policy

Diocese of Marquette



July 1, 2018

STANDARDIZED PERSONNEL POLICY

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STANDARDIZED PERSONNEL POLICY

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IOANNES FRANCISCUS

Divina Miseratione et



Apostolicae Sedis Gratia

EPISCOPUS MARQUETTENSIS

DECREE

**PROMULGATION OF POLICIES CONCERNING
STANDARDIZED PERSONNEL POLICIES**

Whereas, the diocesan bishop is charged to keep vigilance over the administration of ecclesiastical goods which belong to public juridical persons subject to him (canon 1276 §1, *CIC*);

Whereas, "in the employment of workers are to observe meticulously also the civil laws concerning labor and social policy, according to the principles handed on by the Church (canon 1286, §1, *CIC*);"

Following an ordinary review of the standardized personnel policies of the Diocese of Marquette, it was deemed opportune to update these policies;

Having heard the Presbyteral Council on November 11, 2017 after their review of the proposed policies and receiving a positive recommendation; it is my decision to establish these policies;

Therefore, in accord with canons 8 §2, 29, and 391 §1 I hereby decree and promulgate as particular law for the Diocese of Marquette the Standardized Personnel Policies for employees of the Diocese, parishes and cemeteries, Bishop Baraga Association and Marygrove Retreat Center.

The former personnel policies of the Diocese of Marquette are hereby repealed and abrogated in accord with canon 20 §1. Any policy or particular law of the Diocese of Marquette that is contrary to the personnel policies is hereby repealed and abrogated.

The provisions of this decree shall become effective July 1, 2018.

Given at the chancery in Marquette, Michigan this 12th day of April in the year 2018.

+ 
 Most Reverend John F. Doerfler, STD, JCL
 Bishop of Marquette


 Very Reverend Daniel J. Moll, Chancellor

DIOCESE OF MARQUETTE

PERSONNEL POLICIES

for employees of the Diocese, parishes, and covered agencies of the Diocese

Adopted effective July 1, 2018

PURPOSE AND APPLICABILITY:

These policies provide information about benefits and personnel policies and practices for all lay employees of the Diocese of Marquette and for all lay employees of its parishes and of Marygrove Retreat Center, Bishop Baraga Association, and Holy Cross Catholic Cemetery (each a “covered agency”). Excluded from coverage are Diocesan schools and Catholic Social Services, which have their own policies. The Diocese of Marquette and its parishes and covered agencies are referred to as the “employer” for purposes of these policies. These policies and practices are intended to provide an effective and productive relationship among all members of the staff. This handbook is not a contract of employment.

This policy handbook is mandatory for the Diocese of Marquette and all of its parishes and agencies, and supersedes all prior versions of personnel policies. A parish or covered agency of the Diocese may adopt supplemental policies as indicated in some of the later provisions of this handbook. If a parish or covered agency adopts supplemental policies, they must be written and pre-approved by the Bishop, and employees of the parish or covered agency must sign and date an acknowledgement of receipt.

All employees share in the same general covenant relationship to minister to the people of God, but there are some distinct differences that must be recognized. The Code of Canon Law establishes prior relationships between the Bishop and priests and regulates prior relationships of religious to the Church. Accordingly, the employment status of priests and religious is different from those of lay employees under civil law.

The employer retains the right to exercise all administrative and managerial functions of its operations. No person, in any capacity, is authorized to alter the policies in this handbook, except upon the written authorization of the Bishop. The Diocese of Marquette reserves the right to amend or delete benefits, compensation, or policies.

Section A: EQUAL EMPLOYMENT OPPORTUNITY

The employer is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, disability status, citizenship status, height, weight, marital status or other legally protected status. It should be recognized, however, that there are certain positions, which require adherence to the Catholic Church teaching in order to fulfill the responsibilities of the position.

Reasonable accommodation will be made for disabled employees and job applicants where the accommodation does not impose an undue hardship on the employer. Under Michigan law, disabled employees and applicants may request an accommodation of their disability by notifying in writing, the pastor, pastoral coordinator, or covered agency director within 182 days after the need for the accommodation becomes or should have become known. Failure to

properly notify the employer may preclude any claim that the employer failed to accommodate the disabled individual.

All executives, supervisors and managers have the responsibility to maintain this policy. The employer's policy of non-discrimination extends to the total employment relationship including recruitment, selection, placement, training, compensation, benefits, promotion, transfer, working conditions, layoff and termination.

The employer condemns and will not tolerate any conduct calculated to intimidate, retaliate, harass or otherwise discriminate against any staff member. Employees who feel that their rights have been violated under this important policy should contact their immediate supervisor.

Section B: AT-WILL EMPLOYMENT

It is the policy of the employer to employ those whom it believes best qualified to perform the duties of the position for which they are hired.

Employment with the employer shall be of no definite term and may be terminated by either party at-will, with or without cause and with or without notice. This statement of the at-will status of employment with the employer may not be orally amended or altered and no representative, supervisor or other employee of the employer is authorized to make any promises or statements, which would amend, alter or change this status. In addition, this statement of the nature of employment with the employer supersedes all prior written and oral communications and prior practices concerning such employment.

Contracts of employment are prohibited for lay employees and cannot be made without prior written approval of the Bishop.

Section C: CONFIDENTIALITY

The employer, by the very nature of its work, is entrusted with many confidential matters. Employees are expected not to discuss their work with others except as the nature of the assignment requires. Employees will avoid embarrassment by withholding any facts or opinions until official channels release the information. Any requests by outside sources for information must be referred to the employee's supervisor. A breach of confidentiality may result in termination of employment.

Neither the employer nor its employees will unlawfully disclose Social Security numbers obtained during the ordinary course of business. Access to information or documents containing Social Security numbers is limited to those employees who need the information to do their jobs. In addition, employees must shield Social Security numbers displayed on computer monitors or printed documents from being easily viewed by others. Employees will not use Social Security numbers as personal identifiers, permit numbers, license numbers, or primary account numbers or other similar uses.

Employees may use a Social Security number to perform an administrative duty related to employment, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate claims; to perform a credit check, criminal background check or

driving history check; to enforce legal rights; or to administer benefits programs. All provisions of this policy are subject to the Social Security Number Privacy Act of the State of Michigan.

Section D: CATHOLIC MISSION, VALUES, AND MINISTRY

Jesus Christ charged his disciples with the mission to “make disciples of all the nations” (Matthew 28:18-20) or to proclaim Jesus, his love and his teachings so that others may make a personal decision to believe in Jesus and follow him. Thus, the fundamental mission of the Catholic Church is to proclaim and give witness to Jesus.

All employees of the Catholic Church share in its mission either directly or indirectly. Thus, no employee of the Catholic Church may publicly act contrary to the Church’s mission. In this light all employees will

- Possess a basic knowledge of the Catholic Church and its teaching as contained in the *Catechism of the Catholic Church* so as to understand its mission;
- Support the mission of the Church by what they say and do;
- Not take a public position contrary to the Catholic Church and its teaching;
- Respect the Pope and Church authorities;
- Demonstrate a public life consistent with the teaching of the Catholic Church;
- If Catholic, be active members of the Catholic Church and not publicly reject the Catholic Church.

The *Catechism of the Catholic Church* is the standard by which all ethical matters stated or implied in these personnel policies are judged. Any employee who has a question regarding the *Catechism* should consult the Chancellor of the Diocese.

In addition, while employees are asked to serve in a variety of roles, each employee’s duties and responsibilities are primarily religious. That is, by word and deed, each employee is inherently involved in spreading the faith and other key works of the Church. Each employee’s position is vital to the spiritual and pastoral mission of the Church and is inherently religious. Employees are encouraged to grow in their faith, and the employer provides many opportunities to do so through education, Mass, retreats, and other prayerful means.

Within the structure of civil law, the employer will consider as “ministerial” any employee whose duties are, to any significant degree, liturgical, evangelical, or educational, or pertain to the corporal works of mercy.

Section E: JOB CLASSIFICATION AND DESCRIPTION

All positions are classified and described in writing and available to all employees. Job classification refers to the title of the position. Job description refers to the list of duties of a given position. The job description shall include:

1. A job classification (title which accurately conveys the functions of the position).
2. The minimum requirements and qualifications for the position.

3. The duties and responsibilities of the position.
4. The relationship of each classification to other classifications as it applies to lines of authority and responsibility.
5. The title of the employee's supervisor(s).

Section F: STATUS OF EMPLOYMENT

1. **Regular full time employee.** An employee hired for a position normally requiring a minimum of 30 hours per week for at least 9 months of the year shall be classified as a full time employee.
2. **Regular part time employee.** An employee who works less than 30 hours per week shall be classified as a part time employee.
3. **Temporary employee.** An employee hired to fill in during the absence or vacation of full time and part time employees shall be classified as a temporary employee. Temporary employees working less than 5 months during any calendar year are not eligible for any benefits other than social security, unemployment and workers' compensation insurance.
4. Employees who work less than 20 hours per week are not eligible for any benefits other than social security, unemployment and workers' compensation insurance.
5. **Non-Exempt or Exempt Employees.** These terms are used by the employer to indicate which positions are eligible or ineligible for pay for overtime in accord with the federal Fair Labor Standards Act. **Non-Exempt** employees are eligible for overtime pay. **Exempt** employees are not eligible for overtime pay. Note that employees whose primary duties are performance of spiritual or pastoral functions may be classified as exempt under the "clergy and religious workers" exemption of the FLSA overtime provisions.

Section G: PERFORMANCE EVALUATION

An employee's supervisor, as designated in the job description, will rate each employee's job performance during the first three months of employment, at the end of the fiscal year, and annually thereafter. An employee's performance will be judged on such factors as quantity and quality of work, skill, cooperation with others, attendance and other factors.

Section H: EMPLOYEE LEAVE TIME *(Note: All policies below are mandatory, but additions may be made by a parish or covered agency by adoption of Supplemental Policies.)*

1. **Jury Duty.**
Employees called to serve on juries suffer no loss of regular income or other benefits. Income received from the court will be deducted from the employee's regular income. Employees selected for jury duty should immediately notify their

supervisor. In most cases, jury duty does not necessitate full time absence from work and the employee is expected to fulfill the position's requirements to the greatest extent possible.

2. **Workers' Compensation.**

Workers' compensation benefits are paid in accordance with Michigan law. Any incident involving injury of an employee while on duty, no matter how trivial it may appear, must be reported to his/her supervisor immediately. According to Michigan law, an employee injured on the job, if the claim is approved, is provided the following benefits:

- a) Medical, surgical, and hospital care to the extent provided in the law.
- b) Allowance for permanent or partial disability from accident.
- c) Compensation for loss of time due to the accident according to a determined schedule based on the injured worker's rate of pay.

Sick leave benefits which the employee has accumulated may be used prior to the effective date of workers' compensation benefits. All employees returning to duty after having been absent because of a work injury must have a release from the attending physician indicating that the employee is able to resume full work responsibilities, with or without accommodation.

3. **Military Leave.**

When an employee who is a member of the National Guard or the Reserves is called to active duty, the employee will not be paid salary or benefits during the period of active duty. However, the employee will be granted all rights provided by law and will be permitted to resume the employee's former position upon conclusion of active duty.

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee who is absent from work for up to twenty-four months because of duties in the uniformed services may continue employer-provided medical insurance coverage at a charge of up to 102% of the full premium under the plan, unless the employee is absent from work for less than 31 days, in which case the employee will not be charged more than the employee's share of the cost of the coverage.

An employee who wishes to be reinstated after military duty must contact the employer within the time limits prescribed by USERRA in order to be eligible. An employee may be eligible for reinstatement rights for up to five years if the employee has been absent from employment on account of military duty in the uniformed services and timely applies for reinstatement.

4. **Personal Leave of Absence Without Pay.**

The employer may grant unpaid leave of absence for medical or personal reasons provided holding the position open will not interfere with its operation. As a general rule, unpaid leave granted for personal reasons will not exceed

thirty (30) days. Unpaid leave granted for medical reasons, including pregnancy, childbirth, and maternity/paternity leave, generally will not exceed six (6) months.

Except for emergencies or extenuating circumstances, requests for an extended leave of absence without pay beyond the 30-day time period must be submitted in writing to the supervisor at least thirty (30) calendar days prior to the date projected for the commencement of the leave. The leave may be approved for up to three (3) months with a possibility of extension, not to exceed an additional three (3) months. Requests for such extensions must be submitted in writing by the employee to his/her supervisor prior to the expiration of the leave. Approval of a leave of absence does not guarantee that the same position will be available to the employee on his/her notification of intent to return to work with the employer. The employer will make an effort to place an individual returning from a leave of absence in a similar vacant position, should one exist, upon receipt of written notification of such intent to return to employment.

While on extended leave of absence without pay beyond 30 days, an employee will not be eligible for employer-paid group health, disability, life insurance, or any other related benefit unless required by applicable law; nor will a contribution be made to the Michigan Catholic Conference Retirement Plan. Length-of-service time will be frozen and, on return, will be considered in calculating vacation, sick leave and length of service for retirement purposes.

Accrued sick leave (health-related leave) or vacation time may be applied during the leave of absence, allowing staff members to be paid at their regular rate. However, sick leave and vacation may not be applied to extend the length of the leave of absence beyond thirty (30) days.

Section I: BENEFITS *(Note: Additional benefits may be provided by a parish or covered agency by adoption of Supplemental Policies.)*

The employer provides a benefit program that offers a wide range of coverage to eligible employees. Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and plans and are subject to change. For details, see the plan summary provided by the MCC and any Supplemental Policies adopted by the employer.

1. **Health Insurance.**

The employer offers group PPO medical insurance with various options for coverage, available to employees who normally work 20 hours per week or more. The PPO HD plan will be provided to all eligible employees who normally work 30 hours or more per week for at least six months per calendar year in accordance with federal guidelines. Single employee, plus-one, and family coverage is available, and may require the employee to pay a portion of the premium depending on the type of coverage.

2. **Flexible Benefit Plan.**
Employees normally working 20 hours per week or more are eligible to participate in the MCC Flexible Benefit Plan, which allows for individual employee accounts that provide reimbursement of eligible medical, dental, vision and dependent care expenses.
3. **Retirement Plan.**
Employees scheduled to work 20 or more hours per week are eligible to participate in the MCC Lay Employees' Retirement Plan. The total cost of participation in the Retirement Plan is paid by the employer on behalf of each eligible employee.
4. **Unemployment Insurance.**
As a Church institution, the employer is not required by Michigan law to provide unemployment insurance, but does so on a voluntary basis having waived its exempt status. The Bishops of Michigan reserve the right to rescind the waiver of exempt status in accordance with the Michigan Employment Security Act.

Section J: WORK HOURS AND PAY

1. **Normal Work Hours.** Regular work hours and the work location shall be established by the employer for each employee. Occasionally the employee may be required by the employer to be present outside of regular work hours for special meetings, workshops, and conferences. When attendance is mandated by the employer, the time will be paid work time.

Attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee. Unsatisfactory attendance, including reporting late or quitting early, may result in disciplinary action, including discharge.
2. **Minimum wage and overtime.** All employees, except those classified by the employer as exempt, are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act. All employees classified as non-exempt who work more than 40 hours in a seven-day, 24-hour per day work week will be compensated at one and one-half times their regular pay rate for their overtime. All overtime work must receive prior written authorization of the employee's immediate supervisor.
3. **Inadvertent / Improper Pay Deductions.** If an employee believes that he or she has had improper deductions from salary, the employee should immediately bring the matter to the attention of the employer for proper resolution. The employer is committed to proper administration of all aspects of wage and hour law and, through this policy, makes its commitment to good faith compliance with the salary-basis test for exempt employees.
4. **Documentation of Hours.** Non-exempt employees must complete and submit time records to the employer to document hours worked. All employees,

including exempt employees are required to report vacation, personal, and sick leave.

Section K: PERFORMANCE ISSUES/IMPROVEMENT TECHNIQUES

The employer expects employees to perform their assigned duties at performance levels acceptable to the employer; to render prompt, courteous, and efficient service; to conduct themselves in accordance with established policies, procedures, and directives; and to comply strictly with all laws, rules, and regulations applicable to their activities.

The employer reserves the right to address unacceptable work behaviors and to provide a corrective process for employees who demonstrate a job performance problem or behavior disruptive to the operations of the employer. Normally the employer will attempt to correct the performance or conduct by using progressive discipline before termination, as set forth in this policy. However, the employer retains the full discretion inherent in the at-will employment relationship, which includes the right to bypass some or all steps of progressive discipline, or to substitute other responsive actions. Nothing in this policy changes the employee's at-will status. The normal sequence of performance improvement and disciplinary action followed by the employer is outlined below. The duration of each step will depend upon the supervisor's view of the seriousness of the situation.

1. Informal Counseling
2. Written warning and counseling
3. Final Warning
4. Suspension
5. Discharge

This system of progressive discipline is normally, but not rigidly used. In some cases, extra steps may be added, and in others, steps may be skipped, depending on the pastor/pastoral coordinator/supervisor's (hereinafter referred to as supervisor) view of the specific facts of a given case. However, in cases of discharge, the supervisor may not discharge an employee without the approval of the Diocesan Director of Administration & Finance, who will have prior consultation with Diocesan legal counsel. In all cases, the employer's decision on whether an employee has engaged in misconduct, on the level of discipline, and on administration of this procedure (including whether an employee has adequately met performance or conduct goals or standards) will be made at will in the employer's discretion.

1. Informal Counseling:

When the supervisor becomes aware of a problem with an employee's conduct or performance which is not viewed as serious, the supervisor will counsel the employee involved on an informal basis.

The purpose of informal counseling is to make the employee aware that his or her conduct is not acceptable. The seriousness of the problem and the possible consequences of inaction on the part of the employee in correcting the problem will generally be outlined in writing and specific policies, which apply to the situation, will be reviewed.

2. **Written Warning and Counseling:**

In cases of a repeated or more serious conduct problem, the supervisor will counsel the employee involved on a formal basis. The purpose of the written warning and counseling is to discuss the nature of the problem and specific steps to be taken by the employee in correcting the problem.

The written warning will include the date, a description of the problem, specific corrective action to be taken by the employee over a designed period of time, and the signature of person issuing written warning.

The employee will review the written warning; add any comments desired, and sign to acknowledge receiving the warning. The supervisor will sign the warning, which will also be filed in the employee's personnel file.

If improvement satisfactory to the supervisor does not occur within the specified period after the warning, but the supervisor does not view the problem as serious enough to call for a final warning or immediate probation, another written warning and counseling session will normally take place.

3. **Final Warning:**

If employee's conduct is seriously deficient, or if an employee fails to improve to the supervisor's satisfaction following one or more written warnings, the supervisor will place the employee on final warning.

The purpose of the final warning is to resolve the problem situation during a designated period. Failure to correct the situation to the supervisor's satisfaction within the designated period will normally result in discharge.

The supervisor will designate specific corrective measures or tasks and levels of accomplishment required of the employee, using the appraisal form or appropriate documentation.

The Diocesan Director of Administration & Finance will assist the supervisor in determining the appropriateness of the performance objectives, the existence of proper documentation, and the length of the final warning period.

The supervisor will meet with the employee and explain the specific corrective actions, levels of accomplishment, the length of the final warning period, and the possibility of discharge if the problem is not resolved accordingly.

Documentation of the final warning will be signed by the employee and supervisor. The final warning period normally will not exceed ninety (90) days for a conduct problem.

4. **Suspension:**

Suspensions from employment without pay may occur when the supervisor and Diocesan Director of Administration & Finance deem it appropriate as a form of discipline. Suspension may also occur pending investigation of conduct raising a serious disciplinary issue.

5. **Discharge:**

Discharge from employment will normally occur when the employer concludes that an employee has engaged in repeated or serious unacceptable behavior, or when progressive discipline is not appropriate or has not resulted in improvement of the employee's performance or conduct to the satisfaction of the responsible supervisor.

The supervisor will prepare a written request for discharge and forward all documentation to the Diocesan Director of Administration & Finance. The Director of Administration & Finance assumes the responsibility for the discharge procedure, including approvals.

All discharges of personnel must be approved by the Diocese Director of Administration & Finance, who will have prior consultation with Diocesan legal counsel. No supervisor may discharge an employee without this approval. A supervisor may, however, suspend an employee, to allow all concerned parties time to gather necessary information and obtain approval.

Section L: OPEN-DOOR POLICY

The employer has an open-door policy to provide employees with a way of presenting their employment concerns to management and to ensure that decisions affecting the employment status of employees are made consistent with the its policies and its responsibilities under the various laws that protect employees.

An employee who has a concern about an employment issue should discuss it with his or her immediate supervisor. If the concern cannot be resolved fully at this level, or if there are special circumstances involved that make it difficult to speak to the immediate supervisor, the employee should refer the problem to the next level of management in his or her area. Should the problem remain unresolved, the employee should refer the matter to the Diocesan Director of Administration & Finance. The supervisor or manager will normally provide a resolution to the employee within 30 days of the date the employee raised the concern.

If the problem has not been resolved to the employee's satisfaction after consideration by the Diocesan Director of Administration & Finance, the matter may be referred to the Bishop, who will consider the matter. The decision of the Bishop shall be final and binding for the employer and the employee.

Section M: PROHIBITED HARASSMENT POLICY:

The purpose of this policy is to promote and insure a Christian professional and supportive work environment for all employees and volunteers that is free from physical, psychological, or verbal intimidation and harassment based on any characteristic that is protected by applicable law. The

employer intends that each employee and volunteer maintain and further develop attitudes and behaviors that express respect for others reflective of each person's God-given dignity.

The employer prohibits any form of unlawful harassment on the basis of age, sex, religion, marital status, race, disability unrelated to the ability to do the essential functions of the job, national origin, color, height, weight, health history, genetic background, or status in any group protected by state or federal law ("prohibited harassment"). A fundamental policy of the employer is that the workplace is for work. The goal of the employer is to provide a workplace free from tensions involving matters that do not relate to the work of the employer. In particular, an atmosphere of tension created by non-work related conduct, including racial, ethnic, or sexual remarks, animosity, or other such conduct, does not belong in the workplace.

Prohibited harassment is verbal or physical conduct or communication based on a protected characteristic when: (1) submission to such conduct or communication is made either explicitly or implicitly a condition of a person's employment or education, (2) submission to or rejection of such conduct or communication is used as the basis for employment or educational decisions, (3) such conduct or communication has the purpose or effect of substantially interfering with a person's work or school performance, or (4) such conduct or communication has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment is specifically defined as harassment of a sexual nature that includes unwelcome sexual advances and requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions.

Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display, transmission, or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).

If a person believes himself or herself to have been subjected to prohibited harassment, the person must contact the pastor, pastoral coordinator, or covered agency director without delay. If a person believes himself or herself to have been subjected to prohibited harassment by the pastor, or covered agency director, the person should contact without delay the Diocesan Director of Administration & Finance or, if the Director is the alleged harasser, a Diocesan Victim Assistance Coordinator. Suspected incidents of prohibited harassment may be reported orally or in writing.

A report of prohibited harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of prohibited harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law, and consistent with doing a thorough investigation. Retaliation for a report of prohibited harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.

If a person who reports prohibited harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, the person should contact the Diocesan Director of Administration & Finance (or, if applicable, Diocesan Victim Assistance Coordinator). If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by

the Diocesan Director of Administration & Finance (or, if applicable, Diocesan Victim Assistance Coordinator), the person should contact the Bishop in writing.

Section N: POLICY FOR MAINTAINING SAFE ENVIRONMENT

(The following is a summary of the Diocesan Safe Environment Program Policies & Procedures. The complete policy can be found on the diocesan website, and in a binder at each parish entitled Diocesan Safe Environment Program Policies & Procedures. The Diocesan Safe Environment Program Policies and Procedures Manual is hereby fully incorporated by reference into these Personnel Policies.)

The Diocese of Marquette is committed to creating, providing and maintaining safe environments in all its parishes, schools, and other institutions so that all persons, especially children, young people and vulnerable adults will be protected as far as possible from all harm, including physical and sexual abuse. This policy is in compliance with *The Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with allegations of Sexual Abuse of Minors by Priests or Deacons*, United States Conference of Catholic Bishops, November, 2002.

The policy has three separate components, as follows: (1) Employee & Volunteer Program, (2) Parent Program, and (3) Children's Program.

The Diocese expects its priests, deacons, other ministers, employees and volunteers to help protect children, young people and vulnerable adults by demonstrating the Church's care and love for all people and by observing the Church's teachings on sexual morality.

All priests, deacons, other ministers, lay employees, and adult volunteers who have regular contact with children, young people and vulnerable adults are required to:

- Authorize a criminal background check and receive a satisfactory report, or when not possible, complete an approved alternative.
- Complete the Safe Environment Adult Awareness Training Session and follow-up requirements.
- Review and observe the *Diocesan Policy on Sexual Misconduct in Ministry* and the *Code of Ethical Standards for Ministry to Minors*.

Failure to comply with these requirements will result in the removal of the person from employment, ministry or the denial of volunteer service within the Diocese.

Section O: ELECTRONIC COMMUNICATION POLICIES

It is important to the Diocese of Marquette to project a public image of unity and excellence in the mission of the Church. Accordingly a person who is communicating on behalf of the parish or covered agency must communicate in a professional manner and provide accurate contact information.

All electronic and telephonic communications systems and any information, communication, or file transmitted by, received from, or stored in the employer's equipment are the property of the employer. This includes telephone, voice-mail, email, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media.

Employees are permitted to use the technical resources of the employer for occasional, minimal, non-work purposes. However, an employee has no right of privacy as to any information, communication, or file transmitted by, received from, or stored in the employer's equipment. This includes telephone, voice-mail, e-mail, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media. An employee's access to the internet, and at-home use of the employer's laptops, tablets, or mobile devices is determined by the employee's supervisor.

Improper use of any communication systems will not be tolerated. Improper use includes downloading or sending material that is unlawful, threatening, harassing, defamatory, offensive, or sexually explicit. Improper use also includes solicitation of fellow employees to benefit an employee's personal business interests, or any use that violates any law or contract that protects intellectual property or proprietary rights in software. Employees may not use technology in a way that is likely to put the network at risk of viruses. For example, employees may not download software or system updates without prior approval of the employer. The system may not be used in a way that causes congestion and slows down the system. Examples of this include sending excessive emails, sending large files, or streaming video or audio data via the internet or via local wi-fi.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the employer's legitimate business interests, the employer may regularly monitor the use of its equipment at any time for any reason or no reason. This monitoring may include a review of all computer activity, an examination of current or stored messages on telephone, voice-mail, e-mail, text message (SMS), Facebook, Twitter, and any and every past, present, or future form of electronic media. Additional information technology policies enacted by the Diocese of Marquette in addition to this handbook policy may apply.

Section P: OUTSIDE EMPLOYMENT AND POLITICAL ACTIVITIES

Although the employer does not discourage outside employment and does encourage civic involvement, such activities could occasionally create a conflict of interest. With this in mind, an employee considering such an activity must consult with the pastor or covered agency director prior to making any significant commitments.

An employee retains the personal right to engage in political activity in the employee's private life. However, such political activity must be entirely separate from employment, and may not involve the public advocacy of beliefs or behaviors that are contrary to the teachings of the Catholic Church. Such political activity may not occur during the compensated portion of any work day, and may not involve the use of the employer's facilities, properties, or assets.

Section Q: NO SMOKING

Smoking, including electronic cigarettes or vaporizers, is not permitted inside any building of the employer. In the area outside the building where smoking may occur, employees must use care

in disposing of ashes and cigarette butts in order to prevent the possibility of a fire and to keep the grounds clean.

Section R: EMPLOYMENT OF RELATIVES

The employment of relatives of present employees is permissible, if one related employee is not the direct supervisor of the other. If an employee becomes related to a direct supervisor, the employee with the lower level of responsibility will be transferred to another suitable position or will be asked to resign.

Section S: PERSONAL APPEARANCE

Personal appearance is important to self-respect, productiveness, morale of employees and the impression that is given to visitors. It is therefore expected that an employee's attire and general appearance be neat, clean, and make a good impression. It is expected that the staff will use good judgment about appropriate clothing and appearance.

Section T: SNOW / WEATHER DAYS

Parishes and agencies of the Diocese must maintain regular hours of operation to be responsive to the people they serve. During periods of extremely inclement weather, however, the workplace may be declared closed by the supervisor or administrator, in which case all employees scheduled to work that day will be paid. If the workplace is not declared closed, an employee electing not to report to work must notify his or her supervisor and use vacation leave or personal leave.

Section U: PERSONNEL RECORDS

A personnel record is maintained for each employee by his or her supervisor. The contents of each personnel record is set forth by the Diocese and in accordance with Michigan law. Personnel records are confidential and accessible only to supervisors. An employee may review his or her own personnel file during business hours after making a request to his or her supervisor in accordance with Michigan's Employee Right to Know Act.

An employee must promptly notify the employer of any change in address, telephone number, marital status, or number of dependents.

Section V: TERMINATION

Employees who desire to leave the employer, whether by resignation or retirement, are requested to give at least fourteen (14) calendar days' notice. The employer reserves the right to decline the employee's offer to work during the 14-day notice period.

If the employee has accumulated unused paid vacation leave and the employee has given the requested 14-days' notice, the employee will receive payment for unused vacation leave in his or her final paycheck. Employees who are discharged by the employer and resigning employees who do not give the requested notice will not be paid for accumulated but unused vacation. No payment for other types of unused leave will be given upon termination under any circumstances.

An employee will be paid earned wages for the time worked to the date on which employment terminates. The employee's final paycheck will be processed with the next regular payroll after the termination date and mailed to his or her address on file with the employer. No amounts will be withheld from the employee's final paycheck without express written authorization by the employee.

The employer's contributions to insurance plans will be made through the end of the month in which termination occurs, unless otherwise required by the insurance carrier's policies or plans.

At termination, employees must surrender all keys, electronics, computers, and other property of the employer in their possession. The employer may, in its discretion, conduct an exit interview.

Diocese of Marquette
SUPPLEMENTAL PERSONNEL POLICIES

Adopted by _____ on , ____

PURPOSE AND APPLICABILITY:

These Supplemental Policies may be adopted in whole or in part by any parish or by Marygrove Retreat Center, Bishop Baraga Association, or Holy Cross Catholic Cemetery (each a “covered agency”) in the Diocese of Marquette, at the option of the parish or covered agency. Those adopted must be compiled by the parish or covered agency and an Acknowledgment of Receipt must be signed by each employee. If these Supplemental Policies are adopted, they are to be read together with the mandatory policy handbook, *Diocese of Marquette Personnel Policies*.

Definition of “regular full time employee”: Section F of *Diocese of Marquette Personnel Policies* is amended as: 1. Regular full time employee. A regular full time employee is an employee normally scheduled to work _____ hours per week and _____ weeks per year.

Section AA: EMPLOYEE LEAVE TIME

1. **Vacation.**

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid vacation.

Accrual of vacation begins after the first month of employment. Vacation time is accrued monthly and may not be taken until it is earned. Vacation time is accrued for all full time employees as follows:

Years of Employment	Annual Vacation Leave
_____	_____ hours

Part time employees working twenty hours or more per week accrue an equivalent proportion of the vacation time accrued by full time employees.

Employees must take at least a portion of their annual vacation each year. A year for measuring vacation accruals begins with January 1 and ends on December 31. Up to _____ hours of vacation time may be carried over to the next calendar year. All other unused vacation time is forfeited without pay. See Section V of *Diocese of Marquette Personnel Policies* for the treatment of unused vacation time at termination of employment.

Vacations are scheduled so that the needs of the employer are continually met. Requests for vacation must be received at least two weeks prior to the desired date and must involve at least a one hour absence from work. Holidays that fall within a vacation are not counted as vacation time used. Vacation leave may not be changed to sick leave once the employee has begun vacation.

2. **Paid Personal Leave.**

Each full time employee is entitled to _____ days of paid personal leave per year. A year for measuring personal leave accruals begins with January 1 and ends on December 31. Personal leave will begin in the first full calendar year employed.

Paid personal leave must be used in full-day increments, and only upon prior approval of the employee's supervisor. Paid personal leave must be used in the year accrued, and will not be carried over to the next year. No payment for unused paid personal leave will be given upon termination of employment.

3. **Sick and Pregnancy Leave.**

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid sick and pregnancy leave.

Accrual of sick and pregnancy leave begins after the first month of employment. Sick and pregnancy leave is accrued monthly and may not be taken until it is earned. Sick and pregnancy leave is accrued for all full time employees at the rate of _____ hours per month worked.

Part time employees working twenty hours or more per week accrue a fraction of the sick and pregnancy leave accrued by full time employees. The fraction is the average number of hours the part time employee works, divided by the hours in the normal full-time work week. This fraction is then multiplied by the number of sick and pregnancy hours the employee would accrue based on years of service if full time.

Requests for pregnancy and sick leave must involve at least a one hour absence from work.

Unused sick leave may be carried over from year to year, with a maximum accumulation of _____ hours. No payment for unused sick leave will be given upon termination of employment.

An employee may use sick leave for his or her own illness or to attend to the illness of the employee's family.

"Illness" includes illness, pregnancy or related illness, injury, exposure to contagious disease endangering others, doctor or dentist appointments or for other similar absences that are approved by the supervisor.

During an illness in excess of five (5) days, the employee will notify the employer in writing as to probable length of absence.

4. **Holidays.**

All full time employees and regular part time employees will be allowed to take off, with pay, the following holidays when they fall on a normal workday. Regular part-time employees will receive pro-rated holiday pay on the basis of hours normally worked that day.

The following paid holidays and holy days are observed:

- _____

When the holiday falls on a Sunday, it is observed on the following Monday. When it falls on a Saturday, it is observed on the preceding Friday. Holy Days are to be taken off only when they fall on a workday.

5. **Funeral Leave.**

For the funeral leave policy, the employee's "immediate family" includes, spouse, children, stepchildren, foster children, parents, stepparents, foster parents, grandparents, grandchildren, sisters and their spouses, brothers and their spouses, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, or any other relative of the employee or spouse residing in the household of the employee.

Each employee regularly scheduled to work 20 or more hours per week is entitled to up to five (5) work days of funeral leave for the funeral of a parent, spouse or child. In the event of the death of another member of the employee's immediate family, the employee is entitled to leave of up to three (3) work days to attend the funeral if the funeral is within the Upper Peninsula of Michigan, and up to five (5) work days if the funeral is outside the Upper Peninsula.

Funeral leave is paid for employees who have completed at least 90 days of employment, and unpaid for employees who have not completed 90 days of employment.

If additional time off is required after the allotted funeral leave, the employee may use vacation or sick time with the prior approval of the supervisor. No funeral leave will be provided if the employee chooses not to attend the funeral.

Section BB: BENEFITS

Through Michigan Catholic Conference (MCC) Group Insurance programs, the following briefly describes the benefit program. The contract or certificates between MCC and insurance companies define your rights. The following does not create any rights over and above those contained in the contracts or certificates. Eligibility for benefits and coverage are subject to terms of the policies and plans and are subject to change.

1. **Additional Benefits for Employees Working At Least 20 hours per week.**

a) **Health Insurance.**

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 20 to 29 hours per week:

PPO HD	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 30 to 39 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	\$ ___/mo. contributed by employee (must be between \$0 - \$100)
	Plus-one coverage	Employee premium contribution: _____ (percentage or dollar amount)
	Family coverage	Employee premium contribution: _____ (percentage or dollar amount)
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %

	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

The employer offers the following group PPO medical insurance coverage to eligible employees who normally work 40 hours per week for at least six months per calendar year in accordance with federal guidelines:

PPO HD	Single employee	\$____/mo. contributed by employee (must be between \$0 - \$100)
	Plus-one coverage	Employee premium contribution: _____ (percentage or dollar amount)
	Family coverage	Employee premium contribution: _____ (percentage or dollar amount)
BCN	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO1	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
PPO2	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

b) **Flexible Benefit Plan – Employer Compensation Account.**

Employees who would be eligible for the employer's health insurance coverage but who have such coverage through another source, and who provide proof of such coverage, are eligible for an Employer Compensation Account (ECA) through the MCC Flexible Benefit Plan. The employer contributes to the employee's ECA in lieu of the employee's enrollment in the employer's health insurance coverage. (commonly referred to as "cash-in-lieu"). The employer must pay the same amount for all employees who participate in the ECA. The amount of the contribution is evaluated annually. For more details, see the plan summary provided by the MCC. The current annual amount contributed by this employer as "cash-in-lieu" is \$_____.

c) **Dental Insurance.**

Employees normally working 20 hours per week or more are eligible for dental insurance in accordance with the plan administered by Delta Dental Plan of Michigan. For more details, see the plan summary provided by the MCC.

Employees working _____ to _____ hours per week	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %
Employees working _____ hours per week	Single employee	Employee premium contribution: _____ %
	Plus-one coverage	Employee premium contribution: _____ %
	Family coverage	Employee premium contribution: _____ %

d) **Disability Benefits.**

Employees normally working 20 hours per week or more are eligible for accident and sickness disability benefits, which may be short-term or long-term. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

Short Term Disability Benefits. Subject to the utilization of accumulated sick leave or the expiration of ten (10) consecutive business days, whichever is greater, an eligible employee may receive short term disability benefit payments for total disability at the rate of 66-2/3% of covered monthly salary. Short-term disability benefits are payable for a maximum of six months.

Long Term Disability Benefits. Subject to the utilization of accumulated sick leave and the expiration of 180 consecutive calendar days, an eligible employee may receive long term disability benefit payments to the attainment of age 65 at the rate of 60% of covered monthly salary.

e) **Life Insurance.**

Employees normally working 20 hours per week or more are eligible for life insurance in accordance with the master contract or certificate. Premiums for this program are paid by the employer. For more details, see the plan summary provided by the MCC.

2. **Employee-Paid Benefits Optional to the Employee.**a) **Vision & Life Insurance.**

Optional vision and life insurance policies are available through Michigan Catholic Conference at full cost to the employee through payroll deduction. For more details, see the plan summary provided by the MCC.

b) **403(b) Plan.**

Optional 403(b) Plan is available through Prudential through employee contributions only. For more details, see the plan summary provided by the MCC.

Section CC: USE OF EMPLOYER EQUIPMENT

Personal use of equipment of the employer is allowed if approved by the employee's immediate supervisor. The employee must reimburse the employer for the cost of using the equipment, e.g., gasoline, photocopying, long distance telephone calls, postage. No equipment or property of the employer may leave the building at any time for personal use.

Section DD: BUSINESS EXPENSES

Employees who use their own vehicles and travel on behalf of the employer for business purposes will be reimbursed at a rate determined annually by the employer. Reasonable meal expenses will be reimbursed when an employee is attending employer-mandated special meetings and conferences inside or outside the Diocese of Marquette, or when the employee (with prior approval of his or her supervisor) engages in business on behalf of the employer during a meal. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement.

Section EE: PROFESSIONAL DEVELOPMENT

The employer supports and encourages the professional development of its employees. Expenses related to workshops and seminars will be paid by the parish or covered agency if approved by the employee's supervisor and if within the parish or covered agency's budget. Reimbursable expenses include hotel, meals, travel, and registration, provided these expenses are both documented with receipts and deemed reasonable. Expense reimbursement forms must be completed and approved by the employee's supervisor prior to reimbursement. Expenses for recreation incurred during a business trip will not be reimbursed.

Section FF: INFANT-AT-WORK PROGRAM

Employees who are returning to work after the birth or adoption of a new baby may be eligible to participate in the Infant-At-Work program of the Diocese of Marquette. The program allows a new parent to bring their infant to work with them until the child is eight months old or begins to crawl, whichever comes first. For details, please see human resources.

Diocese of Marquette
Diocese, Parish, and Agency Employee Hiring Checklist

<u>✓ Completed</u>	
	Employment Application
	Job Description – verbally review with employee
	Offer of Employment letter – sent and accepted*
	Background Check – submitted <u>and cleared</u> **
	VIRTUS training registration <u>and completion</u>
	Background check updated in VIRTUS database
	Employee Handbook – given to employee
	Employee Handbook – verbally review Catholic morals policy with employee
	Employee Handbook - Acknowledgment signed and in personnel file
	I-9 form – verify ID, legal name, and ability to work in U.S.
	W-4s – federal and state
	Payroll setup documents
	Michigan Catholic Conference new employee benefit packet (if applicable) – download from MCC website, print, and provide
	Copy of this Checklist – completed, signed, dated, and in personnel file

*Use attached template.

**Any applicant whose background check shows a criminal conviction or plea of no contest (felony or misdemeanor) cannot be employed without written permission from the Bishop. Contact the Diocesan Director of Administration & Finance.

CHECKLIST COMPLETED BY:

Signature: _____
Employer hiring manager

Date: _____

**Offer of Employment Letter
(Non-Contract Employees)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

We are pleased to extend an offer of employment to you in the position of [part-time] [full-time] [job title] at the [Name of Employer], normally working [#days] each week. Your starting wage would be [\$amount] [per hour] [annually]. You will also be eligible for the benefits of this position in accordance with the policies of [Name of Employer]. If you decide to accept this employment offer, your first day of work would be [date].

Please keep in mind that this letter and our previous discussions regarding employment do not create a contract of employment between you and [Name of Employer]. [Name of Employer] recognizes the right of individual employees to terminate their employment for any reason whatsoever. [Name of Employer] also reserves the right to end the employment relationship at any time and without notice for any reason whatsoever.

We request that you respond to this offer by [date]. We look forward to your decision. If you have any questions or need other assistance, please call me at [phone number].

Sincerely,
[Name of Employer]

[Signature]

[Printed name of person authorized to sign for
Employer]

**Diocese of Marquette
Diocese, Parish, and Agency Personnel File Contents**

- Employment Application
- Job Description
- Offer of Employment letter
- Acknowledgment page from Employee Handbook – signed by employee
- Employee reviews/evaluations
- Documentation of employee counseling, warnings, discipline
- Employee exit documents (termination, retirement, resignation letter)
- Training, education, certification documents
- Payroll documents (W-4s, benefits enrollment, authorizations for direct deposit, garnishments, time sheets, etc.)

Items to Be Kept in a Separate, Confidential File for Each Employee

- Employment references provided by others (e.g., letter of recommendation)
- Background check information
- Employee medical information
- Investigation materials re: employee misconduct

Items to Be Kept in a Separate, Confidential File for Entire Group of Employees

- I-9s – keep I-9s for all employees in one file for easy production/government inspection

Items That Never Belong in a Personnel File

- Notes about employee made personally by supervisor
- Notes about political involvement or affiliation by employee (do not create or maintain)
- Staff planning notes referencing more than one employee

Michigan’s Employee Right to Know Act (a.k.a. Bullard-Plawecki Act)

Gives employee the right to view his or her personnel file up to 2 times per year. Also prescribes what can and cannot be in an employee’s personnel file.

Diocese of Marquette
Diocese, Parish, and Agency Employee Termination Checklist

<u>✓ Completed</u>	
	Termination approved by Diocesan Director of Administration & Finance (DDAF)
	Supervisor termination meeting with employee and/or exit interview <ul style="list-style-type: none"> • May allow employee to resign same day in lieu of termination if permitted by DDAF
	Termination/Acceptance of Resignation letter – sent or hand-delivered by supervisor*
	Arrange for collection of employer property from employee (keys, electronics, etc.), and arrange for employee to retrieve his/her items from employer's premises.
	Disable employee email addresses and passwords, change locks/keys/access codes
	Contact all benefit plans to notify of terminated employee. Provide to former employee if applicable: <ul style="list-style-type: none"> • Retirement plan access information
	Final payroll check generated with next regular payroll following termination <ul style="list-style-type: none"> • Wages earned through date of termination • Unused paid vacation time paid in final paycheck if employee resigned with notice; no payment for unused vacation if employee was discharged or if quit without notice. • DO NOT "hold" paycheck or deduct amounts from it for any reason without signed employee authorization
	Copy of this Checklist – completed, signed, dated, and in personnel file of former employee

*Use attached template.

CHECKLIST COMPLETED BY:

Signature: _____
Employer hiring manager

Date: _____

**Termination/Acceptance of Resignation Letter
(Non-Contract Employees)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

As we discussed in our meeting [today] [OR] [on [day of week]], your employment with [Name of Employer] is terminated effective [date] [OR] [you have resigned your employment with [Name of Employer] effective [date] .

If you have any personal items at [Name of Employer office], please call [supervisor name] to make arrangements to retrieve them and to return any property of the [Name of Employer] that you may have.

You will receive your final paycheck by mail [or if applicable, by direct deposit] on the next regularly scheduled payday.

[If applicable: Our records show that you have accumulated unused paid vacation time. In accordance with the policies of [Name of Employer], this will be paid to you in your final paycheck.]

[If applicable: In accordance with the policies of [Name of Employer], the premium for your group health insurance coverage has been paid through the end of this calendar month. Please note this coverage will expire at the end of this calendar month.]

[If applicable: Enclosed is information regarding your ability to receive distribution from the retirement plan of [Name of Employer]. The plan administrator will provide you with information about your options and the necessary forms if you should decide to access the funds in your account. Contact your account representative, _____, at 1-800-_____ if you have questions regarding the plan.]]

Sincerely,
[Name of Employer]

[Signature]

[Printed name of person authorized to sign for
Employer]

ACKNOWLEDGMENT OF PERSONNEL POLICIES

I acknowledge that I have received a copy of the Diocese of Marquette Personnel Policies, together with any Supplemental Policies adopted by my employer. These policies govern my employment.

The Policies, which may be amended from time to time, outline my privileges and benefits, as well as my responsibilities and obligations as an employee, and I understand that I am bound by these responsibilities and obligations.

I have reviewed and I understand and agree with the provisions of the Policies, which include, but are not limited to, the following:

- My employment is “at will,” meaning that my employment can be terminated at any time, by me or my employer, for any reason or for no reason.
- My employer is a Roman Catholic religious institution. In both personal and professional life, I must exemplify the moral teachings of the Catholic Church as contained in the *Catechism of the Catholic Church*. I understand I must, as an integral part of my duties of employment:
 - Support the mission of the Church by what I say and do;
 - Not take a public position contrary to the Catholic Church and its teaching;
 - Respect the Pope and Church authorities;
 - Demonstrate a public life consistent with the teaching of the Catholic Church;
 - If Catholic, be an active member of the Catholic Church and not publicly reject the Catholic Church.

I understand that if I have questions regarding the *Catechism*, I am to consult the Chancellor of the Diocese of Marquette.

Printed name of Employee

Name of Employer

Signature of Employee

Date

File: Employee’s Personnel File



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