

**DIOCESE OF CROOKSTON
PERSONNEL
POLICIES AND PROCEDURES
HANDBOOK
JULY 1, 2016**

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Rules and regulations are necessary to operate a safe and efficient workplace. The provisions of this Manual apply to all employees of the parish, except as otherwise noted. This Manual replaces all prior employment policies and practices.

Nothing in the Manual is intended to create a contract of any kind between the Parish and the employee. Employees are “at-will” employees – they or the parish may terminate the employment relationship at any time for any reason, other than a basis that is unlawful or discriminatory in nature.

INTRODUCTION

Welcome to _____. We hope that you will share with us the traditional spirit of loving concern and compassion for those we have the privilege to serve. As an employee of the Diocese of Crookston, your understanding of our goals and objectives, belief in our policies, respect for others, and interest in your work contributes greatly to our values and mission. It is our hope that you will find deep personal satisfaction and fulfillment in your service here and that God will bless and reward you with much success and happiness.

The Diocese of Crookston is unique in many ways. It is a place where "ministry happens," where people serve other people "because of the Kingdom of God." Nevertheless, like other institutions, it requires certain policies and procedures to ensure its smooth operation and the fair treatment of each employee. The primary purpose of the Personnel Policies and Procedures Handbook is to foster a climate in which every staff member views himself or herself as a valued member of the community. Each staff member is an essential part of the total ministry of the Diocese of Crookston. All personnel are encouraged to build and maintain a sense of community among themselves. Those we serve should find the staff a model of the Christian community that is Christ's Church. This compilation of policies is not to be considered a legal contract. Rather, it is a statement of the concrete way in which the day-to-day operation of the Diocese of Crookston will take place. From time to time, there will be changes in this or that policy. We will try to consult the personnel, through Pastors/Administrators and Directors at the Chancery, before any major changes take place. The employer reserves full discretion to add to, modify, or delete provisions of this handbook, or the policies and procedure on which they may be based, at any time without advance notice. Any subsequent changes will supersede and replace previous policies, practices, or guidelines on that subject.

Policy language: Where you see the word "employer" it can mean the Diocesan office, one of the Parishes or both.

Attachments:

- Appendix A Safe Environment process
- Appendix B New Employee paperwork checklist
- Appendix C Definitions

EMPLOYER INFORMATION AND PROCEDURES

EMPLOYMENT PHILOSOPHY

We believe that all persons do their best in an atmosphere in which the dignity of each is affirmed and enhanced. We are called to help our employees develop a sense of self-confidence and self-esteem. We believe that in our relationship with employees we must show love and gentleness, yet be firm in requiring of them an honest work ethic. We must be flexible if we are to influence employees to have a love and excitement about creating a welcoming and peaceful workplace. We need to support and affirm those to whom we have entrusted leadership responsibilities. We believe that our employees are receptive to embodying our spirit of hospitality, simplicity, justice, and service.

OVERALL EMPLOYMENT POLICY

The supervisor or search committee is responsible for pre-employment screening, recruiting, and interviewing and for making the offer of employment. Satisfactory reference verifications must be obtained prior to the extension of an employment offer. The individual's most recent employer should be contacted to obtain reference information and verification of employment dates and job titles. The employment application should then be reviewed for any discrepancies with the information obtained.

Except as governed by existing federal, state or local law, employment or an offer of employment establishes no guarantee or promise of continued employment of set hours of work or any other obligation on the part of the employer beyond pay for actual work performed at the agreed-upon rate, and the employment relationship may be terminated at any time by the employee or the employer.

During recruitment and hiring, and throughout an individual's employment, no statement is to be made promising consideration for employment or permanent or guaranteed employment, and no document should be called a contract unless a contract is to be used and has the written approval of the employer. An offer of employment to any individual is contingent upon completing the Safe Environment certification process and being cleared for service. See appendix A for the current process. Any offer of employment is also contingent upon the truthfulness and accuracy of information provided by the candidate during the application or interview process. An offer of employment will be revoked if any falsification or omission of material facts is discovered. Furthermore, if such falsification or omission is discovered after a candidate has been hired, he/she will be subject to immediate discharge.

All parish and diocesan staff share in the same general covenant relationship to minister to the people of God. Except where otherwise noted, the policies contained in this manual apply to all individuals employed by or otherwise under the direction of the employer. All staff members, including diocesan clergy or members of religious congregations are expected to observe these policies unless the Code of Canon Law, diocesan-level policies, and/or an authorized written agreement or contract sets forth different regulations.

JOB DESCRIPTIONS

Job descriptions are used by the Diocese of Crookston to outline the duties and responsibilities of each position. A job description describes the job itself and not the individual who might fill the job. Job descriptions should be updated as key activities and/or requirements are added, changed, or deleted. As it is impossible for job descriptions to cover every task or responsibility assigned, they do not limit the Supervisor's right to assign additional duties as needed. The employer reserves the right to transfer duties from one position to another, as well as to transfer employees to other positions to meet the needs of the employer. Each employee should be given a copy of the job description. A copy signed by the employee should be placed in the employee's personnel file.

GOVERNMENT POSTINGS

In compliance with the major Federal and state employment laws, postings are required for access and review by applicants as well as employees of the Diocese of Crookston. The following postings are to be displayed in a conspicuous place for viewing by employees and applicants:

Federal

- Equal Employment Opportunity Is the Law
- Employee Polygraph Protection Act
- Federal Minimum Wage
- Your Rights Under USERRA
- Job Safety and Health Protection
- Family and Medical Leave Act

State

- Notice of Workers' Compensation Insurance Coverage
- State Minimum Wage
- Age Discrimination
- Unemployment Benefits
- Safety & Health Protection on the Job

EMPLOYMENT ELIGIBILITY

The Federal Immigration Law requires that all new employees complete Form I-9 to verify his/her eligibility for employment. To be eligible, a person must be a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized by the U.S. Immigration Services to work in the United States. Federal law prohibits the hiring of under-aged minors. The Safe Environment policy and the recommendation of our insurance carrier will not allow the employer to hire anyone under the age of 18. The Diocese of Crookston uses equal employment opportunity in all its employment policies and practices. These policies and practices will be administered without regard to race, color, national origin, age, political affiliation, veteran status, or mental or physical disabilities not affecting one's ability to perform essential job functions. Questions regarding an individual's age are generally considered discriminatory. Employers are prohibited from asking an employment applicant for his/her age or date of birth. There are certain positions with the employer for which it is necessary to be Catholic, and some positions for which preference in hiring will be given to people who are Catholic and who show an understanding of the Catholic faith and a commitment to living that faith. The employer will strive to employ minorities at all levels. Likewise, the employer will strive to employ women at all levels except those positions precluded by Canon Law.

TRANSFERS

Although employees are hired into a particular position or office, there may be occasions in which the overall staffing needs of the employer require movement of an employee to another office or position. In such cases, and in consultation with the affected parties, transfers will be made at the discretion of the employer. The transfers will generally be considered lateral in that they will typically have no effect on the employee's current salary unless increased or decreased responsibilities are involved.

No employee will be permitted to hold more than one full-time position with any entity or group of entities with the Diocese.

EMPLOYMENT OF RELATIVES

The Diocese of Crookston discourages the employment of relatives of employees. In the event relatives are hired they will not be employed in positions where:

- Actual or perceived conflicts of interest would be created
- A direct reporting relationship would exist
- Relatives would work in the same department
- Management peer relationships would exist
- One employee would occupy a position with influence over the other's employment or pay
- One employee would have access to the personnel records of the other

On occasions when the relationship occurs after the fact of employment, the employer will determine what action needs to be taken to correct the situation. In situations such as described above, employees may be requested to transfer to other positions, if available jobs exist, or may be terminated if no suitable vacancies exist.

EMPLOYMENT OF PREVIOUS EMPLOYEES

Former employees may be considered for rehire if their personnel records indicate a good performance, behavior, and attendance record during their prior employment and if their termination occurred under favorable circumstances. Applications received from former employees will be processed according to the same procedures and given the same consideration as afforded all other external applicants for positions. Under no circumstances should the normal employment procedure be eliminated or circumvented in the re-employment of a former employee. Although it is not necessary to recheck employment or educational references previously checked, any employment and/or education occurring since an individual's employment with the Diocese of Crookston should be verified.

LICENSES, CERTIFICATES, AND REGISTRATIONS

Qualification standards for certain positions may require specific certification, licensure and/or registration status. Each employee who falls under one of the above qualification standards must have a current license, registration or certification at all times. New graduates and professionals applying for reciprocity must have temporary licenses. An employee cannot begin work or continue to work unless the license or certification has been viewed by their immediate department supervisor/designee. A new license or certificate must be presented by the expiration date of the previous license/certificate.

BACKGROUND CHECKS

Applicants must furnish names, addresses and telephone numbers of references from past and present employment as well as documented evidence of meeting the basic qualifications for the position as written in the job descriptions. A candidate's employment history, academic preparation and references should be checked before they are offered a position.

Any individual who accepts a paid position and all who accept a volunteer position which entails or may entail unsupervised access to a child or vulnerable adult, must complete the Safe Environment process as described in appendix A.

PHYSICAL EXAMINATION

The Diocese of Crookston has the right and obligation to ensure that persons employed are able to perform the essential functions of the positions for which they are hired. However, broad questions about health are not allowed under the Americans with Disabilities Act. Title I of this act prohibits employers from discriminating in all areas of employment against qualified individuals with disabilities. It requires that employers make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless to do so would impose an "undue hardship."

At the discretion of the employer, physical examinations may be required as a condition of employment after an offer of employment has been extended if they are required of all

successful applicants for the same type of position, and if they focus on the duties and responsibilities detailed in the job description. Such physical examinations are to be performed by a physician approved and paid for by the employer. Information provided by the physician should relate only to the individual's ability to perform the essential functions of the position. No unrelated medical information should be secured.

All offers of employment for positions for which a physical examination is deemed advisable will be contingent upon completion of a post-offer, pre-employment physical examination.

NEW EMPLOYEE ORIENTATION

All new employees will undergo orientation for all duties, responsibilities, policies, procedures and benefits pertaining to their position and their Parish or Diocesan office. During this time, new employees are to receive a copy of the Personnel Policies and Procedures Handbook to familiarize them with the Diocese of Crookston and to answer any questions they may have concerning the employer's policies. The Personnel Policies and Procedures Handbook is to be reviewed and discussed with all new employees.

New employees are to complete required paperwork, preferably on or prior to the first day of employment, but no later than the third day of employment. Please note that the Safe Environment certification process must be completed before any new employee assumes his or her duties. The supervisor is responsible for obtaining the proper employment forms.

The forms that are needed are listed in appendix B. "New Employee paperwork checklist"

PERSONNEL FILES & HUMAN RESOURCE RECORDS

Both state and federal laws require employers to keep current and accurate personnel records. A file is established for each employee at the time of hire. The following items will ordinarily be kept in personnel files: completed application form, resume, references, letters of employment, position description, records of changes in job title, salary, payroll authorization forms (W 4), benefits, emergency information forms, background check information and performance related matters. Insurance forms such as life insurance and pension beneficiary information and other correspondence related to insurance plans may also be maintained.

The employer maintains the confidentiality of the personnel records. Only authorized personnel will have access to your personnel file. Employees are welcome to review the materials in their own personnel file within a reasonable time following a written request to the employer. Employees who disagree with materials contained in their personnel files are encouraged to provide their opinion, in writing, which will be placed in their personnel file.

INTRODUCTORY OR PROBATIONARY PERIOD

All new employees are in initial probationary status for the first six months of employment to determine if the association is mutually beneficial to the employee and the employer. During the probationary period, reasonable efforts will be made to help the employee become acclimated to the job. If, however, it is determined during the first three months that the employee does not meet the employer's standards, he or she may be terminated without prior notice. During the second three months, notice of work or behavioral deficiencies will be given prior to termination. During the initial probationary period, employees have no access to grievance procedures. At the end of the six-month probationary period, the supervisor must conduct an evaluation to determine whether or not performance is satisfactory. Based upon the employee's overall work performance including adherence to policies, the supervisor will recommend whether or not to continue employment and grant regular status.

PERFORMANCE APPRAISAL

Performance reviews provide a systematic way for each employee to measure development, to discuss it with a supervisor, and to know how well he/she is meeting the requirements of the

job. An employee's performance will be reviewed orally and in writing on an annual basis after the probationary period. Performance review forms are intended to assist supervisors in recording their assessments of employee performance and in communicating their appraisals to the employee.

The employee will also be given an opportunity to enter comments on the form. If an employee disagrees with the performance review, he or she is encouraged to discuss the differences with his or her supervisor. At the end of the performance review, the employee is asked to sign the evaluation to verify that the information has been discussed with him or her. When an employee signs and dates the evaluation, it does not signify agreement, only that the evaluation has been discussed with the employee.

DISCIPLINE PROCEDURES

For minor infractions, disciplinary action will follow a progression of steps to improve employee performance or conduct. Discussion of performance counseling for minor offenses will normally follow this four-step progression:

- Step 1: Oral warning and discussion of performance
- Step 2: Written warning; the warning statement is to be signed by both employee and supervisor and a copy is to be placed in the employee's personnel file
- Step 3: Possible suspension of one to three days without pay
- Step 4: Termination

Insubordination undermines the discipline and authority needed in the workplace and cannot be ignored. However, an employee never has to carry out an order that is unsafe, or that may result in death or serious injury. No action will be taken against an employee if the employee refuses an order because he or she reasonably believed his or her safety was at stake.

In cases involving a major breach of policy or violation of law, the procedures described above may be disregarded. The supervisor may suspend the employee immediately and, if appropriate, recommend termination of the employee. An investigation of the incidents leading to the suspension should be conducted to determine what action to take.

If an employee is subject to disciplinary procedures arising out of an allegation of insubordination, the following factors will be considered:

- Safety or health concerns
- The employee's previous work and discipline record
- Provocation or stress
- Confusion or ambiguity in orders
- Use of obscene or threatening language or physical gestures.

RECOGNITION PROGRAMS

Acknowledging that dedicated service is crucial to operations, employees who have attained 5, 10, 15, 20, 25, 30, etc. years of continuous service for the employer may be recognized and presented with an award at the annual Employee Appreciation Day celebration.

EMPLOYMENT CONTRACTS AND AGREEMENTS

A contract is designed for those situations that are outside of the typical employee and employer relationship. The employer may enter into an employment agreement with an employee in order to specify additional details of employment such as salary, benefits and job description. This agreement is not intended to be a contract.

INDEPENDENT CONTRACTOR STATUS

When people are hired to perform services, they are either employees or Independent Contractors. Workers are independent contractors rather than employees if they meet all three

of the following requirements: they are independent of the employer's control in regards to how the job is done (as opposed to what is done), they will have significant financial investment in the work, and they will recognize a profit or a loss. Independent contractors or consultants are retained under the terms of a written contract or agreement. All terms and conditions of the work relationship, including compensation, scope of work and timeline must be specified in the contract. Virtually all workers are employees and not independent contractors.

DISMISSAL

Occasionally it is necessary to dismiss an employee for unsatisfactory work performance, habitual or excessive absences or tardiness, violation of the employer's policies or other inappropriate behavior. Employees are expected to work and live in accordance with the moral and ethical values of the Catholic Church, failure to do may be a terminating offense.

The decision to dismiss an employee will be made by the immediate supervisor in consultation with the employer and possibly with legal counsel. Dismissal is generally a last resort and occurs after following the "Discipline Procedures" section of this Handbook and after complying with existing Diocesan policies. However, in some situations immediate dismissal may be appropriate. The reasons for immediate dismissal may include, but are not limited to, one or more of the following:

- Insubordination or intimidation
- Reporting to work under the influence of alcohol or drugs
- Theft/misappropriation of property/funds belonging to the Diocese of Crookston, the Parish, employees, or parishioners
- Conduct contrary to or detrimental to the religious and professional character of the Diocese of Crookston
- Serious breach of confidentiality
- Other inappropriate behavior of a significant nature or degree
- Employees are expected to work and live in accordance with the moral and ethical values of the Catholic Church as promulgated by, Canon Law, the Bishop of Crookston and magisterium of the Catholic Church.

A written notice of discharge will be given to the employee and placed in his or her personnel file. The employee will be given unused accumulated vacation pay with their earned wages, as well as written notification regarding their benefit status

REDUCTION IN FORCE, LAYOFF

When considerations necessitate a cutback in staff, the needs of the employer will be of paramount importance in determining which programs/positions must be eliminated and/or combined or otherwise restructured. As much notice should be given to the employee as possible, preferably at least a month, but no less than two weeks, when possible. Severance pay may be given in lieu of the two week notice.

EXIT INTERVIEW

Persons leaving the Diocese of Crookston employment should schedule an exit interview with the employer. The purposes of the exit interview are to discover why the employee is leaving, to discuss the employee's future plans and offer assistance in finding other work if necessary, to identify whether something could have been done to prevent this separation, and to see if trends in turnover are indicating a need for policy changes. An employee may decline to be interviewed.

REQUESTS FOR REFERENCE ON CURRENT EMPLOYEES

It is the policy of the Diocese of Crookston to verify only dates of employment, position held and previous salary paid, if requested. The lack of any further information should not be interpreted as either a favorable or non-favorable reference.

EMPLOYEE GUIDELINES

Employees must embrace the mission, core values, and vision of the Diocese of Crookston. They are expected to work and live in accordance with the moral and ethical values of the Catholic Church.

OUTSIDE EMPLOYMENT

Diocesan employees may have other employment outside the Diocese of Crookston only to the extent that such outside employment does not create a conflict of interest. Employees are to refrain from any private business or other activity that would place them in a position creating a conflict between the employee's private interests and the interests of the Diocese of Crookston. Employees are not to use their official position in any way to induce or attempt to induce another person to provide any monetary benefit to the employee or persons with whom the employee may have family, social, monetary, or business connections. Outside employment includes consulting work and other self-employment situations.

STANDARDS OF CONDUCT

In any organization, rules and responsibilities contribute to a harmonious work environment for all employees. Cooperation with these rules and responsibilities is critical for all Diocesan employees. Failure to conform to established rules and responsibilities could result in scandal and embarrassment for the Parish, Diocese, and Catholic Church. Failure to comply with rules and responsibilities may result in disciplinary action, up to and including termination.

Although it is impossible to define every responsibility or expected standard of conduct, employees are generally expected to adhere to the moral and ethical standards of the Catholic Church in all dealings, including:

- Acting in an honest and forthright manner in all Diocesan concerns
- Treating employees, pastors, supervisors, volunteers, and parishioners with respect
- Being attentive to issues involving sensitive or confidential information
- Performing assigned job duties and responsibilities
- Engaging in moral and ethical conduct consistent with the principles of the Church

The Diocese of Crookston encourages its staff to be people of prayer. Besides occasional personal retreat or enrichment days, the staff will gather for liturgy at designated times as appropriate.

GIFTS OR GRATUITIES

Employees will not accept any personal gifts, services, travel or entertainment (in excess of \$50.00 without prior written permission of their supervisor) that may reasonably be perceived by others to affect their judgment or actions in the performance of their duties.

RESPECT POLICY

It is the employer's policy that everyone be respectful of all employees. All must strive to reach beyond their own experience to understand and to interact effectively with persons from diverse cultures and backgrounds. Organizational practices and norms will include many styles and approaches in the pursuit of excellence. As followers of Christ, all the employer's employees have a moral and social obligation to treat everyone fairly and with respect.

CONFIDENTIALITY

Much of the information that the employer's employees deal with in the performance of their jobs is of a private nature and must be kept confidential. Information regarding the employer's business or other employees should also be treated as confidential to protect the rights of

others and the interests of the Diocese of Crookston. All means of communication including, but not limited to, spoken, written, and electronic must be protected in regard to confidentiality.

PUBLIC STATEMENTS

Only those persons with direct authorization of the Diocese of Crookston may speak on behalf of the Diocese or its Parishes. All employees of the Diocese should realize the danger of confusing personal viewpoints with an official position of the Diocese of Crookston. Therefore, a staff member who speaks on community or political matters must speak on these issues as an individual and do so outside of the work context.

COMMUNICATION

Memos and announcements are posted on the bulletin board in the employees' lounges. There are certain times when individual employees will receive information specific to them. Periodic employee meetings will be held. These meetings are generally mandatory and will be publicized as far in advance as possible. Individual departments may have periodic staff meetings at the discretion of the supervisor in an effort to facilitate intra-departmental communications.

Bulletin boards are maintained to communicate general and particular information and formal notices required by law. Only information approved by the employer may be posted. The official bulletin board is located in the employee break room. Employees will be responsible for reading the information posted on bulletin boards.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance is designed to encourage employees and their family members to take the initiative for their own health and wellness. With the assistance of a professional, families and individuals can solve financial, legal, marital, emotional, alcohol or drug abuse issues. This program offers a positive approach toward personal problems: assessment, referral, and follow-up. All records are confidential and financial assistance for this counseling service may be available. Please contact your supervisor or the Pastor for more information.

COPYRIGHTED MATERIAL POLICY

It is unethical and illegal to reproduce copyrighted texts, music and resources by any means without written permission of the copyright owner. The fact that these duplicated materials are not for sale but for private use does not alter the legal or moral situation of copying without permission. This policy includes all current and future technologies. It is the intent of the employer to comply with the provisions of the current copyright laws and Congressional guidelines. Teaching professionals and parish ministers are responsible for knowing the fair use guidelines of copyright law. The infringement of copyright and plagiarism of any sort by the employer's employees is prohibited. Unlawful copies of copyrighted material may not be reproduced or used on employer-owned equipment, within employer-owned facilities, or at employer-sponsored functions. The legal protection of the employer will not be extended to employees who unlawfully copy and use copyrighted materials.

Fair use guidelines include use by reproduction of copies for purposes such as criticism, comment, news reporting, teaching (including multiple classroom copies), scholarship, or research. Employees who use copyrighted materials that do not fall within the fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:

- The individual employee or the employer has purchased the materials from an authorized vendor, and a record of the purchase exists.
- The materials are copies covered by a licensing agreement between the copyright owner and the employer or the individual employee.

The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing, and a valid agreement exists which allows for such use.

OFFICE EQUIPMENT

Employees are expected to conduct themselves in a responsible and business-like manner concerning the use of employer property and services. Dishonest or fraudulent conduct including the unauthorized use of telephones, mail systems, or other equipment owned or operated by the employer is prohibited. Negligence or improper conduct defacing or leading to damage or destruction of equipment owned or operated by the employer is also prohibited. At the discretion of the employer, policies should be designed regarding these issues. The following policies may be used as guidelines:

- Since postage is an expense item to the employer, it should not be used inappropriately or wastefully on personal items. Employees are permitted to send personal mail from the employer's offices as long as it does not interfere with the efficient operation of the official mail. They must reimburse the employer for any postage costs incurred. The employer reserves the right to return personal mail addressed to an employee and to open and inspect any mail using the employer's stationery or mailed at the Parish employer's expense.
- The telephone lines are an important link to the employer for individuals needing assistance, as well as for the accomplishment of the employer's business. Employees should limit personal telephone calls to ensure that the lines are available for the employer's use. If calling long distance, employees must use their own calling card or receive permission from their supervisor for the call and must reimburse the employer for any calls.
- Office equipment is expensive. It must be maintained in proper working order and not used for unauthorized purposes. Any office equipment that is not working properly must be reported to the supervisor. Fax machines, copiers, computers, and other office equipment are generally for conducting the employer's business purposes only. Employees are to reimburse the employer for any costs associated with use of office equipment for personal business.
- Although the employer's voicemail and computer (e-mail) systems are provided for business purposes, the employer recognizes that employees may use these systems for personal messages. Personal messages will be treated no differently than business messages, and may be accessed by Diocesan or Parish management for a variety of reasons. Anything sent, received or shared on any employer's voicemail or computer system may be read, listened to or copied.
- The employer recognizes that some employees do not have home computers and appreciate using the employer's computers for Internet research and other personal use. Personal use of the employer's computers is permitted, provided it is done only on personal time and in a responsible manner. Because the employer's management has the right to access all office systems, however, there is no reasonable expectation of privacy with respect to use of office systems for personal use.
- All computers purchased and used by the employer must be supplied with licensed packages of software programs. Employees are not permitted to make copies of software other than for backup purposes, and are not permitted to give software to other persons. Pirated software from other sources is not to be used on the employer's system. Permission must be obtained from the employer or designated personnel before using any software not provided by the employer.
- Each employee is responsible for the content of all information he or she places or sends over computers and telephone systems, internet, e-mail and voice mail systems.

No e-mail or other electronic communications may be sent which hides or misrepresents the identity of the sender. All electronic messages must contain the employee's name. Any electronic messages sent by an employee reflect on the employer. Therefore, electronic communications should always be professional in nature. Parish voicemail, e-mail and Internet systems may only be used in a responsible manner. These systems are not to be used to send or intentionally receive any communication or material that may reasonably be perceived as offensive, disruptive, discriminatory or harassing.

DRIVING ON EMPLOYER BUSINESS

An employee who is required to drive a vehicle owned, leased or rented by employer must complete an Employee Drivers Form annually. Vehicles are only to be used for business reasons unless extreme circumstances or emergencies arise. All drivers must provide proof of a valid driver's license. All drivers and occupants must wear safety belts. Also, all drivers are expected to be medically and physically fit, and exercise caution and safety while driving vehicles. Employees who are driving an employer's vehicle are strictly prohibited from making or receiving calls on a cellular telephone, or any wireless communications device. They may place or receive calls when they have brought the vehicle to a complete stop in a safe location and remain stopped during the call.

POTENTIALLY DIFFICULT CLIENTS

Because of the special character of the institution, people who have special needs sometimes come here looking for help. From time to time, such persons might have problems that call for special attention from mental health professionals. If this happens, remain calm. If possible, get another staff person to be with you. Do not hesitate to call your supervisor or staff member if you feel you need some assistance. Try not to leave the person alone while you are calling for help. Respect the dignity of the individual. Kindness and a willing ear can go a long way in helping to calm a distraught person. It is best not to argue. Focus on being an active listener.

SAFETY

The personal safety and health of each employee is of primary importance. Our goal is zero accidents and injuries. To the greatest degree possible, the employer provides the safeguards required to ensure safe conditions. The safety and health program will include, but not be limited to:

- Conducting inspections to find and abolish unsafe working conditions and practices
- Training all employees in good safety and health practices
- Providing necessary personal protective equipment and instructions for proper use
- Enforcing safety and health rules and requiring that employees cooperate as a condition of employment
- Investigating promptly and thoroughly all accidents to find the cause of the accident and take whatever steps necessary to prevent future accidents

Through the collaborative efforts of all employees and their supervisors, a continuously safe and healthy work environment can be achieved. Any employee who disregards safety practices will be disciplined up to and including termination.

Any employee injured at a job site or on job-related duty must report the injury as soon as possible to their supervisor who will then report the injury to the Diocesan Insurance and Benefits Office. A Workers' Compensation claim forms should be completed as soon as possible on the day of the injury. Worker's Compensation claims that involve lost wages must be reported within 14 days or the employer will have to pay a penalty.

SECURITY

It is the responsibility of all employees to help maintain security. Report any unusual incidents or occurrences immediately to the person in charge of the area in which the incident takes place. If the incident poses a threat to persons or property, management should be notified immediately. Ask unfamiliar persons to identify themselves. Keep doors and cabinets locked when an area is not staffed. Follow instructions and orders given by management. Leave valuables at home or lock them in a secure place if they must be brought to work, and ask to be escorted to the parking areas when needed.

HARASSMENT POLICY

All employees of the Diocese of Crookston have the right to work in an environment free of discrimination, which includes freedom from harassment, whether that harassment is based on age, race, national origin, religion, disability. Harassment in any form is prohibited and such conduct may result in disciplinary action up to and including dismissal.

Employees who have observed or who have complaints of harassment should report such conduct to his or her supervisor or the Pastor. The matter will be investigated and appropriate action taken. All employees are expected to cooperate with the investigation and treat the matter confidentially. Failure to do so may lead to discipline, including dismissal. Providing false information or discussing the matter with anyone besides the investigator will be cause for discipline. Information provided by individual employees in the course of an investigation is strictly confidential.

SAFE ENVIRONMENT POLICY

The Diocese of Crookston does not permit or condone child abuse and other forms of sexual misconduct under any circumstances.

The Diocese of Crookston requires that all employees complete an annual Safe Environment certification. See appendix A.

DRUG-FREE WORKPLACE POLICY

The Diocese of Crookston is committed to providing a workplace free of illegal drug use, alcohol influence, or the abuse of prescription or non-prescription drugs. The use of drugs or the abuse of alcohol by employees so that on-the-job performance is affected creates a safety violation and the risk of injury. As such, all instances of this nature are serious offenses. Therefore, suspected use of drugs or abuse of alcohol can result in employee being sent home without pay. The employer reserves the reasonable right to test employees to determine the use or effect of illegal drugs or alcohol in the workplace.

Drug screens may be ordered after accidents involving employees whose performance could have contributed to the accident (post-accident), when a supervisor observes behavior or appearance that is characteristic of drug or alcohol use (reasonable suspicion), or when an individual who has violated the standards of this policy is ready to return to duty (return to duty and follow up). Tests will be unannounced and periodic follow-up will be conducted at management's discretion. Refusing to submit to an alcohol and/or drug screen constitutes "insubordination" and the employee is subject to termination.

An employee who tests positive as established in this policy may be required to seek immediate attention from a substance abuse professional or treatment center. All information relative to the enforcement of this policy is held in strict confidence. Disciplinary action up to and including termination will be imposed upon any employee who engages in the sale, use, purchase, or possession of illegal drugs or controlled substances, or who abuses prescription or non-prescription drugs.

SMOKING POLICY

Smoking is prohibited in all buildings (except designated smoking areas) and in all vehicles owned by the employer. Smoking is only allowed during employee break times outside or during non-business hours in designated areas.

WEAPONS POLICY

Employees and visitors are not allowed to have firearms or any other dangerous or deadly weapons or instruments in their possession while on the employer's property. Any employee found to have violated this policy will be subject to discipline up to and including immediate discharge. Exemptions to this policy are granted to law enforcement officers and residential space occupied by authorized personnel.

WORKPLACE VIOLENCE POLICY

Every employee has the responsibility to report any incidents of violent behavior or suspicious activities that he/she may notice to his/her immediate supervisor or the Pastor. This includes any situations that involve other employees or visitors. Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated.

Police will be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon, or dangerous object.

WHISTLEBLOWER PROTECTION

A whistleblower is defined by this policy as an employee of the Diocese of Crookston or other associated entity who reports an activity that he/she reasonably believes to be illegal or dishonest or who reports unethical behavior to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

"Dishonest" or "unethical" is defined as violating some objective and publicly identifiable standard of conduct, not merely the reporter's subjective opinion. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial reporting. Examples of dishonest and unethical behavior include violations of employer policies in the respective Personnel Policies and Procedures Handbook, the Code of Conduct for Church Leaders, the Safe Environment Policy, or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact his/her immediate supervisor or the Pastor. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. To the extent practical under the circumstances, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy and to provide accused individuals their legal rights of defense. The employer and associated entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes he/she is being retaliated against must contact their immediate supervisor or the Pastor immediately either through written or verbal communication, i.e., signed written letter, in-person visit, etc. The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

CONFLICT / COMPLAINT RESOLUTION

The Personnel Policies and Procedures Handbook is intended to promote fair treatment of all employees. On occasion, however, claims that an employment condition is unjust or that a provision of the Personnel Policies and Procedures Handbook has been improperly or inequitably applied may arise. If these situations cannot be resolved to the mutual satisfaction of employee and employer, a procedure for resolution of the situation may be initiated.

The employee will meet with the immediate supervisor and discusses the problem. If the problem is not resolved at this level, the employee meets with the Pastor. At his discretion, he meets with one or both parties in an attempt to resolve the problem. If the problem is not resolved at this level, the employee requests a hearing by the Diocesan Board of Conciliation. Procedures for the Board of Conciliation can be obtained from the Office of the Bishop.

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

WORK SCHEDULES AND LEAVES OF ABSENCE

Normal work hours are from 8:00 AM to 5:00 PM Monday through Friday with one hour for lunch. A 40-hour workweek is, therefore, the norm for all employees. Public office hours are from 8:30 AM to 12:00 PM and from 1:00 PM to 5:00 PM.

BREAKS

Employees will be granted a fifteen (15) minute rest period for each four (4) hours of work. Break periods will be between 10:00 AM - 10:15 AM and 3:00 PM - 3:15 PM. Such breaks are counted as work time and may not be accumulated or taken at the beginning or end of the workday.

LUNCH PERIOD

Lunch will start no earlier than 11:30 AM and be over no later than 1:30 PM and will be at least ½ hour in length but no more than 1 hour in length. The lunch period is not included in the number of hours worked for that day.

FLEXIBLE WORK SCHEDULES AND FLEX-TIME

At times, an employee's personal needs and the employer's requirements may provide an opportunity for flexible scheduling. An employee's start time, lunch break and/or ending time may be flexible. Deviations from the normal work hours will be handled on a case-by-case basis with the individual's supervisor.

The length of the workweek is not flexible. Employees work their regular approved weekly hours.

PAY FOR MULTIPLE POSITIONS

Where an individual is employed on a part-time basis at more than one location within the Diocese, one location is to assume responsibility for administration and reporting of payroll and any applicable benefits for that individual (usually the location at which the individual works the most hours on a regular basis.) The other locations will be responsible for reporting attendance and salary data to the primary location, on a pro rata basis, for salary, benefits, FICA and other related expense. A nonexempt employee's eligibility for payment of overtime will be based upon the cumulative number of hours he or she works in a workweek for any location within the Diocese.

MODIFICATION OF WORK SCHEDULE

The employer reserves the right to reschedule employees when necessary in order to ensure appropriate staffing levels and timely completion of assigned duties. An employee's work hours may be altered to meet critical deadlines or to accommodate an employee's work schedule preference, subject to the approval and discretion of the supervisor. Advance permission from the supervisor must be received in order to deviate from an assigned schedule.

Employees are expected to work the schedule arranged for them at the beginning of their employment. If a change in schedule is desired, employees should request the change with the supervisor. Scheduling must be arranged at all times to ensure adequate coverage of positions and completion of duties and responsibilities.

TELECOMMUTING

Telecommuting is an alternative work arrangement that allows employees to work from home, on the road or at a satellite location for all or part of their regular workweek. It is a work alternative that the employer may offer to some employees when it would benefit both the employer and the employee. It in no way changes the employee's terms and conditions of employment.

The decision to approve a telecommuting arrangement rests with the supervisor in consultation with the employer and will be based on factors such as position and job duties, performance history, related work skills and impact on the organization.

ATTENDANCE AND NOTIFICATION OF ABSENCE

Each employee is an important part of the employer's team and is expected to be present at work during all scheduled working time. An employee who is unable to report to work as scheduled must personally notify the supervisor before the beginning of the work day except where that is not possible, but in all cases as soon as possible. An employee who fails to report to work or call in for three consecutive workdays will be terminated unless there are circumstances acceptable to the department head and the Pastor.

A tardy employee reports to the supervisor upon arrival. If a substitute has been arranged, the tardy employee may not be allowed to work and would be considered an unexcused absence. An employee must furnish documentation of the reason for an absence.

TARDINESS AND ABSENTEEISM

The Diocese of Crookston expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance. All employees should regard coming to work, being on time and completing their work in a timely manner as essential functions of their job.

Among other things, "good attendance" means the following:

- Being in the work area ready for work by the assigned start time;
- Remaining in the work area, unless the needs of the job require being elsewhere, except during authorized breaks;
- Taking only the time allowed for breaks;
- Remaining at work during the entire work time, unless excused by one's supervisor;
- Calling in and personally notifying the employee's supervisor or another member of management if the employee is going to be either absent or tardy, unless a verifiable emergency makes it impossible for the employee to do so.

TIMEKEEPING

Each non-exempt employee, by law, must accurately record regular and overtime hours worked, as well as vacation and sick leave. Approved forms will be used to record the hours. Each exempt staff member will also use the approved forms to record vacation and sick leave.

HOLIDAYS

Holidays during the course of the year that are observed by the employer include: Mary Mother of God, Good Friday, Feast of Assumption, All Saints Day, Immaculate Conception and Christmas. These days are not transferred in the case where they do not occur on a regularly scheduled workday except for Mary Mother of God and Christmas.

Holidays during the course of the year that are observed by the employer include: Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Friday after Thanksgiving. No other holidays are observed as days when the office is closed. No days that fall between these holidays and the nearest weekend are to be considered days off except as specifically indicated above.

Employees will be granted holidays and holidays with pay only on those holidays and holidays that occur on their scheduled workdays.

VACATION

Regular full-time employees working a full 40-hour week will accrue and be entitled to vacation time according to the following schedule:

Years of Employment

Workdays per Year

At least 0 but less than 6

12 days

At least 6 but less than 11

15 days

11 or more

20 days

Vacation time will accrue at the rate of 1/24 of the annual entitlement per semi-monthly payroll period and the rate of 1/12 of the annual entitlement per monthly payroll period not to exceed 20 workdays accrued at any time. Individual agreements may provide additional benefits.

Benefit-eligible employees working less than 40 hours per week for the Parish will accrue annual vacation leave prorated based on hours worked.

Persons employed may take vacation time as a block of days, as single days, or in one-quarter hour increments, with prior approval of the person's supervisor.

Teachers and other nine month school year employees are not eligible for vacation pay. They receive (2) personal days. Vacations will be scheduled with the supervisor's approval according to the following guidelines:

- Advance notice is to be given to the immediate supervisor.
- Vacation pay is based on the employee's base pay at the time vacation is taken.
- The supervisor will schedule vacations to best meet the needs of employees in the location.
- The supervisor has the option to deny or defer a vacation request for critical operational needs.
- An additional day may be taken should a recognized holiday occur during the vacation period.
- Upon separation of employment, the employee will be paid for any remaining vacation days that have been officially documented.
- Overtime hours are not part of the vacation calculation.

SICK LEAVE

Sick leave will be earned at the rate of 1 day per month for employees working a 40 hour week. Persons employed less than 40 hours per week for the Parish will earn sick leave on a prorated basis.

Sick leave may be accumulated during the course of employment and carried forward each year not to exceed 60 workdays at any time. Sick leave will not accrue after more than 30 consecutive days have been taken. There will be no compensation for unused sick leave at the termination of employment except for an employee who elects to terminate employment after being disabled for any reason including pregnancy. Such employee may use all accrued sick leave.

Sick leave that is accrued may be used for all illnesses, injuries, visits, check-ups, and other incidents provided that such illnesses, injuries, visits, check-ups and other incidents are covered by the group medical or dental insurance program of the Diocese of Crookston. Sick leave may also be used for optometric care.

Sick leave that is accrued may be used as personal leave in the event of illness or injury in the immediate family. For religious sisters, priests and brothers, members of their communities will also be considered immediate family.

Any sick leave beyond 5 consecutive workdays will be documented by a physician's statement and provided to the supervisor.

SERIOUS DISEASE AND HEALTH ISSUES

Employees of the Diocese of Crookston who have infectious, long-term, life-threatening, or other serious diseases or illnesses may work as long as they are able to perform the duties of their job without undue risk to their own health or that of other employees or members of the public. Serious diseases and illnesses include, but are not limited to: cancer, heart disease, major depression, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

If an employee has a serious disease and is not able to maintain normal standards of job performance, the case will be treated under the normal procedures for medical leave. All health records of employees will be treated confidentially. Only those who need to know will be given access to these records.

SEVERE WEATHER

Occasionally, severe weather may create a serious transportation hazard and make it difficult for employees to come to work. At the discretion of the employer the office may be closed on regularly scheduled workdays when the local school district determines that closure is advisable due to weather conditions. Employees should use appropriate discretion in determining whether to come to work. Employees should notify the pastor and/or supervisor if they will be late or absent.

If, because of inclement weather, an employee is unable to get to work, is late for work, or requests to leave work early, only the amount of time actually worked will be paid. In each instance, the employee must notify his or her supervisor. If the employee has any earned but unused vacation time, he or she may ask the supervisor to use that time to cover the loss of pay. If the employee does not have any earned but unused vacation time then the employee may ask the supervisor to use accrued but unused sick time to cover the loss of pay. If the Diocesan office or one of the Parishes is officially closed for any period of time during the official work day for inclement weather the employee will be paid and will not need to cover the lost hours with vacation or sick time.

MATERNITY/PATERNITY/ADOPTION LEAVE

The employer will grant unpaid leave of absence to an employee who has been employed by the employer for at least twelve months and who is a natural or adoptive parent in connection with a birth or adoption of a child. The length of the leave will be determined by the employee, but may not exceed six weeks, unless agreed to by the employer.

The leave will begin at a time requested by the employee. The employer will, from time to time, adopt policies governing the timing of requests for unpaid leave. Leave may begin not more than six weeks after the birth or adoption.

The employer will continue to make insurance coverage available to the employee while on leave of absence under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents. The employee will, however, pay the costs of said insurance or health care to the extent allowed by law while the employee is on leave of absence.

An employee returning from a leave of absence will be entitled to return to employment in the employee's former position, or in a position of comparable duties, number of hours and pay. An employee returning from leave of absence longer than one month must notify the employee's supervisor at least two weeks prior to return from leave.

If, during the leave, the employer experiences a layoff and the employee would have lost a position had the employee not been on leave, the employee is not entitled to reinstatement in any position.

An employee returning from a leave of absence will return to work at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employee's pay scale that occurred during the leave. An employee returning from the leave will retain all accrued pre-leave benefits of employment and seniority, as if there had been no interruption in service.

An employee, by agreement with the employer, may return to work part-time during the leave period without forfeiting the right to return to employment at the end of the leave period as set forth above.

The length of the leave provided may be reduced by any period of paid vacation or sick leave provided by the employer so that the total leave does not exceed six weeks, unless agreed to by the employer.

BEREAVEMENT LEAVE

In case of the death of an opposite sex spouse, child or parent, an employee can take up to five working days off with pay as bereavement leave. In case of the death of a brother, sister, father-in-law, mother-in-law, grandparent, grandchild, or other relative residing in the employee's home, the employee can take up to three working days off with pay. For the death of aunts, uncles and in-laws, the employee can take one day off with pay. In case of the death of a member of a religious community, the employee, if a member of that community, can take one day off with pay. Other time off as necessary is to be charged to vacation time. If the death occurs during a vacation, adjustments will be made to provide for the bereavement leave.

Employees not eligible for bereavement leave as described above in a particular situation may be granted time off without pay for such purposes, or may use accrued vacation.

JURY DUTY LEAVE

When a person employed is appointed to jury duty, arrangements regarding salary and reimbursement during the period of jury duty will be made by the supervisor and the employee. The employee's salary will be adjusted to reflect the payment received from jury duty.

Employee benefits will continue during the period of jury duty service. The person employed may keep any reimbursement from the court for mileage and other expenses.

ELECTION LEAVE

Minnesota law allows you to take paid time off from work to vote during the morning of the state primary and state general election.

Time off from work to serve as election judge is governed by Minnesota Statute 204B.195. An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve.

MILITARY LEAVE

Employees on leave of absence for military reserve duty up to fifteen days per year will receive full salary less the compensation received for it. Such employees are still entitled to other benefits.

PROFESSIONAL DEVELOPMENT PAID LEAVE

At the discretion of the employer, employees may be allowed time off with pay to attend various conferences and seminars that are related to their current position. Generally, the

employer will pay in full for attendance and participation in seminars or conferences requested or approved by the supervisor. Approval for reimbursement and/or time off must be received from the supervisor prior to participation in the conference or seminar.

RETREAT LEAVE

Up to six days may be taken per year for the purpose of a religious retreat or any of the religious movements such as TEC. These days may not be used for other purposes.

SABBATICAL LEAVE

A "sabbatical" is defined as an extended period away from current ministry and responsibility for the purpose of updating, renewal and development of professional skills. A sabbatical should be structured, with goals and a plan of action for both the time of the sabbatical and the return of the employee to full-time work.

An employee is eligible to apply for a sabbatical after fourteen or more years of full-time service at the Diocese of Crookston. Completion of years of service does not guarantee that sabbatical leave will be granted. Factors such as number of applicants, employer's finances, individual need and seniority will be considered. Sabbatical leave will be approved only with the clear understanding that at the completion of the sabbatical, the employee will return to the employer's work place for a period of service of no less than one year.

The length of sabbatical will be from one to three months. It is important that this time be scheduled to avoid peak times of the year for the work in the department. Ordinarily, the employer will fund the sabbatical as follows: the employee will receive full pay for the first month of the sabbatical. Benefits will be provided during the leave.

FAMILY AND MEDICAL LEAVE OF ABSENCE

The employer will allow a continuous family or medical leave of absence of up to six months within any calendar year for all employees who have at least one full year of service, and 1,250 hours in the previous year, and who are certified by their doctor to be unable to work due to medical reasons for themselves or immediate family members, or require the leave of absence for child care, including: birth, adoption, or foster care. A leave of absence is only available to those employees who intend to return to work. "Immediate Family Member" is defined as an employee's opposite sex spouse, son or daughter, or parent. Intermittent leave for medical reasons (e.g. every Wednesday and Friday off for treatment) will be limited to the equivalent of twelve weeks of time off, on a cumulative basis, within any calendar year.

Employees are considered to be on family or medical leave continuously from their first day of absence for a qualifying reason to the earlier of their date of return, or the date six months after their first date of absence. This applies whether or not employees would normally be scheduled to work during the entire leave period. Employees on a family/medical leave of absence may be required to use unused vacation days at the employer's option.

Employees will not be paid for holidays occurring while on family/medical leave, unless they choose to use accumulated sick days or vacation days. This only applies to those on inactive status by nature of an approved leave. No additional sick days, personal days, or vacation days will be allocated to employees on a family/medical leave.

During the family/medical leave period, the employer will continue to provide individual health, life and long term disability insurance. The cost of continuing elected medical or dental insurance coverage will remain the responsibility of the employee.

Employees returning from a family/medical leave of absence, due to their own illness, will be required to submit a written release from their doctor before reporting to work.

Employees who return to work within the prescribed time and on the same basis as employed prior to taking a family/medical leave will be reinstated at the same or comparable position at not less than the salary as before they left.

Employees who fail to return to work by the specified date of their family/medical leave period will be considered to have voluntarily resigned their position. At that time, the employee will have the same options as any other terminating employees with regard to continuing benefits.

OTHER LEAVES OF ABSENCE WITHOUT PAY

Special requests for leave without pay will be considered when circumstances warrant. During the period of leave without pay, the employee may choose to pay the medical/health insurance program premiums up to the length of time set by Minnesota Statute §62A.17, in order to maintain the employee's insurance coverage. The person receiving leave without pay beyond one month will not accumulate vacation time or sick leave.

SEVERANCE ARRANGEMENTS

Severance pay may be granted to employees separating from employment with the employer. Employees in Provisional, Part-Time, Temporary, Casual, or Seasonal positions are not eligible for severance pay, nor are employees whose termination is the result of their misconduct or a resignation. The determination as to whether severance payments will be granted, as well as the amount of any such payments, will be at the discretion, and require the approval of the supervisor or the Pastor.

Prior to the receipt of any severance pay, the employee must sign a separation agreement. Severance pay, when granted, will be paid in a lump sum. All the employer's property in the employee's possession must be returned before severance payments will be released. The employee must have satisfactorily performed his/her job up to the established termination date of separation and must have met all of his/her required job obligations through that time, as determined by the Pastor and/or supervisor in order to be eligible for any severance payment.

RESIGNATION

Employees are expected to give advance written notice to the Pastor and/or their supervisor prior to the effective date of resignation. The employee should state the effective date of termination and the reason for resignation. Any verbal resignation should be immediately documented by the supervisor receiving notice of the resignation and signed by the employee. A resignation is irrevocable, unless the employer approves rescinding the resignation. A two-week notice is expected of secretarial/technical staff members and four week notice is expected of executive or administrative staff.

The employer may permit the employee to continue employment during the notice period, or accept the resignation immediately and pay the employee for the balance of time owed. The employee's date of termination will be the last day he/she actually works. No attempt should be made to use up available sick leave days. If working through the notice period, an employee's notice period will not include vacation days.

Active employees who are unable to work due to poor health as certified by their physician will be considered terminated as of the date directed by the physician. Employees who terminate employment in this way will not be eligible for Family or Medical Leave.

RETIREMENT

Retiring employees are encouraged to give written notice as far in advance as possible. Employees planning retirement should schedule an appointment with the Employee Benefits Office to discuss retirement benefits. Approximately two months may be required for the processing of applicable retirement forms. Employees should realize this possibility when

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

requesting receipt of retirement benefits. Employees wanting to continue the group medical and/or dental insurance must notify the Employee Benefits Office.

WORKPLACE ENVIRONMENT

Though regular employees are hired for cleaning and maintenance, cleanliness of the work environment is every employee's responsibility. This means keeping work places neat, clean, and free of articles not being used, keeping equipment clean and in its proper place, disposing of waste properly, storing materials and equipment in an orderly manner and in its designated place. In addition, each employee is expected to contribute to the cleanliness and good order in any area where food is eaten. The presence of personal decorations, such as pictures and plants, is acceptable as long as it does not distract from overall office appearance or working conditions, as determined by the employer. The employer is not responsible for loss of such personal possessions through fire, theft, or other loss. Thus, employees are encouraged not to bring keepsakes, treasures or items of value. Employees are requested not to decorate any area with wall hangings or ornamentation without approval of the supervisor.

PERSONAL APPEARANCE / DRESS CODE

Employees represent the Diocese of Crookston in many ways. The image projected by employees through dress and personal appearance is often as important as technical ability in the perception people have of the Diocese. Therefore, the following dress code should guide employees:

- Clothing should always be clean and neat.
- Extremes in clothing, hair styles and heavy scents should be avoided.
- Certain revealing clothing, such as transparent garments, shorts, cutoffs, tank tops, halters, low neckline and off-the-shoulder styles, and garments of inappropriate length are not permitted.
- Shoes should be worn for the employee's protection. Shoes that do not provide firm support (including clogs) are not safe or desirable.
- Hair, beards, mustaches and sideburns should be clean and neatly styled.
- In addition to outward appearances, employees should take precautions to assure personal cleanliness at all times because of their close physical contact with co-workers and the public.

Exceptions to these guidelines will be granted for specific situations, particularly those involving cleaning or manual work outside.

PERSONAL PROPERTY

The buildings are open during the day with people coming and going at all times. Therefore we strongly recommend that valuables not be left at the work site. We cannot assume responsibility for the loss or theft of valuables.

BREAK ROOM

You are encouraged to use your break and lunch periods to relax from your job duties and to enjoy the company of your co-workers. Your help in keeping these areas neat is sincerely appreciated.

PERSONAL VISITORS

Before bringing visitors into a work area, employees must make special arrangements with and receive permission from their supervisor. This policy is intended to ensure the safety of all concerned. Employees are not allowed to have visitors during their scheduled work hours.

Except for unexpected emergencies, employees should not bring children to the work site during regular working hours because of the possible impact on co-workers and legal liability.

After normal working hours and on weekends, employees should use discretion when bringing children to the work site, particularly when bringing minor children. On these occasions, children should be closely supervised by the employee parent and remain in the appropriate

work area. No children are allowed to accompany a parent or guardian to work, unless approved in advance by the parent or guardian's supervisor.

SOLICITATION

Any solicitation, collection activity, and/or product sales by employees is prohibited during working hours. At the discretion of the employer, certain types of solicitation may be approved. However, only indirect solicitation involving the display of materials in designated non-working areas will be permitted. Prior approval must be obtained from the supervisor.

Solicitation of employees by a non-employee during working hours is strictly prohibited, as is any non-work related solicitation of non-employees by any employee.

EMPLOYER PROPERTY

An employee is expected to exercise care in the use of the property of the employer. Negligence in the care and use of employer property, including reproduction, personal use, or unauthorized removal will be cause for discipline. Property that is issued to an employee, including software, manuals, keys, tools, and proprietary information, must be returned at termination of employment. If property is not returned, the employee will be responsible for the value of the property.

No employee will remove property from the premises without permission from the supervisor who is responsible for the property in question. Removal of property should be for authorized purposes only. Removing or attempting to remove property without proper permission is considered theft, resulting in discipline, up to and including termination, as well as legal action.

All materials created, designed or modified by employer personnel in the course of, or in connection with, their employment will be the property of the employer. "Materials" will include, but will not be limited to: written works, presentations, computer programs, manuals, instructions, advertisements, bulletins, magazines, books, newsletters and newspapers.

THE EMPLOYER'S RIGHT TO INSPECT

The employer reserves the right, at all times and without prior notice, to inspect and search all the employer's property for the purpose of promoting safety and security in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the employee.

The employer reserves the right, at all times and without prior notice, to inspect and search the employer's computers or other electronic devices for evidence of pornography, gaming, gambling or anything that would be contrary to the teachings of the Catholic church or violates the "Code of Conduct for Church Leaders". See appendix D for the Code of Conduct.

In addition, in order to ensure the safety and security of employees and guests, and to stop suspected wrongdoing or breach of the employer's policies, the employer reserves the right to question any employee or other individual entering onto or leaving the employer's premises, and to search any containers or items that the individual may be carrying. The employer also may require employees while on the job or on the employer's premises to agree to reasonable inspection of their personal property.

PARKING

The employer provides free parking for employees. Personnel using the employer's parking area do so at their own risk. The employer is not responsible for any losses.

PAYMENT POLICY

The wages of persons employed by the employer will be based on the following principles:

Following the principle of fundamental justice, we are committed to providing a living wage. We take into account the value of the skills required for specific positions, according to the compensation prevailing in Church institutions and in society as a whole.

The education of the individual, prior experience in the specific area of ministry or related areas, the nature, complexity and responsibility associated with the position, and availability of employer funding and budgetary limitations, all will be taken into consideration in establishing the compensation level for each person employed in the Diocese, together with such other factors as will be determined by the employer.

All employees are assigned an hourly wage rate or annual salary when initially hired. This rate is selected based on the particular demands of the position, comparisons with other positions inside the Diocese, other parishes and businesses within the Diocese, and the experience and talents that the employee brings to the job. Actual wage rates and salaries are an agreement between the employee and the employer and will normally not be disclosed by the employer without the approval of the employees. Exceptions to this would be in those instances in which budget planning or legal disclosure are necessary.

PAYDAY AND DIRECT DEPOSIT

Lay employees will be paid on the last working day prior to the 16th as well as the last working day of each month. Other employees will be paid on the last working day of each month. The employer currently provides direct deposit as a method of payroll distribution.

SPECIAL PAY PROCEDURES

In situations where an employee assumes a significant increase in responsibility due to the extended absence of a higher-level employee (position vacancy or leave of absence), the Finance Office should consult with the Supervisor to determine a temporary increase in pay not to exceed 10% of current base pay. An extended period of absence would normally be at least one month in duration and continue for several months.

PAY ADVANCES

Persons employed may request an early payroll in times of need or hardship. Approval of early payroll requests, in whole or in part, and the terms thereof, will be at the sole discretion of the employer. If an employee is paid for non-accrued sick leave or vacation, the amount paid will be deducted from paid time off balances in their subsequent paychecks and/or from their pay in their final paycheck.

OVERTIME PAY (NON-EXEMPT EMPLOYEES)

Non-Exempt employee - A non-exempt employee (teacher's aide, day care worker, church day care worker, secretary, cafeteria staff, janitorial or maintenance employee, etc.) is a position that does not meet the Fair Labor Standards Act exemption tests, and who is paid one and one-half times their hourly rate of pay for hours worked in excess of 40 hours/week. Salaried non-exempt employees that meet the requirements of non-exempt status are subject to overtime pay practices. The employer will generally attempt to avoid conditions which may cause overtime, but the nature of individual jobs sometimes requires overtime work. Employees are expected to be able to work overtime when the need arises.

An employee's eligibility for payment of overtime will be based upon the cumulative number of hours he or she worked in a workweek for any location within the Diocese. The supervisor must approve all overtime in advance. If an employee works overtime despite being instructed not to do so or without receiving permission, or if an employee volunteers to work or indicates that he/she does not expect overtime pay, he/she must be paid for the time worked. However,

disciplinary action may be taken, addressing the failure to follow the supervisor's instructions and working unauthorized overtime.

Hours for which an employee receives pay but which are not actually worked (such as holidays, jury duty pay, medical days, or vacation) will not be considered as hours worked for purposes of calculating eligibility for overtime pay. The employee must actually work over 40 hours during the week in which such days occur in order to be paid at the rate of time and one-half.

(EXEMPT EMPLOYEES)

Exempt employee- Certified teachers, principals and most supervisors are examples of positions which meet specific tests established by the FLSA and State laws who are exempt from overtime requirements. Exempt employees are expected to perform their responsibilities in the time needed without respect to the specific number of hours needed to accomplish their job, even in excess of 40 hours/week. It is not in the best interest of the employer or its employees to promote continued excessive work hours or extreme stress.

ON-CALL PAY

For unpredictable emergency situations, employees may be required to be available for work on short notice at any hour as a job expectation. Days and/or hours when an employee is scheduled to be on-call will be assigned as far in advance as possible. Employees who are on-call will be assigned a cellular phone or pager and should:

- Be available and able to work during the entire on-call period.
- Acknowledge receipt of the call or page immediately.
- Report to work within 30 minutes following receipt of the call or page. An employee unable to acknowledge a message or report to work while on-call may forfeit entitlement for on-call pay, and may be subject to appropriate disciplinary action.

When an employee is called in, eligibility for payment of services will begin upon arrival at work and will cease upon completion of the work. Travel time is not considered as time worked for compensation purposes. If an employee begins on-call duty immediately following a scheduled work shift, the employee should start receiving call pay at the end of the regular shift regardless of whether the employee has left the employers premises.

An employee will be paid at an established rate per hour when scheduled to be on-call. After reporting to work, while on-call, an employee will be paid 1½ times the regular hourly rate of pay for each hour worked, with a minimum payment of one hour.

Exempt employees who are assigned call are not eligible for on-call or overtime pay, but are to be available to provide direction or clarification of a situation in the work area, either in person or by telephone.

STIPENDS FOR SPECIAL ASSIGNMENTS, OUTSIDE ACTIVITIES

When an employee gives a workshop at an employer-sponsored event that is within the scope of his/her responsibility for the employer, he/she will not receive a stipend. In this case it is understood that the employee makes use of his/her regular weekly work schedule for the preparation and presentation involved.

When an employee uses his/her regular weekly work time to prepare and give programs, workshops, or consultations for any group other than Diocese or Parishes, the stipend given for this work is to be given to the appropriate employer's office.

When an employee uses time other than his/her regular weekly work time (i.e., employee's paid vacation time), to prepare and give programs, workshops, or consultations for any group other than the Diocese or Parishes, a stipend will be given. Participation in a presentation of workshops, programs, consultations are to be approved by the supervisor. Any clarifications concerning this policy should be directed to the employer.

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

For non-stipend presentations, an employee may claim reimbursement for transportation expenses (e.g., mileage allowance) and reasonable out-of-pocket meal expenses with the production of a receipt. Such expenses would be reimbursed by the organization requesting the speaker.

TRAVEL POLICY

The employer encourages employees' continuing education and their participation and leadership in professional associations and ministry networks, sometimes requiring travel outside the employer's premises.

In considering the benefits of such travel, employees and their supervisors should also consider the costs involved both in direct financial outlay and in time away from ordinary job responsibilities. Accordingly, supervisors will ensure adherence to the following protocols:

- Before employees accept organizational leadership positions requiring travel, they will consult with their supervisor, noting the benefits as well as the costs of participation, and specific approval of both the supervisor and the employer must be obtained.
- On return, employees will brief their supervisor in writing on activities and/or benefits of the trip.
- Out-of-area travel expenses will be kept within approved office budgets.

Travel Arrangements: Employer personnel should make travel arrangements themselves. Reservations should be made as far in advance as possible in order to achieve maximum savings.

Air Transportation: Employees should fly coach class or other lowest fare available. Any upgrade in class will be at the employee's own expense. The employer will cover the cost of any flight cancellation or change penalties incurred for valid work-related reasons. The employer will reimburse the employee for mileage to and from the airport and for airport parking while away, or for taxi or shuttle fare between the employee's home or office and the airport. The employee should choose the least expensive alternative.

Lodging: Employees traveling on organizational business should choose moderate accommodations. When attending conventions or meetings, it is appropriate to stay at the "official" hotel of the gathering. Single occupancy or shared accommodations are acceptable. Additional costs for premium accommodations will be at the traveler's own expense. When family members or friends accompany the employee on a business trip, charges beyond the cost for single occupancy accommodations must be borne by the employee. If an employee extends his or her itinerary for personal reasons, he or she will be responsible for paying the added cost.

Meals: The approved average daily meal allowance is \$40. In exceptional circumstances, supervisors may approve a higher average daily meal allowance. Receipts are required for reimbursement.

Ground Transportation: With approval of one's supervisor, an employee traveling on employer business may rent a car when a less expensive means of transportation is unavailable or when such rental will facilitate the carrying out of the employer's business. Lower priced rental alternatives should be chosen. Charges for the use of taxis, shuttles, buses, etc. are reimbursable.

PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENT

Employee participation in educational programs for job performance and skills improvement is encouraged and eligible for reimbursement of approved expenses.

To receive reimbursement of expenses the following criteria are to be met:

- The workshop or seminar is related to the employee's work, or the work they are expected to do in the near future.
- The request is submitted to the employee's supervisor and approved prior to registration.

- The expense report with attached receipts is submitted to the Accounting Office. Reimbursement may include time off with pay, travel expenses (if out of town), meals, lodging, registration fees, and other pre-approved expenses.
- Funds are budgeted departmentally for employee continuing education purposes.

JOB RELATED EXPENSE REIMBURSEMENT

Work related travel apart from normal commute to and from work when using a personal vehicle for authorized business purposes will be reimbursed at the current Diocesan mileage rate. Parking fees (not fines, including moving violations), bridge tolls, train, bus or subway tickets are also reimbursable upon presentation of receipts showing the nature and amount of the expense.

Mileage reimbursement requires copies of current driver's license and proof of insurance on file with the Accounting Office.

BENEFITS AND DEDUCTIONS

BENEFITS PROGRAM INFORMATION DISCLAIMER

Benefits provided to employees are an important part of their total compensation package. It is important that employees understand the benefits that they are eligible to receive. It is also important that benefits be administered fairly and consistently among employees.

It is the policy of the employer to provide a comprehensive benefit program for all eligible employees. Details of benefit plans are contained in separate Summary Plan Descriptions. In the event any contradiction arises between the information contained in this manual and the official plan documentation and/or master insurance contracts, the official plan documentation and/or master insurance contracts will govern in all cases.

Additional information regarding the employer benefit plans can be obtained from the Diocesan Employee Benefits Office. The employer reserves the right to amend or terminate any of these voluntary programs at any time at its discretion. Employee benefits are not guaranteed and will be reviewed each year.

BENEFITS ELIGIBILITY

Benefit eligibility is defined in Appendix C

PAYROLL DEDUCTIONS

Federal and state withholding taxes are required for each employee and are based upon gross earnings and number of exemptions claimed. FICA (Social Security and Medicare) is required for each employee and will be deducted according to the current rate. The Parish will pay a matching amount for each employee consistent with FICA laws. Medicare deduction is used to pay some of the costs of Medicare Part A coverage. This is a government-mandated program that pays some of the costs of hospitalization and home health care services. Medicare benefits will become available to you according to current requirements as defined by the U.S. Government. Garnishments & wage attachments are deducted for the amount specified as required by law.

Deductions will be taken for elected medical and dental benefits per the Diocesan schedule of costs and employer contributions. There is no compensation if an employee elects not to participate in these programs. The deductions are pretax unless the employee requests otherwise. Deductions will be taken upon written request for those who wish to participate in the tax-sheltered annuity program.

CAFETERIA, FLEXIBLE BENEFITS PLAN

All lay employees who select benefit options requiring payroll deductions for health insurance, flexible spending accounts, health savings accounts or dental premiums will have those deductions on a pre-tax basis, unless such employees elect in writing to have deductions on an after-tax basis.

An employee who has pre-tax deductions will have his/her gross pay reduced by the amount of eligible premiums before state, federal and FICA taxes are calculated. The result will be greater amounts of net pay each payday, but this may reduce the amount of future social security benefits which are based on W-2 earnings.

An employee who chooses post-tax deductions will have his/her net pay reduced by the amount of eligible premiums after state, federal and FICA taxes are calculated. Benefits-eligible lay employees who choose post-tax benefit deductions will be required to complete the applicable section of the Flexible Benefit Plan Enrollment Form each year and submit it to the local administrator.

FLEXIBLE SPENDING ACCOUNTS

The Parish has established a Section 125 Flexible Benefits Plan for all eligible employees. Section 125 of the IRS code allows employees to allocate pre-tax dollars to pay for eligible expenses, including:

- Medical, dental, prescription and other drugs and optical expenses that are not reimbursed
- Child and dependent care expenses

Employees enrolling in the Plan should make an election based on an estimate of the amount of qualifying expenses they will incur during the plan year. A portion of this sum is then deducted in equal amounts from each paycheck, before calculation of taxes. Therefore, the employee does not pay taxes on these amounts deducted from his/her paycheck. If, however, the employee does not spend all of the funds reserved in the reimbursement account by the end of the plan year, the funds are forfeited. The balance cannot be carried forward to the next plan year or returned to the employee. It is, therefore, important that the employee accurately estimate the amount selected to be reserved for use under each of the plans.

Once an employee enrolls in the plan, the decision is generally irrevocable for that plan year. Only changes in family status described in the plan document allow employees to change their election amounts during the year:

SOCIAL SECURITY

The Federal Insurance Contribution Act (FICA) requires the employer to pay a Social Security Tax and a Medicare Tax for each employee, except Diocesan Priests who are responsible to pay their own. The tax is specified as a percentage of the gross salary. The employees pay half and the employer pays half. The employee's portion is withheld from the paycheck. The employer sends the combined portions to a bank authorized to collect FICA and income withholding taxes.

Religious who belong to an order which takes a vow of poverty are not required to pay FICA taxes, although some religious communities have decided to enter this program. The employer will confer with the religious employee about this benefit.

TAX-DEFERRED ANNUITY

The purpose of the tax-sheltered annuity program is to offer you retirement income on a tax-deferred basis. Payroll deductions for the tax-sheltered annuity program will be made when you submit a written request. You may only participate in one tax-sheltered annuity program at a time. Investments and taxes are your responsibility. Please read all information and the prospectus supplied by the carrier. Those interested in the tax-sheltered annuity program should contact the Diocesan Employee Benefits Office for details.

WELLNESS PROGRAMS

Employees of the Diocese are encouraged to participate in the wellness program offered by our medical insurance provider.

INSURANCE

MEDICAL INSURANCE

All benefit-eligible employees are eligible for participation in the employer-sponsored medical insurance plan. Medical insurance coverage is an elected benefit. The responsibility for payment of medical insurance premiums is a pre-determined amount split between the employer and employee per the Diocesan policy. Contact your employer to learn your responsibility for these premiums. The plan document outlines provisions. There is no compensation if an employee elects not to participate in this plan.

For men and women covered through their religious congregation, the congregation will be reimbursed a negotiated amount between the employer and the religious congregation.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The employer respects the privacy of our employees and recognizes the importance and responsibility to protect the privacy and security of the health information collected from employees. The employer will comply with the requirements and standards of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

LIFE INSURANCE

All benefits-eligible lay employees will be provided life insurance coverage at no cost in an amount equal to one-and-a-half times their estimated annual wages rounded to the next highest \$1,000, subject to plan limitations.

See termination coverage under *Continuation of Health Insurance after Termination*.

DENTAL INSURANCE

All benefit-eligible employees are eligible for participation in the employer-sponsored dental insurance plan. The plan document outlines provisions.

Dental insurance coverage is an elected benefit. The responsibility for payment of dental insurance premiums is a pre-determined amount split between the employer and employee per the Diocesan policy. Contact your employer to learn your responsibility for these premiums. The plan document outlines provisions. There is no compensation if an employee elects not to participate in this plan.

See termination coverage under *Continuation of Health Insurance after Termination*.

"CHURCH PLAN" CONTINUATION OF HEALTH INSURANCE AFTER TERMINATION

When an employee loses coverage under the medical, dental, or life insurance plans due to termination of employment or a reduction in hours, the Diocese will send that employee a notice explaining the available options for continuation of coverage. The employee has 60 days from receipt of this notice to make an election. If the employee elects continuation, the continuation period will begin on the day after the person's original coverage terminated and continue for 18 months after that date. The employee is 100% responsible for premiums on all continued coverage. Initial payment must be made to the Diocese within 45 days of the date that the employee elected continuation, and must include all premiums due for the continuation period to date. The Diocese will bill the employee each month for the cost of the continuation premiums, and payment is due on the last day of each month. The Diocese has the right to terminate the coverage immediately if payment is not received in a timely manner.

SHORT-TERM DISABILITY

The employer considers the provision of paid sick leave to address the issue of short-term disability.

LONG-TERM DISABILITY

The employer provides long-term disability insurance coverage at no cost to full-time and benefits-eligible part-time lay employees. The long term disability plan booklet contains more detailed information.

WORKERS' COMPENSATION

Worker's Compensation Insurance is provided by the Diocese of Crookston to cover on-the-job injuries. Injuries must be reported to the employee's supervisor immediately, who in turn will notify the Diocesan Employee Benefit Office. All reports of injuries must be documented.

UNEMPLOYMENT COMPENSATION

The employer, though not required by law, participates in the State Unemployment Compensation program on a reimbursing, rather than taxable basis. Wages for all religious and lay employees must be included on the quarterly reports submitted to the State Department of Employment Security, therefore making them eligible for unemployment benefits. The State determines eligibility, not the employer. Ordinarily, misconduct and voluntary resignations disqualify the employee for unemployment compensation. Under the reimbursing basis, the expense of unemployment compensation is borne by the reserve funded by the employer and administered by the Diocese of Crookston.

RETIREMENT / PENSION PLAN

All benefits-eligible lay employees will be enrolled in a noncontributory pension plan from their first day as a benefits-eligible employee. This benefit will be provided at no cost to the employee, and will provide supplemental benefits in addition to Social Security upon retirement.

The employer will not require mandatory retirement at any age. An employee may retire at age 65, with full benefits. However, an employee may retire at any age between 55 and 65, with a reduction in monthly benefits, as long as he/she is a vested employee.

When an employee is planning to retire, he/she will notify the employer no later than 3 months prior to retiring to ensure that benefits will begin at the desired time.

STATEMENT OF ACKNOWLEDGMENT AND ACCEPTANCE

I, _____, hereby acknowledge that I have received a copy of the Diocese of Crookston Personnel Policies and Procedures Handbook, including Appendix's A, B and C which provides guidelines on the policies, procedures, and programs affecting my employment with this organization. I also acknowledge that I have read and understand the Code of Conduct for Church leaders as a part of my Safe Environment certification and I can access the Code of Conduct for Church Leaders at any time on the Diocesan website. I understand that the employer can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I also understand that any changes made by the employer with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment and nothing in the handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or a representative of the Personnel Department if I have any questions that are not answered in this handbook.

Signature

Date

Appendix A

Safe Environment process

Go to the Diocesan website www.crookston.org

On the home page under Ministries and Offices look for the Safe Environment Program and click on certifications.

The process will include completing the current module for new employees/volunteers. This includes reading the "Guide for New Employees and Volunteers" and completing the Verification of Receipt form. Then completing an Acknowledgement and Consent authorization form, reading and signing off on our "Code of Conduct for Church Leaders", reading the current training module and correctly answering the test questions and a background check done by the Safe Environment office at the Diocese of Crookston. Completing the current/former employer's background check authorization form for all employees, as well as completing the MN Bureau of Criminal Apprehension BG check for employees at our schools. This process is a mandatory condition of employment. No other provisions of any employment agreement are effective until these forms and processes have been completed and given to the Human Resource/Safe Environment office for review and approval.

After the initial certification year the process will be to complete the current module labeled for returning employees/volunteers. This includes completing an Acknowledgement and Consent authorization form, reading and signing off on our "Code of Conduct for Church Leaders", reading the current training module and correctly answering the test questions.

Background checks are done when a person is new and then every five years thereafter. The only exception is that if a certification is over 2 years expired then the person will need to do the certification process for new employees/volunteers which will include a new background check as well.

New Employee Paperwork Checklist

Legal Forms

- ☐ Employee's Withholding Allowance Certificate (W-4):
 - File in the personnel file; if the employee is claiming exemption from withholding, a copy of the form also needs to be sent to Department of Revenue, Mail Station 4450, St. Paul MN 55146-4450.
- ☐ Employment Eligibility Verification (I-9):
 - Must be completed within 3 business days of the date employment begins.
 - Must be kept in the personnel file for three years after the date of hire or one year after the date employment ends, whichever is later.
- ☐ Minnesota New Hire Reporting Form:
 - Must be sent in within 20 days after the employee is hired.
 - One copy of the form is sent to the Minnesota New Hire Reporting Center and one copy is kept in the personnel file.
- ☐ Authorization for Direct Deposit form

Benefit Forms

- ☐ Information Sheet for New Employees:
 - One copy is sent to the Office of Employee Benefits at the Diocese, and one copy goes into the personnel file.
- ☐ Notice of Change/New Participant Enrollment Form:
 - Applies only to full-time employees.
 - One copy is sent to the Office of Employee Benefits at the Diocese, and one copy goes into the personnel file.
- ☐ Group Employee Enrollment and Change Form:
 - Applies only to full-time employees.
 - One copy is sent to the Office of Employee Benefits at the Diocese within 30 days of the employee's start date and one copy goes into the personnel file.
- ☐ MN Sure Coverage Options and your Health Coverage notice:
 - Applies to all full-time and part-time employees within 14 days of their hire date.
 - Employees need to sign the Exchange Notice Receipt form
 - One copy is sent to the Office of Employee Benefits at the Diocese and one copy goes into the personnel file.
- ☐ Summary of Benefits and Coverage and Uniform Glossary:
 - Applies to all full-time employees. Elections must be made within 30 days.

- Employee needs to sign the Summary of Benefits and Coverage Delivery Receipt form.
- One copy is sent to the Office of Employee Benefits at the Diocese and one copy goes into the personnel file.

□ Employee Notices:

- Premium Assistance under Medicaid and Children's Insurance Program notices
- Special enrollment notice qualifying event notice
- Michelle's Law notice
- Newborn's Act notice
- Applies to all full-time employees.
- Employee needs to sign the Employee Notices Receipt form.
- One copy is sent to the Office of Employee Benefits at the Diocese and one copy goes into the personnel file.

Safe Environment Forms

□ Acknowledgement and Consent Form for Employees:

- One copy is sent to the Safe Environment Office and one copy goes into the parish file.

□ Employment Background Check:

- One copy of this form is sent to the previous or other current employer, along with a Response by Employer form and a stamped envelope addressed to the Diocese of Crookston, Attn: Safe Environment Office. One copy is sent to the Safe Environment Office at the Diocese of Crookston and one copy is put in the parish file.

□ Safe Environment Training:

- Available online at

http://www.crookston.org/DOC_Safe_Environment/Training_Components.html.

Appendix C

Definitions

Definitions:

1. The Diocese of Crookston Benefits Plan classifies participants in to four classes: "the vowed class", " the pre-vowed class", " full-time employees", and "part-time employees."
2. **THE VOWED CLASS is defined as:** the Diocesan Bishop and Priests in active ministry of on assignment in the Diocese of Crookston.
 - 1.1. **The Vowed class** will automatically receive medical, dental, term life, long-term disability, and workers compensation insurance. The premiums for these plans are paid in full by the employer.
3. **THE PRE-VOWED CLASS is defined as:** all active eligible persons who are not ordained as Priests by the Roman Catholic Church, but affiliated with the Diocese of Crookston through employment or who are pursuing a religious vocation through a formal described course of study established and maintained by the Diocese of Crookston.
 - 1.2. **The Pre-vowed class:** Effective April 1st, 2014 the Diocese of Crookston will offer the pre-vowed class medical insurance under the \$6,350.00 deductible H.S.A plan. The Diocese of Crookston will pay the monthly premium in full. The Diocese of Crookston will reimburse in addition to the monthly premium any member of the pre-vowed class up to \$3,000.00 per plan year for covered medical expenses per the explanation of benefits provided by Blue Cross and Blue Shield.
4. **A FULL-TIME EMPLOYEE is defined as:**

For employees who began employment before January 1, 2014, a full-time employee is defined as one who works at least 20 hours per week and at least 500 hours per year.

For employees who began work on or after January 1, 2014, a full-time employee is defined as one who works at least 30 hours per week and at least 1000 hours per year.

 - 1.3. **Full-time employees** automatically receive term life, long-term disability, unemployment and workers compensation insurance, and automatically participate in the Christian Brothers Employee Retirement Plan. The premiums for these plans are paid in full by the employer. The employer also pays 50% of the FICA taxes (unless the employee is a deacon working in a ministry position). Full-time employees have the option of participating in the medical and dental insurance plans; responsibility for these premiums is described in the section below.
5. **A Part-time employee is defined as:** an employee who does not meet the definition of "the vowed class", "the pre-vowed class", or "the full-time employee."
 - 1.4. **A part-time employee** is not eligible to participate in the Medical or Dental insurance plans as well as the Pension and Life Insurance plans. Part-time employees automatically receive unemployment

and workers compensation insurance. The premiums for these plans are paid in full by the employer. The employer also pays 50% of the FICA taxes (unless the employee is a deacon working in a ministry position).

6. A religious order worker is not an employee of the Diocese of Crookston.

- 1.5. **Religious Order Workers:** Religious order workers are members of a religious order who are providing service for an organization within the Diocese of Crookston. Religious order workers do not commonly receive a paycheck; instead, a payment is sent to the order on a periodic basis. In this situation, the religious order worker is not an employee, and therefore is not eligible to participate in any of the employee benefit plans.

In some cases, the religious order worker is treated as an employee and does receive a paycheck. If this is the case, the worker is treated as a full or part-time employee depending on the number of hours worked.

7. **Spouse.** Anytime you see the word spouse it refers to opposite sex spouses.
8. **Parent or adoptive parents.** Anytime you see the words, parents or adoptive parents they refer to parents of the opposite sex.
9. **Immediate family.** Immediate family refers to your spouse, your child or your parent.
10. **Work week.** The work week is defined as 7 consecutive days beginning on Saturday and ending the following Friday.