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PROMISE OF FAITHFUL FULFILLMENT OF CURIAL OFFICE, INCLUDING BY
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Our Vision: To proclaim and serve the Gospel of Jesus Christ.

Our Mission: Embracing the spirituality of stewardship, and co-responsibility, we aim to support parishes as centers of charity and mercy.
1200 History/Structure

The Diocese of Jefferson City is part of the Ecclesiastical Province of Missouri under the Metropolitan See of the Archdiocese of St. Louis. Pope Pius XII established the diocese on July 2, 1956, from the Archdiocese of St. Louis, the Diocese of Kansas City and the former Diocese of St. Joseph. The diocese, or ecclesiastical territory, is composed of 22,127 square miles, decidedly rural and embracing 38 counties in northeastern and central Missouri. It includes the urban areas of Columbia, Sedalia and the state capital of Jefferson City. The diocesan patroness is the Immaculate Heart of Mary. Located in Region IX of the United States Conference of Catholic Bishops (USCCB), the Latin title of the diocese is “Diocesis Civitatis Jeffersoniensis.”

The well-organized system of rural parishes, particularly Adair, Cole, Monroe, Osage and Ralls counties, were the result of Jesuit missionary activity and primarily German, Italian and Irish immigrations. The oldest active parish in the diocese is St. Stephen in Indian Creek, established in 1833. The largest parish is Our Lady of Lourdes in Columbia, with approximately 2,400 registered households. The newest parish is St. Vincent de Paul Parish in Sedalia, established in 2019. The Shrine of Our Lady of Sorrows and St. Martin Historic Church are in Starkenburg and the National Shrine of Mary, Mother of the Church is in Laurie.

The Alphonse J. Schwartzte Memorial Catholic Center in Jefferson City is the primary workplace for the bishop and the diocesan employees who advise and assist him. The center was built and presented to the diocese in memory of Mr. Schwartzte by his brother Emil Schwartzte, chairman of the Schwartzte Community Foundation, in 2003. Alphonse Schwartzte was a thoughtful philanthropist and generous benefactor for Catholic causes, especially in Osage County. The Schwartzte family were devoted parishioners of St. Joseph Parish in Westphalia.

The groundbreaking took place on April 1, 2004, with Bishop John R. Gaydos of Jefferson City and Emil Schwartzte presiding. The blessing of the completed center took place on October 7, 2007, by Archbishop Raymond L. Burke of St. Louis, with Bishop Gaydos and all the bishops in Missouri attending. Also present were members of the Schwartzte family, along with a larger number of clergy, religious, deacons and faithful of the diocese.

At the entrance to the center is the St. Alphonsus Chapel, dedicated to God in honor of St. Alphonsus Marla de Liguori. It is dominated by an imported, 4.5-foot tall wooden image of Christ, modeled after the Gero Crucifix of the Cathedral of St. Peter and the Virgin Mary in Cologne, Germany. The crucifix linked the completion of the building in 2005 with the World Youth Day held that summer in Cologne, Germany.

The “chancery” is the name of the diocesan offices, including that of the bishop, which is located within the Catholic Center. The chancery has offices for various departments of the diocese; the Vicar General who is appointed by the bishop in order to assist him in the administration and pastoral care of the entire diocese. The Vicar General has executive, but not legislative or judicial authority. He represents and acts in the place of the bishop in his absence.

The Moderator of the Curia is a top administrative position held by a Catholic priest in a diocese under the supervision of the bishop. The moderator coordinates the exercise of the administrative duties and oversees the office holders, or curia, in the diocese. Moderator of the curia has been compared to that of a chief operating officer (COO) in a corporation.
The Tribunal deals primarily with marriage cases and the Chancellor’s office gathers, arranges, and safeguards the Acts and the archives of the diocesan curia. The Finance Office is responsible for internal financial control and assists parishes through the diocese. Other offices within our chancery include the Vocations Office, the Human Resources office which also assists parishes through the diocese; Catholic schools superintendent, the Director of Communications, the Director of Stewardship, and Intercultural Ministry and Youth Ministry.

1300 Purpose and Introduction of Handbook
This handbook has been prepared to furnish employees of the Diocese of Jefferson City (“Diocese”) with information about the Diocese and its major policies, practices, and procedures that concern employment. This handbook applies to employees of the Chancery Office and to employees of individual parishes within the Diocese unless the parish has adopted its own Employee Handbook. Employees of schools should refer to the Diocesan School Policy Manual for information concerning policies, practices and procedures related to employment. This handbook is intended to serve as a general framework and setting for the principles and procedures by which the Diocese operates, the benefits that are provided, and the obligations employees assume. The information, policies, and benefits described in this handbook will be regularly reviewed and may be revised or changed as management deems appropriate and advisable with or without notice.

The contents of this handbook are presented as a matter of information only. None of the benefits or policies in this handbook are intended by reason of their publication to confer any contractual rights or privileges upon you. This handbook is not a contract of employment. The Diocese holds the belief that employment security is best achieved through mutual efforts toward maintaining an efficient and productive operation. The Diocese hopes your employment with the Diocese will be long-lasting and rewarding, while recognizing that employees, of course, are free to resign at will at any time, with or without cause. Similarly, the Diocese may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

2000 EMPLOYMENT STANDARDS

2100 – Introductory Period
The Diocese wants you to be successful in your job. We have found that an introductory period can be very helpful to new employees. This introductory period provides you with an opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Since employment with the Diocese is based on mutual consent, either you or the Diocese may end the employment relationship at will at any time during or after the introductory period.

The introductory period for all new employees is the first ninety (90) calendar days after the date of hire. During this period or at the end, we may extend the introductory period if we determine there was not adequate time to evaluate performance or if we believe additional evaluation is needed.
During this introductory period, new employees are eligible for legally required benefits, such as Social Security and Workers' Compensation insurance. They may also be eligible for other Diocesan benefit programs, subject to the terms and conditions of each benefits program.

2200 – Application and Onboarding
Candidates for employment must submit a resume or complete an application which can be found on the diojeffcity.org website. Teachers and administrators will be asked to provide educational transcripts. All prospective employees must complete an onboarding process through the payroll system. A minimum of 2 weeks lead-time is necessary to complete all documents before starting work.

In an effort to maintain a safe environment and protect minors and vulnerable adults from abuse and/or exploitation, the Diocese requires a criminal background check for all employees along with the completion of a Child Abuse or Neglect Registry form for the State of Missouri. Anyone seeking a position must complete the background checks and other requirements listed below. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determination of suitability based on criminal record checks will be made consistent with any applicable law or regulations including, but not limited to, the nature and circumstances of any conviction, how long ago it occurred, and the relevancy of the conviction to the nature of work to be performed. Additionally, each employee must attend a training session on the prevention of child sexual abuse (e.g., The VIRTUS® program, Protecting God’s Children). They will also be required to read and sign the Code of Pastoral Conduct.

The Diocese of Jefferson City is committed to supporting all efforts to prevent child abuse, to encourage and require reporting of suspected child abuse, and to deal justly with the proven victim and with the perpetrator of any child abuse that may involve parish or diocesan personnel. The Diocese has a detailed policy which is available online and upon request to any employee and to the general public.

2200.1 Personnel Files
Personnel files of both active and terminated employees are the property of the Diocese and will not, except in very specific circumstances, be released to outside sources without the employee’s written approval. The Diocese will take every precaution to keep personal information confidential and will only use it as required for business or legal reasons

Private health information will be maintained in a separate personnel file. It is the responsibility of each employee to promptly notify the Director of Human Resources of any changes to your name, marital status, address and/or telephone number, email, eligible dependents, W-4 deductions, and emergency contact.

The diocese abides by the Genetic Information Nondiscrimination Act of 2008 (GINA) which prohibits employers from requesting or requiring genetic information of an individual or family member, except as specifically allowed by law.

2300 Employee and Subcontractors
All persons needing access to confidential information of the diocese or parish, or needing access to specific software systems such as accounting or payroll software must be a paid employee (not volunteer).
All teachers and administrators will be provided with an employment contract. All other employees shall receive an employment letter and a copy of their job description. Job descriptions can be changed at any time with or without notice by the employer. As a courtesy, an employee is entitled to 30 days’ notice of any substantial changes in days or hours of work.

Subcontractors are defined by the IRS and typically represent individuals who have their own business. The employer can determine what work is to be performed but cannot set the hours or method of the work. Typically, subcontractors have the opportunity for profit or loss. All subcontractors should complete a W-9 before beginning work and will receive a 1099 at the end of the year for tax purposes.

As an example, housekeepers who do not own their own business and who do not have multiple clients are not subcontractors. They would be classified as employees.

2300.1 Employee Classifications
Understanding the definitions of employment classifications at the Diocese is important because your classification is one of the factors that determine your employment status and benefit eligibility. Depending on your duties and responsibilities, you are classified as nonexempt or exempt from federal and state wages and hour laws. Nonexempt employees are entitled to overtime pay for hours over forty (40) which are actually worked in any work week as provided under federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and labor laws. In general, exempt employees are salaried employees who hold executive, professional, administrative, outside sales, and certain computer programming positions. Generally speaking, exempt employees are expected to work regular business hours, and be present at work five (5) days a week, working a minimum of forty (40 hours). The diocese does not allow the practice of comp time.

In addition to the exempt and nonexempt categories, you also belong to one of the following employment categories:

Regular Full-Time Employees are those who are regularly scheduled to work thirty (30) hours per week or more and are not in a temporary position. Generally, regular full-time employees are eligible for all Diocesan benefits programs, subject to terms, conditions, and limitations of each benefit program.

Regular Part-Time Employees are those who are regularly scheduled to work less than thirty (30) hours per week. Eligibility for benefits is dependent upon the actual hours worked and hire date. Please consult your Human Resources department for details.

Temporary Employees are those persons who are hired as interim replacements to temporarily supplement the work staff or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, typically of six (6) months or less and whose hours of work are typically less than forty (40) hours per week. While temporary employees receive all legally mandated benefits (e.g., Social Security and Workers’ Compensation insurance), they are ineligible for other Diocesan benefit programs. School employees who work on a school-year calendar are not considered temporary employees.
**Religious and Clergy** are considered employees; therefore, all general policies shall apply unless they are expressly exempted or unless they are covered by another policy.

### 2300.2 Professional Development

Paid leave for exempt staff to attend professional workshops, conferences, and seminars related to present job assignments or diocesan goals is determined by diocesan priorities, amount of time away from ministry, and the availability of funds. Additional time away requires permission from the employee’s Director and the Moderator of the Curia or Director of Human Resources.

Non-exempt employees may be granted paid leave for training or workshops at the discretion of their Director and the availability of budgeted funds.

Paid leave for board meetings or an elected office of a professional organization must be approved by the Moderator of the Curia or Director of Human Resources.

Expenses for all staff development programs are to be anticipated and submitted for approval as part of the budget process. Meals are to be included. Alcohol will not be reimbursed by the Diocese. The Moderator of the Curia must authorize programs not included in the approved budget.

Before agreeing to be a presenter at a meeting or conference, permission should be sought in writing from the Moderator of the Curia or Director of Human Resources. Any remuneration for presentations given or prepared on work time is to be turned in to the Finance office.

The Diocese/Parish supports continuing education and professional development. There are a number of opportunities available to further one’s education and skill through formal in-class learning, on-line learning, conferences and professional organizations. Employees interested in professional development opportunities should speak with their Director.

### 2300.3 Employment of Relatives

Relatives of current employees are eligible to apply for employment with the Diocese. However, offers of employment will be based solely on qualifications for the position. The Diocese reserves the right to determine whether employment of relatives could pose conflicts or problems with employee morale. Generally, relatives will not be allowed to work in a supervisor/subordinate relationship. Immediate and close relatives of current employees, and those who marry while working in the same ministry, may be assigned or reassigned to different ministries. Each case will be reviewed by the Director of Human Resources, who in turn, will make a recommendation to the Bishop.

### 2300.4 Employment Outside of the Diocese

Diocesan full-time employees may have additional employment outside of the Diocesan office if it does not negatively affect the performance of their duties with the Diocese. Employees holding additional employment outside of the Diocesan office should notify their supervisor and should discuss with their supervisor any expectations and concerns. Because of the possible impact on an employee’s benefits, it is especially important for Diocesan employees to notify their supervisor and the Diocesan Benefits Coordinator if their additional employment involves a parish or school in the Diocese. Employees should be aware that parishes are separate corporations; however, hours worked at both locations are taken into consideration when determining hours for overtime; and
when working for multiple parishes or the Chancery Office, all hours are taken into consideration for benefit eligibility. Therefore, any employee considering dual employment within the diocese should contact the Director of Human Resources.

2300.5 Resignation, Termination, Reduction in Force
Resignation is defined as a voluntary act initiated by an employee to terminate employment with the Diocese. The employee’s supervisor and Director of Human Resources should be notified by an employee two (2) weeks in advance of an employee’s resignation date. If two (2) weeks’ notice is given, vacation time, which has accrued during that year but which has not been used, will be paid upon termination. Employees providing less than a two (2) week notice may become ineligible for rehire. Before an employee leaves, we will schedule an exit interview to better understand the reasons for resignation and to go over any resulting benefit changes.

Termination is defined as an action taken by the employer to end the employee/employer relationship. Employer terminations may happen without prior notice and the employee is asked to leave the diocese/parish immediately relinquishing all passwords, keys, credit cards and proxy cards. For security reasons, the email account for the employee will be shut down immediately.

We are an at-will employer which means that the employee or the employer can terminate their employee/employer relationship at any time and without notice as long as the reason for separation is not a discriminatory reason.

Staff Reduction
A reduction in force can be defined as a separation from employment due to such reasons as lack of funds, changes in staffing priorities, lack of work, redesign of work processes, redundancy in roles, excess staffing capacity, or reorganization, with no likelihood or expectation that the individual will be recalled because the need for the position itself is eliminated. The diocese/parish will comply with all federal laws regarding a reduction in force. The Bishop retains the right to reduce the number of staff positions. In such cases, the Diocese will generally try to provide employees in the eliminated positions with one (1) month of notice. However, the Diocese, in its sole discretion, may give less notice. When positions are eliminated, employees will be paid for accrued, unused vacation time upon termination.

2300.6 Farewell and Retirement Policy
In order to suitably honor those who leave the Diocese, either through retirement or by voluntary termination of employment, a celebration commensurate with the length of employment will be authorized by the Bishop. The Diocese may also give an appropriate gift, again commensurate with length of service and responsibilities. Our history has been to provide paperweight gift for all employees with at least 5 years of service.

The managing Director of the departing employee will discuss with the Director of Human Resources the nature of the party to be held. Typical parties would be the following:

- Coffee and pastries for employees who have worked at least 5 years with the Diocese; hosted and budgeted by the employee’s department.
- Lunch for all employees who have worked at least 10 years at the Diocese; hosted by the Moderator of the Curia and budgeted within the HR department.
- Lunch for employees and special guests who have worked at least 20 years for the Diocese; hosted by the Bishop and budgeted within the Administration department.
• Director level and above may be honored with coffee and pastries or pizza if working less than 5 years at the Bishop’s discretion

When several persons will be leaving the Diocese within a few months’ time, there may be one party for all of them. Every employee who has worked a minimum of 5 years’ with the Diocese will receive a paperweight “hockey puck” memento.

2400 Equal Employment Opportunity
The Diocese fully supports and practices the principle of equal employment opportunity. The Diocese does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, age, national origin, disability, genetic information, citizenship, veteran status, or any other characteristic protected by federal, state, or local laws. This policy applies to all areas of employment, including but not limited to hiring, training, promotion, assignments, transfer, compensation, discipline, discharge, and access to benefits. There are, however, certain job assignments within the Diocese for which religious background and education are required qualifications for the job. In addition, as a Catholic employer, we require all employees to observe the Pastoral Code of Conduct. A complete copy can be found in the Appendix section of this handbook.

2500 Americans with Disabilities Act
The Diocese is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Diocese will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Diocese.

The Diocese may require an employee to provide a certification of the nature and extent of his or her medical condition from the employee’s health care provider as part of the process used to find a reasonable accommodation when the certification is job-related and consistent with business necessity. The Diocese may also, in some circumstances, have its own health care provider examine the employee and determine the employee’s ability to perform essential job functions with or without a reasonable accommodation when the medical examination is job-related and consistent with business necessity and the documentation from the employee’s health care provider is insufficient.

2600 Immigration Law Compliance
All employees, as a condition of employment, must complete the Employment Eligibility Verification Form I–9 and provide documentation that establishes their identity and eligibility for employment. We participate in the federal government E–Verify program with respect to all new hires. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three (3) years. Employees must notify the Director of Human Resources if their employment eligibility status changes in any way.

2700 Federal and State Required Postings
All parishes must post the required federal and state labor law postings at the place of employment. In addition, the employer should post an additional posting stating that as a Catholic employer, all employees are required to abide by the Employee Handbook and school employees must abide by the Diocesan School Policy Manual.
3000 CODE OF CONDUCT

3100 Workplace Conduct
To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees at the Diocese. Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of the type of conduct that may result in disciplinary action, up to and including termination of employment:

1. Use, possession, or sale of illegal drugs by an employee at any time.
2. The possession of and/or the viewing of pornography of any kind.
3. Reporting to work or remaining at work with alcohol in the employee’s system.
5. Dishonesty, including but not limited to falsifying records of any kind. Concealing or misstating any material fact in connection with the employee’s employment, regardless of when the falsification is discovered.
6. Insubordination, defined as failure to comply with a direct order of a supervisor, and/or grossly disrespectful behavior, verbal or otherwise, toward a supervisor.
7. Publicly speaking against the teachings of the Catholic Church, the Pope or the diocesan Bishop at any time.
8. Theft or unauthorized possession or removal of the property of a co-worker or of the Diocese.
9. Refusal to cooperate in an investigation, including refusal to take a drug or alcohol test when requested to do so.
10. Job abandonment, such as leaving the premises while on duty, failure to report for work with failure to notify. This includes failure to notify that you are working off site.
11. Misuse, abuse, and/or destruction of equipment and/or property belonging to the Diocese or another employee, regardless of the value of the equipment or property.
12. Use of the Diocese’s name or letterhead for personal reasons.
14. Failure to comply with the moral behavioral norms of the Catholic Church.
15. Possession of a firearm or other types of weapons on Diocesan property or while on duty or the use or threat of use of any article as a weapon on Diocesan property or while on duty.
17. Provoking or committing an assault on another employee or another person associated with the Diocese or violence or the threat thereof at any time.
18. Violations of any provisions or policies contained in this Handbook, including but not limited to the Diocese’s Anti-Harassment and Anti-Discrimination Policy.
19. Recording any conversation and/or transaction, by tape recorder, camera, video camera, etc., involving Diocese officials, employees, clergy, laypersons, and/or members of the public, without prior permission of the Diocese.
20. Failure to return from an approved leave of absence on the stipulated date or taking an unauthorized leave of absence.
21. Any other act or omission of similar severity as determined by the Diocese.
There are certain rules of conduct, violation of which may, for the first offense, warrant discipline other than discharge. However, one or more violations of any one or more of the rules of conduct identified below may result in dismissal. The list is not exhaustive and is subject to change at any time without notice. The enumeration of the following rules should not be taken as limiting the Diocese’s discretion to discipline employees for reasons not enumerated.

1. Abuse or misuse of the telephone, the computer, or any communication equipment.
2. Leaving the designated work area without the permission or direction of a supervisor.
3. Smoking other than in the designated areas at the designated times.
4. Playing a television, radio, or any noise-making device so that it interferes with one’s own or another’s duties.
5. Engaging in gossip.
6. Extensive socializing that detracts from completing work duties.
7. Use of profanity on the premises.
8. Abusive and/or disrespectful behavior toward a co-worker.
9. Violation or disregard of safety or security rules or procedures. Failure to report an accident.
10. Failure to wear appropriate dress or failure to be clean and neat.
11. Attendance and tardiness infractions.
12. Inadequate work performance, inattention to duties or carelessness in performance of work.

The Diocese has the right to issue a written warning for any serious violation of Diocesan policy or when verbal warnings for minor problems have not led to sufficient improvement. The Director of Human Resources is informed when such proceedings begin and is kept apprised of developments. Documentation may be made and signed by both the supervisor and the employee and will be submitted to Human Resources to be placed in the employee’s personnel file. Improvement will also be documented and submitted for the file. If the employee’s service continues to be unsatisfactory, disciplinary action, up to and including termination of employment, may be taken.

The Diocese reserves the right to terminate an employee without prior warning who, in its sole judgement, has engaged in conduct or a pattern of conduct that is unacceptable to the Diocese.

3100.1 Personal Appearance/Dress Code/Bumper Stickers
Attire and personal appearance should reflect reasonable standards of neatness, modesty, and good taste and appropriate for the employee’s duties and work environment. “Dress Down” attire (such as athletic shoes, denim slacks or pants, shorts or t-shirts) is generally not acceptable at the Chancery during work hours or at meetings. Some forms of body-piercing, unnatural hair color (example: blue, pink, green), and visible tattoos are not allowed. The Moderator of the Curia or his designee will have responsibility for determining reasonable standards of appearance. The following list gives some examples of attire that is considered appropriate.

1. Priests are expected to wear ecclesiastical dress while at the Chancery Office and at meetings.
2. Men are expected to wear a dress shirt; a tie and sport jacket or suit coat should be available for more formal meetings and activities, e.g., meeting with the Bishop. These may be worn with loafers or casual shoes.
3. Women are expected to wear attire appropriate for the office, often referred to as “career clothing.” This includes, but is not limited to suit, dress, skirt or trousers with dress blouse. A sweater or jacket is preferred with trousers with loafers, flats, or modest heels. Capris and sleeveless blouses should be avoided. Leggings are permitted only if worn with a long blouse, sweater, or jacket that completely covers the hips.

3100.2 Bumper Stickers
We are a Catholic institution and we reserve the right to control the general appearance of the property. Employees with bumper stickers deemed offensive will not drive or park the vehicle on company property.

3100.3 Smoking Policy
Many people are physically affected by the presence of tobacco smoke, or find it otherwise unpleasant. The Chancery is designated “SMOKE FREE.” Employees are permitted to smoke and/or vape outside and away from the building. A container will be supplied to dispose of cigarette ends properly. The smoking area is located outside the 3rd floor side entrance of the Chancery Office on the dumpster side of the parking lot and not near the handicap entrance or picnic tables.

3100.4 Attendance and the Notification of Absence
Employees are expected to report to work on a regular and dependable basis. Being absent from or late to work puts an additional burden and responsibility upon other employees. An unsatisfactory attendance record or tardy record is cause for disciplinary action, up to and including termination. Notification of all absences during regular work hours, due to any reason, is made to the employee’s supervisor.

For vacation, sick and personal leave, the employee should request time through the payroll system. An automatic email will be sent to the supervisor for approval. For other absences, written notification is made to the supervisor by the employee prior to the absence. Absences of more than three (3) consecutive days due to injury or illness must be documented by a physician’s statement verifying the need for the absence and the release to return to work. When an employee will unexpectedly be late to work or is unable to work as scheduled, the employee must notify his or her supervisor as soon as possible in advance of the anticipated tardiness or absence. An employee who is not on an approved leave of absence who fails to call or report his or her absence from work for two (2) or more consecutive scheduled workdays will be considered to have voluntarily resigned without notice.

Employees who expect to be absent more than three (3) consecutive days should consult with their supervisor regarding the need for a leave of absence (Family and Medical Leave).

Compliance with this policy is essential to carry out the mission of the Diocese. Location and contact information must be communicated to the supervisor and the receptionist during regular office hours.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.
3100.5 Workplace Searches
The Moderator of the Curia or Director of Human Resources may conduct searches as necessary to monitor compliance with rules concerning safety of employees, security of property owned by the Diocese, as well as individual property, drugs and alcohol, and possession of other prohibited items. Prohibited items include illegal drugs; alcoholic beverages; prescription drugs or medications not used or possessed in compliance with a current valid prescription; weapons (unless state law provides otherwise); any items of an obscene, harassing, demeaning, or violent nature; and confidential information or property of the Chancery or any other property where the employee does not have express permission to have within their control. Employees should have no general or specific expectation of privacy in the workplace or while on duty. In addition to searching the premises of the Chancery, the Moderator of the Curia may search employees, their work areas, lockers, personal vehicles (if parked on diocesan property), handbags, briefcases, backpacks, lunch boxes and work area, including locked desks and filing cabinets.

In order to promote the safety of employees and guests, the Diocese may conduct video surveillance at any time of any portion of the premises where Diocesan employees work; however, no video cameras will be placed in private areas of restrooms, showers, or dressing rooms.

3100.6 Drug and Alcohol Policy
The Diocese wants to provide a drug-free, healthy, and safe workplace. To meet this goal, we expect employees to report to work in a mental and physical condition that enables them to perform their jobs in a satisfactory manner. For these reasons, the use of marijuana in the workplace is prohibited.

Prohibited Conduct
Employees are prohibited from reporting to work or working while under the influence of marijuana, which can adversely affect their ability to safely and effectively perform the job duties.

Employees are further prohibited from consuming, smoking or otherwise ingesting marijuana during work hours, including during meal and rest breaks.

While on Diocesan premises or while conducting business-related activities off Diocesan premises, employees may not use, distribute, sell, or be under the influence of alcohol or illegal drugs or be in possession of illegal drugs. The use of legally prescribed medications is permitted on the job only if they do not impair an employee’s ability to perform the essential functions of his or her job effectively and safely without endangering others.

Alcohol is only permitted on the job if approved by the Bishop and/or provided by the Diocese of Jefferson City.

If the Diocese reasonably suspects that an employee has engaged in substance abuse, the employee may be required to submit to drug or alcohol testing. Additionally, the Diocese may require an employee to participate in a substance abuse rehabilitation or treatment program.

The Diocese also reserves the right to require employees to submit to random or post-accident drug tests. Violations of this policy, including a refusal to be tested or an attempt to frustrate a test, may lead to disciplinary action, including termination of employment and could also carry legal consequences. Violations of this policy are considered to be serious misconduct.
Workers’ Compensation benefits will be reduced by the maximum amount permitted by law if a workplace injury was sustained in connection with the use of alcohol or drugs.

3100.7 Addressing Harassment and/or Discrimination

The Diocese is committed to maintaining a work environment that is free from unlawful discrimination and unlawful harassment. The Diocese prohibits any harassment and discrimination against its employees by anyone, including any supervisor, manager, co-worker, visitor, volunteer, consultant, clergy, and vowed religious and laypersons.

Harassment involves unwelcome conduct, whether verbal, physical, or visual that targets a person’s protected status, such as age, ancestry, citizenship, color, disability, genetic information, national origin, race, religion, sex, or veteran or military status. The Diocese forbids harassment because it is unlawful and offensive to a proper working environment.

The Diocese does not condone any form of harassment or discrimination. All employees are to be treated with dignity and respect. The Diocese will not tolerate harassing conduct that affects tangible job benefits; that interferes unreasonably with an individual’s work performance; or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances (either verbal or physical); requests for sexual favors; and other verbal, physical or visual conduct based on sex when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or questions, display of foul or obscene printed or digital material, and physical conduct such as patting, pinching, or brushing against another’s body. It also involves inappropriate conduct toward an individual, which, although not motivated by sexual desire, could not have occurred except for that person’s gender.

All employees have the responsibility to ensure that this policy is strictly followed.

1. If an employee believes that he/she has experienced or witnessed harassment or discrimination in the workplace, he/she should report it immediately to his/her immediate supervisor, as well as to the Chancellor, the Director of Safe Environment, or the Director of Human Resources. Anytime a supervisor receives a complaint of sexual harassment or discrimination (written or verbal), the matter must be reported immediately to the Chancellor, the Director of Safe Environment, or the Director of Human Resources.

If the supervisor is unavailable or the employee believes it would be inappropriate or uncomfortable to contact that person, the employee should immediately notify the Chancellor, the Director of Safe Environment, or the Director of Human Resources.
2. The person making the complaint will be asked to prepare a written statement describing the inappropriate conduct and identifying the individual(s) involved.

3. Upon receipt of the complaint, the Chancellor, the Director of Safe Environment, or the Director of Human Resources will investigate the complaint as promptly, thoroughly, and discreetly as possible. To the extent possible, the Diocese will keep complaints and the terms of their resolution confidential. The investigation and all actions taken will be shared only with those who have a need to know.

Based on the results of the investigation, the Chancellor, the Director of Safe Environment, or the Director of Human Resources, or other authorized personnel, in consultation with the appropriate supervisor, will determine what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment or discrimination. If an investigation confirms that an employee has engaged in any form of unlawful harassment or discrimination, the Diocese will take appropriate corrective action against the offending individual, which may include discipline, up to and including immediate termination of employment. If, after investigation, the Diocese learns that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information. Appeals about the process, findings, and/or resulting decisions of the investigation may be brought to the Vicar General.

Harassment and discrimination will not be condoned or accepted.

The diocese forbids retaliation against any employee who has reported harassment or discrimination, assisted in making a harassment or discrimination complaint, or cooperated in an investigation. Retaliation in violation of this provision is grounds for termination.

3100.8 Workplace Violence Policy

It is the policy of the Diocese to promote a safe environment for its employees. The Diocese will not tolerate any acts or threats of workplace violence including, but not limited to, physical attacks, threats, offensive acts or remarks, harassment, intimidation, coercion, menacing or aggressive behavior, or disruptive behavior by any employee, former employee, or any other person against anyone in or about the premises. Further, the Diocese will not tolerate any acts or threats of violence against its employees, Diocesan members or guests, vendors, or any other visitor on the Diocese’s premises or against anyone while engaged in business with or on behalf of the Diocese, both on or off Diocesan property, or in a Diocesan owned or leased vehicle or in a personal vehicle while on Diocesan property, or in a Diocesan owned or leased vehicle or in a personal vehicle while on Diocesan business.

No person should possess any firearm or other weapon or explosive device on Diocesan property, in a Diocesan owned or leased vehicle, or in a personal vehicle while on Diocesan business. Individuals who engage in such behavior may be removed from Diocesan premises, and may be subject to appropriate disciplinary action, up to and including the termination of the employee’s employment.
Guidelines

1. Employees must report incidents, threats, or acts of physical violence to their immediate supervisor, the Moderator of the Curia and/or the Chancellor. When the report is made to the supervisor, the supervisor immediately informs the Moderator of the Curia and/or the Chancellor. Threats or assaults that require immediate medical or law enforcement attention should first be reported to 911.
2. The Diocese will investigate and take prompt action, up to and including immediate termination, against any employee who engages in any threatening behavior, act of violence, threatening language, gestures or other conduct prohibited by this policy. In addition, jokes or offensive comments regarding violent events will be taken seriously and will not be tolerated.
3. The Diocese will also, where possible, take action against any person who is not an employee of the Diocese who engages in behavior in violation of this policy, and will, where appropriate, notify the police or other law enforcement agency and will seek prosecution of violators of this policy.

3200 Faith Commitment
Catholic Lay Employees: Lay employee positions at the Diocese shall, in general, be filled by laypersons who are faithful Catholics, who exemplify the teachings of the Church in their personal lives and practices, and who are in good standing with the Church. Non-Catholic applicants who wish to share in the mission of the Church must, as a condition of employment, acknowledge that they understand that they will be employed by a Catholic religious institution, agree to conduct their public activities and relationships in a manner that is compatible with the teachings and missions of the Church.

3300 Promise of Faithful Fulfillment of Curial Office
Cabinet members and directors are required to comply with canon 471 of the Code of Canon Law which is found in the Appendix section of this handbook.

3400 Business Ethics
The Diocese will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

3400.1 Confidentiality
All employees are in a position of trust. Employees who receive or are in a position to receive confidential information must keep such information strictly confidential and may not divulge such information to persons in or out of the Diocese who are not entitled to receive such information. It is the responsibility of all employees to safeguard sensitive information that is learned through employment with the Diocese. Sensitive information is defined as, but not limited to, confidential information about employees, religious and clergy, personal problems of any individuals, health or personnel information, financial data, and the business plans and strategies of the Diocese. Continued employment with the Diocese is contingent upon strict compliance with this policy.
3400.2 Right to Privacy
In providing the User (employee) with access to the diocesan database of parishioners, the Diocese/Parish expects the User will protect the confidential information in the database and the right to privacy of those whose confidential information is held in the database.

The terms “Confidential Information” means any information or material which is held confidentially by the Diocese/Parish: that is, information or material which is not generally known other than by the Diocese/Parish and which the Diocese/Parish may obtain through any direct or indirect contact with its members, i.e., parishioners.

This includes, without limitation, contact information such as email addresses or phone numbers, stewardship records, sacramental records and personal information such as birthdates, photos or sensitive information.

This information is only to be used as needed for ministries directly under the control of the pastor. It cannot be provided to outside entities, even those which support the parish indirectly, without expressed permission of the individuals whose confidential information is to be shared.

Confidential information does not include matters of public knowledge; information rightfully received by the User from a third party without a duty of confidentiality, information disclosed by operation of law, and any other information both parties agree in writing is not confidential.

3500 Conflicts of Interest/Private Inurement Policy
The purpose of this conflicts of interest and private inurement policy is to protect the Diocese's interest when it is contemplating entering into a transaction or arrangement that might benefit the interests of private individuals, including but not limited to employees and individuals performing work on behalf of the Diocese and other persons in a position to influence the affairs of the Diocese. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable corporations. This policy should be distributed to existing and future executives, officers, trustees, directors, and members of advisory boards, councils and committees.

Non-profit charitable, religious, and educational organizations obtain their tax-exempt status under the theory that they perform valuable services for society and lessen the burdens of government. If a tax-exempt organization allows its money or other property to be used for private rather than public gain (i.e., for “private inurement” or “private benefit”), then it risks losing its exemption. In addition, under recently adopted “intermediate sanctions” provisions of the Internal Revenue Code, “disqualified persons” such as Bishops, Chief Financial Officers, other Diocesan officials, board members, and major donors doing work for the Diocese, etc., who receive “excess benefits,” are subject to an excise tax ranging from 25% to 200%, depending on the circumstances. Furthermore, any organizational manager who knowingly facilitates such an excess benefit is subject to a 10% tax. In light of these Internal Revenue Service (IRS) restrictions and, more importantly, in order to assist the Diocese in fulfilling its responsibilities to act as a competent and trustworthy steward of church goods, the Diocese has developed this policy.
3500.1 Identifying a Private Inurement or Private Benefit Problem

In brief, “private inurement” is the payment or diversion of an exempt organization's assets to its officials, officers, directors, employees, relatives, friends, major donors, or others in a special relationship to the organization who can influence or control the policy or the day-to-day activities of the organization for less than full and adequate consideration. It is a broad concept that can exist in a variety of transactions under a variety of circumstances. Private inurement also extends to the use of organizational assets for “private benefits” such as sales, leasing, construction contracts, service transactions, etc., at other than fair market value or the exploitation of the exempt organization for the benefit of a private business (e.g., “sweetheart deals,” promotional schemes, and/or giveaways to private individuals or businesses). Thus, under IRS regulations, a private benefit is similar to, but broader than, private inurement. To avoid a material private inurement or benefit in the types of transactions described above, the particular Diocesan parish, school, or agency must enter into transactions for its benefit, rather than for a private party's benefit, and exercise due diligence to ensure that the proposed transaction is fair and reasonable such that under the circumstances, the organization could not have obtained a more advantageous arrangement with reasonable effort. In addition to screening proposed transactions through the applicable councils, boards, or trustees, care should be taken to follow Diocesan policies and procedures pertaining to the signing of contracts.

3500.2 Conflicts of Interest

A conflict of interest may exist when persons employed by the “Diocese” (i.e., the Central Administrative Office, parishes, schools, Diocesan agencies, and/or affiliated entities), those volunteers of the Diocese holding trusteeships or other management authority, or those serving on advisory or consultative boards, councils or committees have a direct or indirect financial interest, as defined below.

3500.3 Financial Interest

A person has a “financial interest” if the person has, directly or indirectly, through business, investment, or family (including spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children, grandchildren, and great-grandchildren; and spouses of children, grandchildren, and great-grandchildren), any one of the following:

a. An ownership or investment interest in any entity with which the Diocese has a transaction or arrangement;

b. A compensation arrangement with the Diocese or with any entity or individual with whom the Diocese has a transaction or arrangement; or

c. A potential ownership or investment interest with, or compensation arrangement with, any entity or individual with whom the Diocese is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

3500.4 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest and all material facts. Reports should be made to the Moderator of the Curia or the Chancellor, who are the Diocesan personnel designated by the Bishop to receive such reports. Reports should include relevant information that is discernible.
3500.5 Investigation
The designated Diocesan personnel shall be responsible for a thorough and expeditious investigation of the actual/possible conflict of interest. Proposed decisions on disposition of a case will be discussed with the Bishop or his designee(s). The results of all reported conflicts of interest and the final resolution shall be reported to the Finance Committee.

3500.6 Subsequent Conflicts and Disclosures
Notwithstanding previous disclosure of actual or potential conflicts of interest, an individual shall make a new disclosure of conflicts when any matter involving the conflict of interest arises for discussion or action. In the event that an individual is uncertain whether an actual or potential conflict of interest exists, the individual should make disclosure of the circumstances that may give rise to an actual or potential conflict.

3500.7 Confidential or Privileged Information
Information known to be confidential that is acquired by individuals in the course of employment or association with the Diocese and its affiliated entities shall be used only for the benefit and purposes of the Diocese. Individuals shall neither disclose confidential information outside the scope of their authorized duties nor utilize their position or association with the Diocese for personal identification or advantage, although there may be instances, based on the use of careful discretion and judgment, where incidental use of the association with the Diocese may be appropriate.

Federal and/or State regulatory requirements for establishing whistleblower reporting programs and for the protection of employees from retaliatory actions should be considered in developing and implementing a policy to report wrong-doing such as the example that follows.

3600 Reporting Wrongdoing
The Diocese of Jefferson City Code of Conduct requires all representatives of the Church, including clergy, religious, directors, and other volunteers, and lay employees, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of the Church must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Policy to Report Wrong-doing are to establish policies and procedures for:
- The submission of concerns regarding questionable financial or legal matters, violations and suspected violations of the Code of Conduct, and other concerns by the stakeholders of the Church, on a confidential and anonymous basis;
- The receipt, retention, and treatment of complaints received by the organization; and
- The protection of anyone reporting concerns from retaliatory actions.

3600.1 Reporting Responsibility
Each representative of the Diocese of Jefferson City has an obligation to report in accordance with this policy (a) questionable or improper accounting or auditing matters; (b) violations and suspected violations of the Diocese’s Code of Conduct; and (c) other financial or legal concerns (hereinafter collectively referred to as “Concerns”).

Reports of Concerns should be made to the Moderator of the Curia or the Chancellor, who are the Diocesan personnel designated by the Bishop to receive such reports. All Concerns are to be
reported as soon as possible. Reports of Concerns should include all relevant information about the suspected act, including any material evidence that exists.

3600.2 No Retaliation
This policy is intended to encourage and enable stakeholders to raise Concerns within the Organization for investigation and appropriate action. With this goal in mind, no stakeholder who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, anyone who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from their position within the Church.

3600.3 Investigation
At the discretion of the Bishop, the designated Diocesan personnel shall be responsible for a thorough and expeditious investigation of the reported Concern.

Proposed decisions on disposition of a case will be discussed with the Bishop or his designee(s).

3600.4 Acting in Good Faith
Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Conduct or other management policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from their position with the Church. Such conduct may also give rise to other actions, including civil lawsuits.

3600.5 Confidentiality
Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of the violators’ position in the Church. Such conduct may also give rise to other actions, including civil lawsuits.

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3600.6 Documentation
Before using this sample, the Diocese should review any applicable state or local laws or regulations, and the appropriate rules promulgated by other relevant regulatory bodies, if any.

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<th>Date</th>
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<th>Description of Concern</th>
<th>Submitted by:</th>
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<td>R-Resolved</td>
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<td>R-Religious</td>
<td>UI-Under</td>
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<td>E-Lay Employee</td>
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<td>C-Constuent</td>
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<td>V-Vendor</td>
<td>W-Withdrawn</td>
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<td>S-Stakeholder</td>
<td>P-Pending/No</td>
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<td>O-Other</td>
<td>Action</td>
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</table>
3700 Fraud Policy

Policy Statement
The Diocese of Jefferson City promotes a culture of honest and accountable stewardship of God’s gifts. There is a significant responsibility associated with being stewards of the temporal resources of the Church: responsibility to safeguard the Church’s assets, to exercise prudence in financial matters, to be accountable to those who provide monetary support to the Church, and to comply with all civil regulations.

Fraud is not tolerated. The prevention of fraud is the responsibility of all clergy, religious, lay employees, trustees, finance council members, and other volunteers involved in church administration by adherence to Diocese policies and procedures. The Diocese expects that any suspected case of fraud will be reported, and provides assurance against recrimination. Persons found to have participated in fraudulent acts will be subject to disciplinary action, including termination, and civil and criminal prosecution.

3700.1 Actions Constituting Fraud
The Diocese of Jefferson City defines fraud as the intentional misuse or misappropriation of a Diocesan entity’s resources or assets for the personal enrichment of the perpetrator or others. Fraud also includes the intentional false representation or concealment of a material fact relating to the misuse or misappropriation of a Diocesan entity’s resources or assets. Additionally, fraud also includes any intentional falsification of, or misrepresentation in, financial statements. Actions constituting fraud include, but are not limited to:

- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Breach of fiduciary duty, including disclosing confidential information to outside parties;
- Seeking anything of value from contractors, vendors, or persons providing (or seeking to provide) services/materials to an Diocesan entity for one’s or another’s personal benefit;
- Accepting anything of value from contractors, vendors, or persons providing (or seeking to provide) services/materials to an Diocesan entity for one’s or another’s personal benefit, in violation of the Diocesan Conflict of Interest Policy;
- Bribery;
- Inappropriate use of computer systems or other property of the Diocesan entity;
- Unauthorized destruction or removal of records, furniture, fixtures and equipment;
- Intentional falsification of, or misrepresentation in, financial statements; and
- Any dishonest act.

3700.2 Reporting Fraud to the Diocese
Suspected fraud should be reported to the Moderator of the Curia or the Chancellor, who are the Diocesan personnel designated by the Bishop to receive such reports. All suspected frauds are to be reported as soon as possible. Failure to promptly report suspected acts of fraud may jeopardize the Diocese’s ability to recover stolen funds and/or property, or to correct improperly prepared financial statements on a timely basis. Reports of suspected fraud should include all relevant information about the suspected act, including any material evidence that exists.
3700.3 Investigation
The designated Diocesan personnel shall be responsible for a thorough and expeditious investigation of the suspected fraud. Unless the report was anonymous, the person submitting the initial report will receive confirmation indicating that their report was received and that the subsequent investigation is confidential. That person may or may not be contacted during the investigation.

Proposed decisions on disposition of a case will be decided by the Diocesan Bishop or his designee(s). The results of all reported fraud investigations and the final resolution of all confirmed acts of financial fraud shall be reported to the Finance Committee.

3700.4 Records Retention
Fraud investigation files should be retained in accordance with guidelines established by the Diocesan Bishop with advice from the diocesan attorney.

3700.5 Confidentiality
Information about cases will be disclosed to those parties with a legitimate need to know. All parties with knowledge of such cases are to maintain confidentiality in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct, and to protect the Diocese from potential civil liability.

3800 Grievances
Reporting
If an employee feels he/she has been treated unjustly, he/she has the option to present a grievance in writing to the immediate supervisor. This should be presented immediately following the incident that resulted in the grievance. All subsequent proceedings should be in writing, with a copy submitted to the Human Resources office for placement in the employee’s personnel file.

If the grievance is not reconciled with the immediate supervisor, the following sequence for notification/involvement should be followed: (1) Director of Human Resources; (2) the Moderator of the Curia; (3) Bishop. The Bishop’s decision shall be final.

4000 – BUSINESS OPERATIONS

4100 Stewardship of Office Resources
The Catholic Center is a building given to the Diocese as a gift. Employees are to exercise good stewardship of this gift at all times.

Office space, furniture, equipment, and automobiles belong to the Diocese and are made available to employees to carry out their various ministries. The Moderator of the Curia has oversight in these matters and receives requests for repairs, replacements, additions, or deletions. Employees are expected to take appropriate care of these resources, and to report the need for repairs, service, or replacement.
Requests for new equipment or furniture are usually made as part of the budget planning process. Misuse of property or resources may result in disciplinary action, up to and including discharge from employment.

4100.1 Use of Organization’s Communication Technology
All information technology systems and all electronic communications systems, and all information and communications transmitted by, received from, and stored in these systems, as well as any software, hardware, and business equipment, including but not limited to servers, computers, printers, copy machines, facsimile machines, telephone systems, Email systems, and Internet systems, are Diocesan property and are to be used primarily for job-related purposes. All employees who use the Diocese’s information technology systems or electronic communications systems must follow the procedures described in this policy and any other procedures required by the Diocese.

4100.2 Personal Use of Diocesan Electronic Equipment and Systems
Employees may make limited personal use of the Diocese’s information technology systems or electronic communications systems only after obtaining permission, in advance, from their direct supervisors.

Employees who make personal use of the Diocese’s equipment or systems do so at their own risk and with the understanding that the Diocese may monitor the use of such equipment at any time. The Diocese’s monitoring may include inspecting, retrieving, or downloading current, stored, or deleted material. Employees should have no expectation of privacy in the use of any of these systems or equipment. Improper use of the Diocese’s computers, telephone systems, Email systems and Internet systems, including the accessing, creation, or dissemination of offensive jokes or remarks, or inappropriate or pornographic material, will not be tolerated. An employee will be held liable for any non-work-related data or files which he or she creates, copies, or downloads in Diocesan systems. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

4100.3 Information Technology & Electronic Communications Procedures

- All Diocesan information contained in Diocesan systems is to be used for its authorized purpose only. Unauthorized access, copying, or dissemination of Diocesan information is prohibited. Unauthorized persons are prohibited from accessing this information.

- All access codes and passwords for Diocesan systems, including but not limited to files, computers, servers, Email systems, and Internet systems, are Diocesan property. No employee may use an access code that has not been issued to that employee or that is unknown to the Diocese.

- Unauthorized configuration or setup changes to any Diocesan equipment or systems are prohibited.

- No hardware or equipment of any kind can be attached to or installed in Diocesan equipment or systems without prior authorization from the appropriate Diocesan official.

- No data, files, software, or Email or Internet downloads are to be brought into Diocesan equipment or systems without prior authorization from the appropriate Diocesan official.
Diocesan anti-virus procedures must be followed when entering any data, files, software, or Email or Internet downloads into Diocesan equipment or systems.

Employees should immediately notify their immediate supervisor or any member of management upon learning of any violation of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else’s code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities
- Using the agency’s computer and internet for any kind of gambling
- Using the agency’s computer and internet to engage in outside business, political, or volunteer activities

This policy does not restrict your right to engage in actions protected by the National Labor Relations Act, including your right to discuss wages, terms, and conditions of employment with co-workers and others and to take actions to protect these rights.

4100.4 Phone “Twinning” Policy

“Twinning” or “mobile twinning” refers to the technology which has the ability to use an external phone to replicate, or “twin,” your internal office extension (your diocesan desk phone), so that when your desk phone rings, so does the “twin.” Mobile twinning, when used properly, may result in higher productivity and service; however, tracking specific work hours and securing the device presents challenges. Therefore, no employee is authorized to “twin” his or her phone without the express written approval from their Director.
4100.5 Cell Phone Policy
The Diocese may provide cellular telephones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, clients, and other business-related contacts. Cell phones are primarily intended for business-related calls. However, occasional, brief personal use is permitted within reasonable limits. You should be aware that we might review cell phone invoices. If it is determined that there has been excessive personal use, employee will be responsible for charges. The Diocese also reserves the right to monitor the use of its cell phones, which may include inspecting, retrieving, or downloading current, stored, or deleted material. Employees should have no expectation of privacy in the use of the Diocese’s cellular telephones.

While driving, your primary responsibility is driving safely and obeying the rules of the road. For that reason, we prohibit employees from using cell phones to conduct business while they are driving unless using a hands-free device. This includes both conversing and sending or reading text messages. You should first safely pull off the road and come to a complete stop before you dial, talk, or text on the phone.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others.

During the course of your work, you may have access to personal cell phone numbers of pastors and other employees. You may not share these numbers with other personnel, contractors, or parishioners without the express consent of the individual.

4100.6 Social Media Policy
At the Diocese, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Diocese. This policy does not restrict your right to engage in actions protected by the National Labor Relations Act, including your right to discuss wages, terms, and conditions of employment with co-workers and others and to take actions to protect these rights.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Diocese, as well as any other form of electronic communication.

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

**Know and follow the rules**
Carefully read these guidelines, the Diocesan policy regarding confidential information (found elsewhere in this handbook), the Business Ethics and Conduct Policy, the Information Technology Policy, and the Anti-Harassment and Anti-Discrimination Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

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

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

**Post only appropriate and respectful content**
- Maintain the confidentiality of Diocesan private or confidential information.
- Do not create a link from your blog, website, or other social networking site to a Diocesan website without identifying yourself as a Diocesan employee.
- Express only your personal opinion. Never represent yourself as a spokesperson for the Diocese. If the Diocese is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Diocese, fellow employees, clients, suppliers, or people working on behalf of the Diocese. If you do publish a blog or post online related to the work you do or subjects associated with the Diocese, make it clear that you are not speaking on behalf of the Diocese. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Diocese of Jefferson City.”

**Using social media at work**
Refrain from using social media while on work time or on equipment we provide, unless it is work-
related or authorized by your supervisor or the Moderator of the Curia. Do not use Diocesan email addresses to register on social networks, blogs, or other online tools utilized for personal use.

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

**Media contacts**
Employees should not speak to the media on the Diocese’s behalf without authorization from the Director of Communications or Vicar General. All media inquiries should be directed to the Director of Communications.

**4100.7 Passwords and Email**
User IDs and passwords help maintain individual accountability for computing resource usage. Diocesan policy prohibits the sharing of user IDs or passwords with anyone. Pastors should be particularly mindful of not sharing access of their diocesan email with anyone. This practice ensures the security of confidential information.

**4200 Buildings and Facilities**

**4200.1 Workplace Safety**
Prevention of job-related illness or injury benefits everyone. The Diocese seeks to provide safe working conditions and encourages safe working practices. Employees must report any unsafe conditions to the Director of Human Resources as soon as possible.

Generally, trained professionals are hired to move heavy objects, remove snow and ice from parking lots, and to carry out work that requires special safety training. Only those employees who are hired specifically for such work may engage in these activities.

**4200.2 Contagious and Communicable Diseases**
The Diocese of Jefferson City’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, Covid, measles, influenza, viral hepatitis-A, viral hepatitis-B, HIV infection, AIDS, leprosy, SARS, including SARS-CoV-2 (coronavirus), and tuberculosis. The Diocese may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Diocese will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Diocese reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and
functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The Diocese will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Employers have a responsibility to provide a safe environment for their employees and in order to fulfill this responsibility, employees have a duty to report to the Moderator of the Curia or Director of Human Resources if their illness presents a potential threat to themselves, other employees, or visitors.

Employees with short-term contagious diseases, which if spread could lead to a serious health condition or pose a threat to others, will be required to stay home until they are no longer symptomatic or no longer contagious. Employees will be required to use their sick time for any periods where no work is performed. Supervisors and managers may determine if the employee can perform some or all of their work from home for periods not to exceed 30 days.

4200.3 Inclement Weather and Emergencies
There are times when emergencies and inclement weather may disrupt our normal business operations.

In the RARE occasion we are not able to open the Chancery for business, the Chancery’s voicemail greeting will be updated by 6:30 a.m. or participating employees will receive a text message. When the Chancery is closed due to emergency conditions, regular full-time employees scheduled to work at the office that day will be paid up to eight (8) hours. Part-time employees will receive compensation for hours they were scheduled to work on the inclement weather day. If a decision is made to close the building early, an announcement will be made and the Chancery’s voicemail greeting will be updated.

If a facility is not officially closed during an emergency, employees are expected to report to work. If an employee believes conditions in his or her locale prohibit coming to work or pose a threat to personal safety, one’s immediate supervisor should be notified. In such cases, the employee must use vacation time for the absence.

There will be no adjustment to compensation or time off if the nature of your position requires you to work during hours when the Chancery is closed or has a late opening.
4200.4 Diocese of Jefferson City Emergency Procedures
Our building is equipped with audible fire alarms as well as emergency lighting. The emergency system will automatically dial 9-1-1. Emergency exits are posted throughout the building. After evacuating, employees are to assemble on the lowest level of the diocesan parking lot on the east side. The only person(s) authorized to SILENCE the fire alarm are the Fire Department, Moderator of the Curia, or the Facilities & Building Coordinator.

The fire alarm will only be silenced when there is no visible smoke or fire and the cause of the alarm is clearly identified as poses no harm.

Extinguishing Fires
Fire extinguishers are located at strategic locations throughout the building. Employees should know locations of nearest extinguishers and how to operate them. Remember the acronym PASS.

1. P – Pull pin.
2. A – Aim at base of fire.

Evacuation should be initiated before attempting to put out a fire. Any employee may use available fire extinguishers to control a small fire. They are only designed to extinguish small, contained fires. Do not take needless risks; the fire department is on the way.

Tornado Warning
When a “Tornado Warning” is issued, the Receptionist will make a public announcement advising all employees and guests to take necessary precautions. A “Tornado Warning” means that a tornado has been sighted in our area and employees should exit their office, close their office door, and take shelter in the designated area for their floor.

1st floor – Hallway with restrooms and under stairway.
2nd floor – Storage room and under stairway
3rd floor – Chapel

Large Hail Warning
When a “Large Hail Warning” is issued, the Receptionist will announce over the public address system and employees and guests should move away from windows, glass doors, and skylights.

Active Shooter
Follow these 3 steps:
1. Your first course of action should be to EVACUATE or get away.
   - Have an escape route and plan in mind
   - Evacuate regardless of whether others agree to follow
   - Leave your belongings behind
   - Help others escape, if possible
   - Prevent individuals from entering an area where the intruder may be
   - Keep your hands visible
   - Follow the instructions of any police officers
2. If you cannot evacuate, HIDE
   • Get out of intruders view
   • Lock door
   • Provide physical protection, blocking entrance, turn off lights, stay as close to the floor as possible, and remain quiet and motionless; silence our turn off cell phones
   • Hide behind large items (cabinets, desks)

3. As a last resort, SELF-DEFENSE
   • Remain calm
   • Dial 9-1-1 if possible to alert police to intruder’s exact location
   • If you cannot speak, leave the line open and allow the 9-1-1 dispatcher to listen
   • Take action against the intruder only if you believe your life is in imminent danger
     o Act as aggressively and forcibly as possible against intruder
     o Throw items and improvise weapons
     o Yelling
     o Commit yourself to defensive physical action
   • Go to a public area (such as main street on other side of tracks)

When the police arrive at your location:
   • Comply with police instructions, remain calm, and follow officer’s instructions
   • Immediately raise your hands and spread your fingers open
   • Keep your hands visible at all times
   • Avoid making quick movements toward officers such as attempting to hold on to them for safety
   • Avoid pointing, screaming, or yelling
   • Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which the officers are entering or to an area which they direct you

4200.5 Work From Home Policy
Telework is a work arrangement whereby employees have been approved to carry out some or all of their work from a different location than the Chancery office.

Individuals requesting formal telework arrangements must be employed by the Diocese for a minimum of one (1) year and must have a satisfactory performance record.

a. Employee suitability – The employee and director will assess the needs and work habits of the employee

b. Job responsibilities – The employee and director will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement, either on a limited or full-time basis.
   a. The Director can approve telework on a limited basis not to exceed 6 weeks in a rolling 12-month period. Office phones must be “twinned” with telework site to ensure continuity of communication.
   i. Examples of short-term telework may include working from home while
recovering from surgery, working from home to care for a family member, etc.

c. **Equipment needs, workspace design and consideration of scheduling issues.** The employee, the director, and Director of Human Resources will review the physical workplace needs and the appropriate location for the telework if the need extends beyond 8 weeks in a rolling 12-month period. Security of files and safety of telework office are prime considerations.

a. Computer, printer and basic office supplies will be supplied by employer.

b. **Tax issues, internet capability, telephone, etc.** The employee must determine any tax issues working from a home-based office and assumes full responsibility for any tax or legal issues. The employee must provide any electronic data services at their own expenses; Wi-Fi, router, telephone, etc.

c. **Long-term telework assignments (more than 6 weeks in a rolling 12-month period).** If the employee, Director, and Director of Human Resources concur, a draft teleworking agreement will be prepared and signed by all parties and three-month trial period will commence.

d. During the three-month trial period, the Director and employee will separately evaluate the performance and challenges of the telework assignment.

e. Any telework agreement, either short-term or long-term can be discontinued by the employer with or without notice for any reason or no reason at all.

**4200.6 Children in the Workplace and Personal Visits**

Employees may allow their children to be present on an occasional basis for portions of the workday with prior approval from their supervisor. Children must be well-behaved, and require little or no supervision or attention while on site. Children must be accompanied by an adult at all times when outside a parent’s office or work area. Employees are solely responsible for their own children and accept all risks associated with having children in the workplace. Children are not permitted on site if they are ill or their presence negatively impacts productivity, professional appearance, confidentiality, or safety.

Visiting with family and friends, in person, by phone, electronically or by any medium, is discouraged during work hours. The rare emergency exceptions must be brief in nature.
**4200.7 Workweek**
The workweek for Diocesan employees is Saturday through Friday. The normal workdays are Monday through Friday from 8:00 a.m. until 4:30 p.m., except where the nature of the services requires otherwise. Flextime is available to most office and parish employees. Flextime allows employees to manage their full-time workweek within a core group of hours defined as 7:00 a.m. to 5:30 p.m. Full-time (40 hour per week) employees utilizing flextime must report to work five (5) days a week and cannot work longer than a 9.5 hour workday without prior approval from their supervisor. Lunch periods are not allowed to be skipped and a thirty (30) minute lunch break is automatically deducted from the daily hours worked. If an employee is required to work through lunch, the employee should submit a request on the payroll system to add back the thirty (30) minute lunch period.

Overtime is to be approved by the supervisor before it is worked and must be approved for a specific project or duty. Business calls and appointments are generally scheduled to occur during regular business hours. This practice facilitates proper internal and external coordination and communication, maintains availability, and maximizes service.

Those employed on a part-time basis shall work according to the time specified in their job description or as directed by their supervisors.

Employees are expected to work their full schedule of hours in a given week. Vacation will be substituted when the employee has not worked expected hours.

**4200.8 Rest and Lunch Periods**
Recognizing the benefits of “break time,” all office and parish employees working an eight (8) hour shift are entitled to a paid fifteen (15) minute break each morning and afternoon (not to be combined).

Employees are entitled to a thirty (30) minute unpaid lunch period. Lunch times should be staggered whenever possible in order to avoid an interruption of service. The lunch period cannot be taken the last half hour of the workday, nor can an employee work through lunch in order to leave early.

**4200.9 Breastfeeding Breaks**
In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Diocese provides a supportive environment to enable breastfeeding employees to express their milk during work hours.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work for up to one (1) year are allowed to breastfeed or express milk during
work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored in a Diocesan refrigerator or an employee’s small cooler or thermos.

5000 COMPENSATION AND BENEFITS

5100 Salaries
Lay salaries are determined by the Chancellor or Director of Human Resources upon approval by the Bishop. A formal salary range and/or grade scale is developed for some positions with minimum and maximum salaries based on experience and performance. The Diocese participates in labor market surveys as well as surveys with NACPA. General COLA (Cost of Living Increases) are effective July 1.

Religious compensation is adjusted annually by the Diocesan Finance Department with an effective date of July 1.

Clergy compensation is adjusted annually by the Diocesan Finance Department and is based on the priest’s ordination date. Effective date of pay increases is July 1.

5100.1 Merit Increases
Requests for merit increases should be submitted to the Moderator of the Curia or Director of Human Resources. Merit increases are above and beyond the annual COLA increase and may indicate advancement within a particular job classification. Merit increases may be awarded when:

1) An employee shows outstanding performance in the execution of his/her responsibilities.
2) Additional responsibilities are added to an employee’s position.

A request for a merit increase must be initiated by the employee’s director and be accompanied by an employee evaluation. Under normal circumstances, merit increases are awarded at the beginning of a fiscal year or at the time of a promotion.

5100.2 Pay Period
Workweeks begin on Saturday and end on Friday. Paychecks are issued every two (2) weeks on a Friday. All non-exempt employees are required to record hours worked on a daily basis using the electronic timekeeping system. Supervisors or Directors are responsible for approving electronic timesheets, time off requests and time corrections on Monday of the payroll week. Overtime must be authorized in advance by the employee’s supervisor.
All time off requests, non-exempt, exempt and clergy must be requested and recorded on the payroll system.

5100.3 Administrative Pay Correction
Although Diocesan policy and practice is to pay all employees correctly, errors sometimes occur. We rely on each employee to bring such errors to our prompt attention. Therefore, you should carefully review each paystub to ensure that your pay is correct. Any error or suspected error should be promptly reported to the Director of Human Resources so that your pay can be reviewed and any required changes made prior to the next regularly scheduled payday.

The Diocese complies with the salary basis requirements of the Fair Labor Standards Act (FLSA), and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative, or professional capacity and who are exempt from the FLSA’s overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- when an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- when no work has been performed within the workweek
- to offset amounts received as witness or jury fees, or for military pay; or
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary in the initial or terminal week of employment or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

If you are an exempt employee and believe that an improper deduction has been made to your salary, you should immediately report this information to the Chancellor or Director of Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

5100.4 Travel Reimbursement
The Diocese will reimburse employees for reasonable travel expenses which can include the costs of travel, meals, lodging, and other expenses directly related to accomplishing the objective of their trip.

Employees who use their own vehicles for approved business will be reimbursed at the approved rate per mile, which is indexed to the IRS allowable deduction rate for business mileage. This rate will be communicated by the Finance office. When using a personal vehicle for travel, mileage is to be calculated from office to location and location to office.

For trips of distance, employees are expected to use the most economical and efficient means of transportation to keep expenses within reasonable limits. Employees must have prior
permission before taking a Diocesan vehicle to an airport and leaving it at the airport while they are out of town. Employees are encouraged to use a shuttle service in situations where a diocesan vehicle would otherwise be left overnight.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the diocese may not be used for personal use without prior approval.

In the event of an accident involving the personal use of an employee’s car while performing diocesan business, the primary coverage will rest with the vehicle(s) involved and the party(s) responsible. Personal injury to the employee is covered under the workers’ compensation insurance program.

The employer (and not the employer’s insurance company) will reimburse the employee for any collision or comprehensive deductible as a result of a claim while performing business for the diocese, unless the accident was due to the negligence or carelessness of the diocesan employee, as evidenced by receiving a traffic violation in connection with the accident. Normal travel to and from work is not affected by this policy except under very specific circumstances where the employee has been directed to perform work in connection with his or her travel to and from the workplace as opposed to running business errands on their own out of convenience.

**Non-exempt compensation for travel** (excluding normal commute time)

When traveling for parish or diocesan business within the state, non-exempt employees will be compensated from portal to portal (i.e., when traveling, each work day will begin when the employee leaves home and end each day when the employee returns home). Rest periods, meal periods, and sleep periods are non-compensatory; however, meals will be reimbursed.

When traveling out of town and overnight accommodations are necessary, the employee will be compensated from the time they leave home/hotel and end each day when the employee returns home, or at the conclusion of the workday, or registration at the hotel for accommodation. If the non-exempt employee crosses the international dateline, the employer will only consider a single 24-hour period as it relates to this policy.

Travel reimbursement can easily be submitted through the Expense tab on the payroll system. Reimbursement would appear on the employee’s next payroll check.

**5100.5 Unemployment Compensation Exemption**

As a church employer, the Diocese does not participate in the state’s unemployment insurance program.

**5200 Leave**

**5200.1 Holidays and Holy Days**

Each December, the Chancellor or Director of Human Resources will publish the holidays and holy days for the upcoming year. Typically, the following calendar is followed.
Unless otherwise noted, there are fourteen (14) eight-hour paid holidays. Based on the calendar schedule, the Director of Human Resources or Bishop may alter these dates.

New Years’ Day          Labor Day
Dr. Martin Luther King Jr. Day   Thanksgiving Day
Good Friday              Day After Thanksgiving
Monday After Easter       Immaculate Conception
Memorial Day              Christmas Eve
Juneteenth                Christmas Day
Independence Day          New Years’ Eve

When a particular job requires work on a regular holiday, another day may be taken in its place within one (1) year of the holiday. Employees must consult with their director prior to working on a holiday. Supervisors are required to notify the payroll department so the employees’ available paid days is accurate.

Regular part-time employees shall receive pay for Chancery paid holidays and holy days at their current hourly rate and for the number of hours they usually work in a day or in proportion to the amount of time they work in a week.

Temporary and seasonal employees do not receive pay for holidays or holy days when they do not perform any work.

If a paid holiday or holy day occurs during an employee’s vacation period, it is not counted as a vacation day.

Two (2) personal days (8 hours each) will be provided in January that must be used by December 31 of the same year. Unlike vacation, personal days will not carry over to the following year. Personal days may be used for any purposes such as funerals, birthdays, or any other personal reason and may be taken in one-hour increments.

5200.2 Vacation
Annual vacation with pay will be granted on a pro-rated basis to all eligible regular full-time and part-time employees. The following is intended to provide the information necessary to uniformly administer and schedule vacation allowance.

Vacation shall be based on the following annual allowances:

During Year 1 all employees will earn .0384 vacation hours per hours worked. (10 days)

Effective the third anniversary of their date of hire, employee will earn .0576 vacation hours per hours worked. (15 days)

Effective the tenth anniversary of their date of hire, employees will earn .0769 vacation hours per hours worked. (20 days)
5200.3 Prior Service
For vacation eligibility, the Diocese will recognize one-half of each full year of service in other Dioceses and 100% of service with parishes/Agencies within the Diocese. When a part-time employee changes to full-time status, his or her original hire date will be used in calculating vacation benefits.

Scheduling Vacation
Employees will request vacation through the payroll system’s time off portal. Vacation may be taken in separate days, or in no less than 30-minute increments, as long as vacation time is approved in advance by the director. Vacations may start on any day of the week and may be taken at any time during the calendar year, with the approval of the director. Vacation requests may be denied if the director, in his or her sole discretion, determines that the vacation request will disrupt ministry and service. Full-time non-exempt employees are required to draw from their sick or vacation time when they work less than a full schedule. Sick time can only be used for the employee’s personal illness or a family member. Employees may carry over a maximum of eighty (80) hours unused vacation time to the next calendar year. At no time will an employee be allowed to have more than their current vacation allotment plus eighty (80) hours of rollover vacation hours.

Any employee requesting three (3) or more weeks of consecutive vacation time must submit a request to his/her director and the Director of Human Resources.

If a paid holiday or holy day occurs during an employee’s vacation period, it is not counted as a vacation day; however, if an employee is on vacation or approved leave of absence on a day when the Chancery is closed because of weather or other cause, the employee does not receive the benefit of a paid inclement weather day.

It is the responsibility of the director to approve or deny an employee’s request for vacation time using the supervisor dashboard within the payroll system. To insure availability of service, the Moderator of the Curia may ask the director to negotiate other dates for vacation time if the absence would cause significant disruption to the larger mission of the Diocese.

5200.4 Sick Leave
The Diocese recognizes that inability to work because of illness or injury may cause economic hardship. Regular full-time employees, are granted ten (10) sick leave days per year which are accrued based on hours worked. Sick leave may be used by the employee for his or her own illness or the illness of a spouse, child, or parent. Sick leave may also be used for doctor and dental appointments. Regular part-time employees will be granted sick leave on a pro-rated basis.

Thirty (30) days of unused sick leave may be accumulated and added to the ten (10) days granted each year, resulting in an employee having a possible maximum of forty (40) sick leave days in a given year. Unused sick time is not reimbursable and may not be used as vacation time.

Notification of the need to use sick leave is made through the electronic payroll system. When used due to an unexpected illness or injury, the employee must notify their supervisor before the start of the workday, if possible, and record time off request through the electronic payroll system. Time may be used in no less than 30-minute increments.
In the case of extended (beyond three [3] days) absence due to illness, or in the case of frequent periodic absences due to illness, a physician’s statement may be required, verifying the need for the absence(s) and the release to return to work. If an employee misses more than three (3) consecutive days of work or is managing a chronic illness which requires episodic days of absence, the employee will be required to complete a Family and Medical Leave request (FMLA) form.

5200.5 Family and Medical Leave of Absence (FMLA)

**Definition and Purpose**

A family or medical leave of absence (“FMLA leave”) is an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a “rolling” 12-month period under particular circumstances that are critical to the life of a family. (FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period). This policy explains the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work. To determine the amount of FMLA leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months preceding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining.

**Basic Eligibility Requirements**

Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Basic Leave Entitlement**

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

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

**Definition of a Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in The National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies may include alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment integration briefings.

FMLA also includes a special leave entitlement (Military Caregiver Leave) that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections**

During FMLA leave, the employer must maintain an employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary for a serious health condition of the employee or his or her spouse, child or parent, or for the serious illness or injury of a covered service member. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leaves due to qualifying exigencies may also be taken on a reduced schedule or intermittent basis when necessary.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave, while taking FMLA leave. The Diocese requires employees to use accrued paid leave (including accrued vacation, paid holidays, sick days, short term disability, workers’ compensation leave or primary caregiver leave), while taking FMLA leave. In other words, if an employee is entitled
to both unpaid FMLA leave and paid leave under another benefit plan or policy, the employee will be required to use all applicable paid leave plans or policies before unpaid leave, and the FMLA leave and paid leave will run concurrently. In order to use paid leave for FMLA leave, employees must comply with the Diocese’s normal paid leave policies.

**Employee Responsibilities and Conditions of Leave**

**Application for Leave.** An employee requesting leave must complete an *Application for Family and Medical Leave* form, which may be obtained from the Human Resources office. The completed application must state the reason for the leave, the duration of the leave, and the anticipated starting and ending dates of the leave.

**Notification and Reporting Requirements.** Employees must provide thirty (30) days’ advance notice of the need to take FMLA leave when the need for leave is foreseeable. When thirty (30) days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Diocese’s normal call-in and absence notification procedures. If an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee should provide notice of the need for leave either the same day or the next business day. When the need for leave is unforeseeable, employees are required to inform the Diocese of the need for leave as soon as practicable. Eligible employees may be required to report periodically on their status and their intention to return to work.

Employees must provide sufficient information for the Diocese to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Diocese if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Certification.** The Diocese requires medical certification, which is complete and sufficient, to support an application for leave for an employee’s own serious health condition; or to care for a child, spouse or parent with a serious health condition; or for leave to care for a covered service member with a serious illness or injury. The certification form will be provided by the Diocese and will request only that information permitted by the Secretary of Labor. The Diocese may require a second medical opinion at its expense. If the first and second opinions differ, the Diocese may require the binding opinion of a third health care provider, approved jointly by the Diocese and the employee and paid for by the Diocese. The Diocese also requires that the employee submit a complete and sufficient certification for a leave due to a qualifying military exigency on the form prepared by the Secretary of Labor. The first time that the employee requests leave for a qualifying exigency in connection with a particular covered military member, the employee must also submit a copy of the covered military member’s active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member’s status. If any FMLA certification is deficient, the Diocese will provide the employee with written notice of the deficiencies. The employee will have seven (7) calendar days to cure the deficiency. If an employee fails to provide the Diocese with a complete and sufficient certification (despite the

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seven [7] period to cure the deficiency) or fails to provide any certification at all, the request for FMLA leave may be denied.

**Intermittent or Reduced Leave**

If leave is requested on an intermittent or reduced schedule basis, the Diocese may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits. For certification for intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given, the duration of the treatment, and any periods of recovery. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Diocese’s operations.

**Limitations on Leave for Spouses**

1. Spouses who are eligible for FMLA leave and are both employed by the Diocese are entitled to a joint total of twelve (12) weeks of leave (rather than twelve [12] weeks each) for: (1) the birth of the employee’s son or daughter or to care for the child after birth; (2) for the placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement; or (3) to care for the employee’s parent with a serious health condition.

2. Spouses who are eligible for FMLA leave and are both employed by the Diocese are limited to a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period for Military Caregiver Leave or for Military Caregiver Leave and one or more of the following: (1) birth of the employee’s son or daughter or to care for the child after birth; (2) for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or (3) to care for the employee’s parent with a serious health condition.

For any other qualifying FMLA reason, each spouse will be entitled to the full leave allotment, or that portion of leave remaining for the particular employee in the relevant twelve (12) month period.

**Status of Employee Benefits during Leave of Absence**

**Health Insurance.** Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence with the Diocesan Benefits Coordinator. All premiums must be submitted either: (1) before the employee takes the leave; (2) on the normal payroll date; or (3) according to any other arrangement voluntarily agreed to by the Diocese and the employee. If an employee fails to make timely payments of his or her share of the premiums (i.e. the premium is more than thirty [30] days late), the employee’s health insurance coverage may terminate.

**Recovery of Premiums.** If an employee chooses not to return to work, or does not stay at work for at least thirty (30) days upon return after an approved unpaid leave of absence (for reasons other than retirement), the Diocese may recover from the employee the cost of any payments
made to maintain the employee’s health insurance, unless the failure to return is because of a serious health condition of the employee, employee’s spouse, child or parent, or a serious illness or injury of a covered service member, or other reasons beyond the employee’s control. Benefit entitlements based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

Other Benefits. An employee is not entitled to the accrual of any seniority or employment benefits while on unpaid FMLA leave; however, an employee will continue to accrue sick days and vacation time for any portion of paid FMLA leave. An individual on FMLA leave will not necessarily suffer a break in service with respect to vesting in the retirement plan; the plan document will govern.

Return to Work
Restoration to Employment. An employee eligible for FMLA leave (with the exception of those employees designated as “key employees”) will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. However, it should be noted that an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Additionally, the Diocese cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by the Diocese.

Return from Leave. An employee must notify the Diocese in writing of his or her intention to return from FMLA leave, before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of an FMLA leave, notification must be given to the employee’s supervisor and Human Resources at least two (2) working days prior to the employee’s planned return. For those employees who took FMLA leave for their own serious health conditions, the Diocese may require the employee to obtain a certification from his or her healthcare provider that he or she is able to resume working. In other words, the Diocese may require certification of an employee’s fitness to return to work as a condition of restoration of his or her employment.

Failure to Return from Leave. Failure of an employee to return to work upon expiration of an FMLA leave will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of FMLA leave due to the continuation, recurrence, or onset of his or her own serious health condition, or of the serious health condition of the employee’s spouse, child, parent, or covered service member, must submit a request for an extension, in writing, to the Human Resources office. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the FMLA leave period.

Minimum Disruption of the Diocese’s Operations
Employees are required to plan FMLA leaves involving planned medical treatments, including intermittent and reduced schedule leaves, so that they will cause the least disruption to the Diocese’s operations. Giving the Diocese sufficient notice and being flexible in scheduling will help assure that minimal disruption occurs.
**Employer Responsibilities**

Covered employers must inform employees requesting FMLA leave whether or not they are eligible. If the employee is eligible for FMLA leave, the notice must specify any additional information required from the employee, as well as the employee’s rights and responsibilities. If the employee is not eligible for FMLA leave, the employer must provide the reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers**

FMLA makes it unlawful or any employer to:

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

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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

**5200.6 Special Leave and Parental Leave**

Individuals who do not qualify for the FMLA leave (discussed above) may nevertheless be eligible for a special unpaid leave of absence for up to twelve (12) weeks. Requests for such leave are to be submitted to the immediate supervisor and to the Human Resources office.

Any sick leave, accrued vacation time, or paid holidays that have been accumulated must be used for this purpose. In other words, if an employee is entitled to special leave and paid leave under another benefit plan or policy, the employee may be required to use all applicable paid leave plans or policies before unpaid leave, and the special leave and the paid leave will run concurrently.
Leave for biological birth and child adoption when the employee is the primary caregiver.
Special leave for the primary caregiver for biological birth and infant adoption is unpaid, except for regular full-time employees with a minimum of one (1) year of service. Pay for such special leave applies both to those who do not qualify for FMLA leave and to those primary caregivers who do qualify for FMLA leave to care for the employee’s child after birth or placement for adoption or foster care.

1) Regular full-time employees who have been regularly engaged for a period of one (1) year shall receive pay the equivalent of one (1) forty (40) hour workweek or a prorated amount equivalent to the average number of hours regularly worked per week.

2) Regular full-time employees who have been regularly engaged for a period of two (2) years shall receive pay the equivalent of two (2) forty (40) hour workweeks or a prorated amount equivalent to the average number of hours regularly worked per week.

3) Regular full-time employees who have been regularly engaged for a period of three (3) years shall receive pay the equivalent of three (3) forty (40) hour workweeks or a prorated amount equivalent to the average number of hours regularly worked per week.

4) Regular full-time employees who have been regularly engaged for a period of four (4) or more years shall receive pay the equivalent of four (4) forty (40) hour workweeks or a prorated amount equivalent to the average number of hours regularly worked per week.

Compensation for regular full-time employees set forth above will only apply after accumulated leave under another benefit plan or policy has been exhausted. For those who qualify for FMLA leave and special paid leave, the paid leave will run concurrently with FMLA leave.

**5200.7 Bereavement Leave**
Full-time and regular part-time employees are granted up to five (5) paid days off from work immediately following the death of a spouse, parent, child, or sibling. Up to three (3) paid days off from work will be given following the death of a grandparent or grandchild, in-law (father, mother, sister, brother, grandparent), or other relatives residing in the employee’s home. One (1) day off from work is given for the funeral of an aunt, uncle, niece or nephew or former spouse. Vacation time must be used for requests for bereavement leave outside of this policy.

**Celebration and Sympathy Policy**
The purpose of this policy is to provide the chancery office a consistent practice to follow regarding the sending of emails and donations for the following occasions:

**A. Condolence**

a) At the employee’s request, a chancery-wide email may be sent by the Chancellor or the Director of Human Resources to share what happened, and request prayers.
b) A card signed by chancery staff will be sent to employees upon the death of an immediate family member. The Chancery will send a $50 donation based on the obituary of the deceased. Immediate family member is defined as:

*spouse, parent, child, sibling, grandparent or grandchild, in-law (father, mother, sister, brother grandparent), or other relatives residing in the employee’s home*

c) A card signed by chancery staff will be sent to employees upon the death of an extended family member. Extended family member is defined as:

*aunt, uncle, niece or nephew, or former spouse*

**B. Significant Event**

a) At the employee’s request, the Chancellor or the Director of Human Resources may send a chancery-wide email to tell staff about a significant event. Significant event is defined as:

- Birth or adoption of a child
- Marriage of a staff member

b) A card signed by chancery staff will be sent to an employee experiencing a significant life event.

c) The employee’s supervisor may plan a lunchtime celebration for the significant event.

- The chancery will donate $25 for a cake and/or punch.
- The celebration is to be limited to one hour during lunch time.

**Responsibility**

A. **Employee:** The employee is responsible for notifying their supervisor and the Chancellor if they want to share good or bad news.

B. **Moderator of the Curia or Director of Human Resources:** The Chancellor or the Director of Human Resources is responsible for sending out condolence and significant event emails if appropriate.

C. **Senior Administrative Assistant to Moderator of the Curia:** The Senior Administrative Assistant is responsible for purchasing and circulating cards, sending donations on behalf of the chancery, and helping supervisors coordinate celebrations for significant events if needed.

D. **Employee’s Supervisor:** The employee’s supervisor is responsible for planning celebrations for significant events if the employee wants them.

**5200.8 Jury Duty**
The Diocese recognizes employees’ civic obligation to serve as jurors. Full-time employees and regular part-time employees serving as jurors will continue to receive their regular compensation. Fees received by employees for performing jury duty will be in addition to their normal
compensation. If jury duty terminates on any day at noon or earlier than noon, employees are expected to return to work for the remainder of the day.

5200.9 Military Leave and Benefits
The Diocese will abide by all federal and applicable state and local laws concerning military leave and benefits. The laws in existence at the time of reemployment shall govern the Diocese’s policy for employees who leave and return from military service.

5200.10 Victims of Domestic Violence Leave
Employees are eligible for up to two weeks of unpaid leave during a consecutive 12-month period if they or their family or household member (as defined by state law) is a victim of domestic or sexual violence.

Employees may take victim leave to:

- Seek medical attention or recover from the physical or psychological injuries caused by domestic or sexual violence to them or their family or household member
- Obtain services from a victim services organization for themselves or their family or household member
- Obtain counseling for themselves or their family or household member
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase their safety or the safety of their family or household member
- Seek legal assistance or remedies to ensure their health and safety or the health and safety of their family or household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic or sexual violence

Employees must provide their supervisor or the Human Resources Representative at least 48 hours’ advance notice of their intention to take leave. If an unscheduled absence occurs relating to victim leave, employees must provide notification as soon as possible. Employees requesting leave may be required to provide certification of the need for leave. Available paid time off may be used for such leave requests. If paid time off is not available, time off may be granted as unpaid. Employees are permitted to take victim leave intermittently or on a reduced schedule. Upon return from leave, employees will return to their most recent position or an equivalent position with the same benefits, pay, and other terms and conditions of employment.

Employees requiring reasonable safety accommodations should request accommodations with their supervisor or the Human Resources Representative.

Employees are guaranteed that all information related to domestic violence and victim leave will be kept confidential.
5300 Benefits

5300.1 Health Insurance
Employees hired on or before December 31, 2019, and working 20 hours a week or more or 1,040 hours in a calendar year are eligible to participate in the health plan, subject to the terms and conditions of the plan. As of January 1, 2020, employees will need to work 30 hours a week or more or 1,560 hours per calendar year to meet group insurance eligibility requirements. Employees share in the cost of coverage. The employee contribution will be reviewed and adjusted periodically. The employer offers a comprehensive group insurance plan for active employees. Details are covered in the annual Enrollment Guide and plan documents govern exact details of the plan.

The Diocese of Jefferson City group health insurance plan is a “church plan” and is not covered by federal regulations commonly referred to as COBRA. However, the Diocese voluntarily complies with many of the provisions of COBRA, particularly in allowing for a medical extension for employees and their families who lose their health benefits from a voluntary or involuntary job loss; reduction in hours worked; or transition between jobs, death, divorce, and other qualified life events. The health benefits provided prior to the loss of coverage may be extended for a period of up to eighteen (18) months. An employee must notify the Benefits Coordinator of the Diocese within thirty (30) days of losing health benefits that they choose to have a medical extension. The employee is responsible for the entire cost of the medical extension and payment for coverage must be received/postmarked by the first day of the month for each month coverage applies. Failure to remit payments in a timely manner will automatically result in the termination of the medical extension and may subject the employee to provide the full cost of services received from pharmacies and medical treatments that were covered by the plan for the unpaid periods.

5300.2 Life and Disability Insurance
All eligible employees receive employer paid life insurance equal to one and one-half times their annual salary as well as long-term disability benefits. Additional information can be obtained from the Diocesan Benefits Coordinator.

5300.3 Retiree Health Insurance
Employees with 5 years of continuous service who have reached age 55 may continue their group insurance plan at their expense. Employees with 5 years of continuous service who have reached age 65 may continue with the group plan after enrolling in Medicare Parts A and B. Plan documents will govern the retiree health insurance plan.

5300.4 Lay Retirement Plan
The Diocesan Lay Retirement 403(b) plan provides employees a means to set aside funds each pay period to provide for their retirement years with considerable tax advantages. Money is deducted from an employee’s pay before federal and state income tax deductions are calculated. The amount of any Lay Retirement Plan deductions is excluded from federal and state taxable wages on the annual W-2 Statement of Earnings. Additional information, including information outlining eligibility criteria and employer match is available from the Benefits Coordinator at the Diocese.
5300.5 Workers Compensation

All employees are covered under Missouri law for job-related illness or injury. Job-related illness or injury must be reported immediately to the employee’s supervisor and the Director of Human Resources prior to seeking medical treatment, unless it is an emergency. Immediate reporting ensures that, if eligible, you will qualify for Workers’ Compensation benefits as quickly as possible and also allow us to investigate the matter promptly. Benefits will be paid according to Missouri law. Workers’ Compensation benefits will be reduced by the maximum amount permitted by law if a workplace injury was sustained in connection with the use of drugs or alcohol.

Directors are responsible for reporting occupational injuries and illnesses to the diocese’s workers’ compensation carrier. The Director of Human Resources is responsible for ensuring that the required reports are sent to the State of Missouri.
Diocese of Jefferson City Code of Conduct

All clergy, religious, lay employees and volunteers (representatives) of the Diocese, its parishes (and parish schools), Diocesan high schools and other Diocesan entities must, at all times, comply with all applicable laws and regulations. The Diocese will not condone the activities of those who achieve results through violation of the law or unethical or immoral business dealings. This includes any payments for illegal acts, indirect contributions, rebates, bribery, and other similar types of activity.

All conduct should be clearly above the minimum standards required by law and expected by the Church. Accordingly, all representatives must ensure that their actions cannot be interpreted as being, in any way, in contravention of laws, regulations, or principles governing the activities and mission of any Diocesan entity. Representatives that are uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek the advice of the Bishop’s Office or his designee(s).

General Conduct

All representatives of Diocesan entities are expected to conduct themselves in a professional, businesslike manner consistent with Catholic principles. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. The only exception to alcohol consumption is when approved by the Bishop or by his designee. Representatives must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language or jokes, keeping or posting inappropriate materials in their work areas, or accessing inappropriate materials on workplace computers.

Conflicts of Interest

All representatives of Diocesan entities are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of the Church. Representatives must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if a representative senses that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest, they should immediately communicate all the facts to their supervisor.

Outside Activities of Employees

All Diocesan employees are called always to act in a manner that is consistent with Catholic principles and teachings, and have a serious responsibility for good public relations. Their readiness to help parishes, schools, and other charitable and educational activities is encouraged. Employees must, however, avoid acquiring any business interest or committing to any other activity that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving their Diocesan employer of their best efforts on the job; or
- Create a conflict of interest—an obligation, interest, or distraction—that may interfere with the independent exercise of judgment in their employer’s best interest.
Employee Relationships with Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business that has a contractual relationship with the Diocese, or that provides goods or services, or both to the Diocese, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Diocese.

Gifts, Entertainment, and Favors

Representatives must not accept entertainment, gifts, or personal favors that could influence, or appear to influence, Church business decisions in favor of any person or company with whom or with which we are likely to have business dealings. Similarly, representatives must not accept any other preferential treatment under these circumstances because it may be perceived to place them under an obligation. Meals, entertainment, holiday gifts, and similar items that are infrequent and of modest value are not considered violations of this Code of Conduct. In cases of doubt, one should discuss the matter with their supervisor.

Kickbacks and Secret Commissions

Employees may not receive payment or compensation of any kind, except as authorized under their employer’s remuneration policies. In particular, the acceptance of kickbacks and secret commissions from suppliers or others is strictly prohibited. Any breach of this rule may result in immediate termination and prosecution to the fullest extent of the law.

Diocesan Funds and Other Assets

Representatives who have access to Diocesan entity funds in any form must follow the prescribed policies and procedures for recording, handling, and protecting those funds as detailed in the Diocese’s and parishes, etc., policies, manuals and related materials. Policies and procedures are in place to prevent fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they should immediately advise the designated personnel so they can promptly investigate the matter.

When a representative’s position requires spending Diocesan entity funds or incurring any reimbursable personal expenses, that individual must use good judgment on the entity’s behalf to ensure that good value is received for such expenditures.

Diocesan entity funds and all other assets of a Diocesan entity are for that entity’s purposes only and not for personal benefit.

Records and Communications

Accurate and reliable records of many kinds are necessary to meet various legal and financial obligations, and to manage the affairs of Diocesan entities. An entity’s books and records must reflect all business transactions in an accurate and timely manner. The employees responsible for accounting and any other record keeping must exercise diligence in fulfilling these responsibilities.
Representatives must not make or participate in making any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, financial, or similar reports and statements
- False advertising, deceptive practices, or other misleading representations

**Dealing with Outside People and Dioceses**

Representatives must take care to separate their personal roles from their official positions when communicating on matters not involving Diocesan entity business. Employees must not use Diocesan entity identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve any Diocesan entity’s business, representatives must not presume to speak for the entity or Diocese on any topic, unless they are certain that the views they express are those of the entity, and it is the entity’s desire that such views be publicly disseminated.

When dealing with anyone, including public officials, outside the Diocese, representatives must take care not to compromise the integrity or damage the reputation of either the Bishop or the Diocesan entity, or any individual, business, or government body.

**Prompt Communications**

In all matters relevant to parishioners, churches, schools, government authorities, the public, and others in the Diocese, all representatives must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

**Privacy and Confidentiality**

When handling financial and personal information about the Diocese, parishes, parishioners, or others with whom we have dealings, representatives must observe the following principles:

1. Collect, use, and retain only the personal information necessary for the business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal processes or contractual obligation provides otherwise.
ACKNOWLEDGEMENT OF EMPLOYMENT
POLICIES AND CONSENT

I acknowledge that I have received a copy of the Diocese of Jefferson City Employee Handbook effective July 1, 2023. I understand that the employee handbook contains important information about the Diocese of Jefferson City (“the Diocese”), its general personnel policies and my privileges and obligations as an employee. I understand that it is my responsibility to read, understand, and comply with the policies contained in this employee handbook and any revisions made to it.

I understand that revisions to the handbook may occur and that the Diocese will make reasonable attempts to notify employees of changes. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Bishop has the ability to adopt any revisions to the policies in this employee handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that my employment with the Diocese is “at-will” and that my employment is not for a specified term and is at the mutual consent of the Diocese and myself. Either the Diocese or I may terminate the employment relationship with or without cause at any time.

I understand that I should consult the Director of Human Resources or the Chancellor regarding any questions I have about the employee handbook or matters not addressed in the employee handbook.

I further acknowledge receipt of the Diocese’s Information Technology and Electronic Communications Policy, Social Media Policy, and Cell Phone Policy which are contained in the handbook. I understand that it is my responsibility to understand and comply with each of its provisions. I understand my failure to follow any aspect of this policy may result in disciplinary action, up to and including discharge. I further understand that all information transmitted through or stored in the Diocese’s Information Technology and Electronic Communication Systems, including, but not limited to servers, computers, printers, copy machines, facsimile machines, telephone systems, Diocesan owned cell phones, email systems and Internet systems are Diocesan business information and property and may be accessed, monitored, reviewed, copied, retrieved, deleted or disclosed by representatives of the Diocese in a manner consistent with Diocesan business interests. Accordingly, I hereby provide the Diocese consent to access, monitor, review, copy, retrieve, delete or disclose such information.

I have read and understand and will comply with the Diocesan Anti-Harassment, Reporting and Non-Retaliation Policy.

EMPLOYEE’S NAME (printed): ______________________________________

EMPLOYEE’S SIGNATURE: _______________________________ DATE: ________
I, NAME., POSITION, in the Diocese of Jefferson City, hereby promise in accord with canon 471 of the Code of Canon Law to fulfill my function faithfully as the bishop directs and consistent with Catholic principles and teachings in accordance with the best interests of the Catholic Church. I further promise to observe secrecy within the limits and according to the manner determined by law and as described in the diocesan Employee Handbook.

Made this ____ day of ________________, in the year of our Lord ________.