

IN SERVICE OF THE BODY OF CHRIST

**EMPLOYEE
HANDBOOK
FOR LAY
PERSONNEL**



**ROMAN CATHOLIC
DIOCESE of ORANGE**

EMPLOYEE ACKNOWLEDGMENT & RECEIPT

Employee Handbook

I have received a copy or elected to view a copy online of *In Service of the Body of Christ*, the Employee Handbook for the Diocese of Orange. I understand this Handbook contains important information regarding policies as well as my privileges and obligations as an employee. I agree to read this Handbook within one week of receipt and to contact my supervisor, Pastor, Principal, Business Manager, local Human Resources Representative, or the Diocesan Director of Human Resources with any questions I may have.

I acknowledge that it is my responsibility to read and become familiar with this Handbook and I agree to request clarification of any provision that I do not understand. If I elected to view the Handbook online, I understand I may request and keep a printed copy at any time. I further agree to follow all of the policies in the Handbook and any subsequent policies or policy changes communicated to me either verbally or in writing.

_____ *Please initial to indicate you have read, understand and agree.*

Confidentiality

I understand and agree that information obtained in the course of employment, that is not generally available to the public, is considered confidential and should not be disclosed to anyone who does not have a legitimate "need-to-know".

_____ *Please initial to indicate you have read, understand and agree.*

Acknowledgment of Receipt of Diocesan Policy Against Sexual Misconduct

In addition to the Employee Handbook I have received a copy of the *Policy against Sexual Misconduct for Lay Employees, Non-Ordained Religious Women and Men and Volunteers* (revised July, 2015). The provisions of this policy have been explained to me and I agree to abide by the terms of this policy. If I have any questions I will contact my supervisor, local Human Resources Representative, or the Diocesan Director of Human Resources.

_____ *Please initial to indicate you have read, understand and agree.*

Name (Please Print Clearly)

Employee's Signature

Date

cc: Personnel File

ACKNOWLEDGMENT OF AT-WILL

I acknowledge that my employment at the Diocese of Orange (the "Diocese") is "at-will," meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement expressed or implied between the Diocese and me for continuing or long-term employment.

Accordingly, either I or the Diocese may terminate the employment relationship at any time, with or without notice, with or without cause. While supervisors and managers have certain hiring authority, no supervisor, manager, or representative of the Diocese has any authority to alter the at-will relationship, except for the Bishop in a written agreement signed by the Bishop and employee.

_____ *Please initial to indicate you have read, understand and agree.*

Name (Please Print Clearly)

Employee's Signature

Date

cc: Personnel File

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SECTION 100 INTRODUCTION

In Service of the Body of Christ, is the Employee Handbook for all Diocesan lay personnel. This Handbook is provided to all employees as a reference to the benefits and conditions of employment in the Diocese of Orange (the "Diocese"). The term Diocese includes all parishes, schools, cemeteries, centers, and the administrative offices of the Bishop of Orange (the "Bishop"). This Employee Handbook represents the most current information regarding employment at the Diocese. It is designed to acquaint staff with the Diocese as an employer and to help employees work effectively and efficiently by explaining many of the rules, regulations, rights and responsibilities of employment.

This version of the Employee Handbook supersedes any prior Handbook and/or other written policy or procedure that may be in conflict with the statements contained herein. School personnel are to use this Handbook in conjunction with the *Diocese of Orange Catholic School Administrative Handbook*.

These policies are provided as guidelines and are not meant to be all-inclusive or to explain every employment situation. The Diocese reserves the right to revise, supplement, or rescind any of the provisions of these policies, at any time, in its sole and absolute discretion, except for the policy of at-will employment. No additions to or modifications of these policies or procedures shall be made without the prior approval of the Bishop or his designated representative(s). Only the Bishop or the Diocesan Director of Human Resources may make changes or exceptions to these personnel policies and procedures. Any changes to this Handbook will be distributed to all employees as soon as practical.

102 Employee Responsibilities

It is every employee's responsibility to read this Handbook in its entirety to gain an understanding of employment practices within the Diocese. This document has also been designed to assist supervisory personnel in the administration of employee-related matters.

All employees are required to conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese. Although not all positions within the Diocese require that a person be a member of the Catholic Church, it is a condition of employment that all employees be respectful of the faith expressions of Catholicism.

All employees understand that they are an extension of the ministry of the Roman Catholic Church, and play an important role in fulfilling and delivering the loving, healing, and caring mission of Christ. All employees perform ministerial functions in connection with their job duties. Employees should not claim to represent the official position of the Diocese or the teachings of the Church, unless authorized to do so.

The Employee Handbook is not an employment contract and is not intended to create any contractual rights or obligations. Questions regarding the policies and practices in this Handbook should be directed to the employee's appropriate supervisor or the Diocesan Director of Human Resources.

104 Rights and Obligations Under Law

The term “law” used within this document generally refers to the laws of the United States, the State of California, applicable civil laws, and also Canon Law of the Roman Catholic Church. In case of conflict of laws, Canon Law shall prevail in all matters within its competency.

Employees are required to report any actual or perceived violation of law, Diocesan policy, or professional practices to an appropriate supervisor as soon as it comes to their attention. Refer to Section 414, Fraudulent or Dishonest Conduct & Whistleblower Policy, to report any violations.

104.2 Compliance with Laws

Employees are required to obey all applicable laws, statutes, and regulations. When varying interpretations of a law or regulation occur, employees are to seek the advice of an appropriate supervisor before acting.

104.3 Loyalty to the Diocese

Employees are required to act, at all times, in the best interests of the Diocese. The best interests of the Diocese always lie in obeying the law, following Diocesan rules and policies, and adhering to ethical standards of conduct and behavior.

106 Personnel Administration

The Diocesan Director of Human Resources has primary responsibility for the administration and interpretation of all personnel policies and procedures. Any questions regarding the implementation of these policies, difficulties arising as result of implementation, or personnel situations that arise which may not be covered by these policies should be directed to the Diocesan Director of Human Resources.

Staff members of the Office of Human Resources at the Pastoral Center are available to provide information on health insurance, State Disability Insurance (SDI), California Unemployment Insurance (UI), leaves of absence, retirement benefits, sick leave, vacations, holidays, salary administration, job information, hours of work, performance appraisals, termination of employment, and other human resources related issues.

It is the goal of the Diocesan Human Resources staff to promote a positive, supportive, and productive work environment. Members of this department are available for consultation to all staff on employment-related matters, as appropriate.

SECTION 200 EMPLOYMENT POLICIES

202 At-Will Employment

All employees of the Diocese are employed “at-will,” meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement expressed or implied between the Diocese and its employees for continuing or long-term employment. Accordingly, the Diocese or the employees may terminate the employment relationship at any time, with or without notice, with or without cause. While supervisors and managers have certain hiring authority, no supervisor, manager, or representative of the Diocese has any authority to alter the at-will relationship, except for the Bishop in a written agreement signed by the Bishop and employee.

204 Equal Employment Opportunity

The Diocese is committed to abide by, without discrimination, all applicable laws dealing with equal employment opportunity. All employees and Diocesan representatives having the authority to recruit, hire, and promote are directed to support this non-discrimination policy, and to consider all qualified persons without regard to race, color, national origin, age, gender, marital status, physical or mental disability, medical condition, or veteran status. The Diocese retains its right to consider religion as a factor in employment-related decisions.

206 Non-Discrimination on Basis of Disabilities

It is the policy of the Diocese to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and state law. This act protects “qualified” individuals who have (or are perceived to have) a physical or mental impairment that substantially limits one or more major life activities. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Diocese will make reasonable accommodations pursuant to federal and state law for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result. Applicants or employees who require accommodations in order to perform the essential functions of the job should contact the immediate supervisor or the Diocesan Director of Human Resources to request such an accommodation. Equal employment opportunity will be extended to qualified persons with disabilities in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, and termination of employment.

208 Discrimination Complaints / Non-Retaliation

Any employee who believes that s/he has been subjected to any form of discrimination should immediately advise the appropriate supervisor, who will take the report and encourage the employee to make a written statement. Supervisors receiving discrimination complaints are required to notify the Diocesan Director of Human Resources within one working day. The Diocese encourages employees to include in the statement the specific complaint, including the name(s) of the individual(s) involved, and the name(s) of witnesses, if any, so a meaningful response may be provided. A timely and

thorough investigation will be conducted to attempt to resolve the situation. If it is determined that inappropriate conduct has occurred, effective remedial action will be taken commensurate with the severity of the offense. If an employee does not believe the supervisor has taken appropriate action, s/he is to contact the Diocesan Director of Human Resources directly. The Diocese strictly prohibits retaliation by management, employees or co-workers against an employee for filing a discrimination complaint. Every effort will be made to maintain confidentiality; however, in the course of the investigation some individuals may be involved on a “need-to-know” basis.

210 Confidentiality / Right to Privacy

Information obtained in the course of employment (that is not generally available to the public) is considered confidential and should not be disclosed to anyone who does not have an actual “need-to-know”. Access, authorized or not, does not confer any right to disclose information.

The confidentiality policy is written to establish a uniform and understandable policy for all staff. It is motivated by concern and respect for each individual's right to privacy. The Diocese acts to protect the privacy of information about employees, parishioners, students, and volunteers to the best of its ability, in accordance with prevailing legal requirements.

212 Immigration Law Compliance

It is the policy of the Diocese to hire only those individuals who are and continue to be eligible to work in the United States (U.S.). All new employees must, as a condition of employment, provide proof of identity and eligibility to work in this country and comply with all Diocesan policies, and federal rules and regulations. For additional information, please refer to the U.S. Citizenship and Immigration Services website at www.uscis.gov.

214 Employment of Relatives / Nepotism

In the interest of maintaining the professionalism and integrity of relationships among staff and others, any situations in which actual or perceived conflicts of interest may exist are to be avoided. Therefore, the Diocese will attempt to refrain from any assignments of relatives or others that may potentially lead to problems of supervision, safety, security, conflict of interest, or employee morale.

For the purpose of this policy, relatives include spouses, children, parents, in-laws, grandparents, grandchildren, siblings, aunts/uncles, nieces/nephews, cousins, and step relationships. The policy is not limited exclusively to relatives and also applies to other situations or personal relationships, including living in the same household, in which the Diocese, in its sole discretion, believes may result in an actual or perceived nepotism or conflict of interest.

The Diocese reserves the right to take whatever action it deems appropriate where it believes such a situation exists, including transfer, reassignment, or termination of employment. All situations involving the employment of related persons are to be approved in advance by the Diocesan Director of Human Resources; under no circumstances can an offer of employment be extended by a relative to a related party as defined above. Any questions regarding nepotism should be directed to the Diocesan

Director of Human Resources.

216 Employment of Minors

The Diocese will fully comply with the child labor provisions of the Fair Labor Standards Act and applicable state law which govern the employment of minors.

For purposes of insurance risk, it is Diocesan policy to discourage the employment of individuals younger than age 18, and prohibit employment of employees younger than age 16. In any case involving the hire of an individual under the age of 18, a written release must be secured from a parent/guardian in advance of the minor's start date in addition to a valid work permit from the individual's school or school district that specifically authorizes the minor to work for the Diocese.

218 Posting of Employment Opportunities

When practical, employment opportunities may be posted internally and on the Diocesan website, www.rcbo.org.

220 Promotions and Transfers

Promotion or transfer within the Diocese will be subject to the following conditions:

1. The employee must possess the qualifications required for the position. Diocesan management, in its sole discretion and judgment, will strive to select the best qualified candidate to fill each position.
2. The employee's supervisor may ask to delay a transfer in order to allow a reasonable period of time to select a replacement, or to handle the demands of the department at that time.

220.1 Benefits Upon Transfer

A benefit-eligible employee who transfers from one Diocesan location to another shall experience no loss of benefits as the result of the transfer unless the new position does not satisfy the requirements for benefit-eligibility. Employee benefits will be transferred as follows:

- a. Sick leave, vacation and personal day benefits transfer with the employee to the new location.
- b. Retirement vested benefits transfer with the employee to the new location.
- c. The benefit accrual rate is not reduced as a result of a transfer to another benefit-eligible position, and will be based on the new work schedule.

222 References / Verification of Employment

It is the policy of the Diocese to verify only dates of employment and position held. Any request for salary information must be in writing with the employee's signed authorization to release such information.

224 Rehire

If an employee has terminated his/her employment with the Diocese and the duration of the separation is less than 60 days, the employee shall retain his/her original anniversary date, and the accrual rate for vacation and sick leave will remain at the rate in effect upon

termination of employment. Employees rehired after a separation in excess of 60 days will establish a new anniversary and benefit-eligibility date unless the separation was an approved leave of less than 120 days. Exceptions to this policy require approval of the Diocesan Director of Human Resources.

226 Approval for Rehire

All transfers or rehires at a new location require the advance approval of the Diocesan Director of Human Resources, and in the case of school employees, also from the Superintendent or Associate Superintendent of Catholic Schools.

228 Employment at More Than One Diocesan Location

Employment at more than one Diocesan location MUST be approved and coordinated with the Diocesan Office of Human Resources to ensure compliance with employment law and Diocesan personnel policies. In cases of benefit-eligible employees, health plan costs are to be pro-rated and processed through one location. It is the responsibility of both the employee and the supervisor to notify the local human resources representative of the fact that there is dual employment.

Due to California wage hour laws, full-time employees cannot work at more than one Diocesan location without the prior approval of the Diocesan Director of Human Resources.

230 Outside Employment

Outside employment is defined as employment with any non-Diocesan employer.

230.1 Exempt

Full-time exempt employees may not have other employment if it is believed that it will, in any way, adversely affect their work for the Diocese, or present an actual or perceived conflict of interest. Such employees must obtain the written approval of their appropriate supervisor at their work location prior to accepting additional employment. All such approved arrangements are subject to periodic reviews.

230.2 Non-Exempt

Non-exempt employees may have other employment outside regular working hours as long as they do not use their position or relationship with the Diocese to obtain that employment. This employment must not adversely affect their work for the Diocese or present an actual or perceived conflict of interest. Full-time employees are requested to inform their supervisor if they accept outside employment.

232 Tutoring

School employees may not provide tutoring services for individual students or small groups of students who are enrolled in a class they teach unless such services are provided within a program that is school-approved and school-administered according to Diocesan guidelines. These directives apply to all non-classroom educational programming, and include private music lessons and athletic training camps. Exceptions to these policies must be approved by the Superintendent of Catholic Schools.

As noted in Section 230, Outside Employment, exempt and non-exempt employees may not have any outside employment that presents an actual or perceived conflict of

interest. Therefore, under no circumstances shall any faculty/staff member:

1. Receive compensation for tutorial assistance offered to students currently enrolled in their own classroom.
2. Establish off-campus tutorial appointments and location with any student, except in the case of student infirmity, without prior approval of the school administration.
3. Act as an independent contractor for tutorial services without prior approval of the school administration.
4. Provide tutoring at the instructor's residence or the student's home.

Violation of these directives may result in disciplinary action, up to and including termination.

234 Open Door

Relationships can often suffer because people fail to communicate with each other. The Diocese believes that work-related problems, questions, or complaints can best be resolved by frank and prompt discussion between the employee and management. If an employee has a work-related issue which needs resolution, the employee should discuss the issue privately with his/her immediate supervisor. If the matter is personal in nature and the employee does not feel comfortable discussing the matter with his/her immediate supervisor, the employee should discuss the matter with the next level of management up to and including senior supervisors (the Pastor, Principal, Department Head, Business Manager, or local human resources representative), or the Diocesan Director of Human Resources or Vicar General. Employees shall be able to address employment-related issues with management without fear of retribution.

236 Personal Appearance

The Diocese expects its employees to present a professional appearance at all times to visitors, clients, and those members of the Diocese using our facilities.

The professionalism of employees of the Diocese includes the wearing of clothing appropriate to the employee's position, as well as speech and behavior which is respectful to visitors and fellow employees. Employees are requested to be conscientious of their personal hygiene, neatness, and cleanliness of their attire. Clothing and appearance should ensure modesty at all times.

All employees should comply with the following personal appearance standards:

1. Acceptable Work Attire
 - Suits
 - Slacks
 - Skirts or dresses (no more than 3" above the knee)
 - Shirts with collars and sleeves
 - Blouses
 - Business capris with sweater or jacket
 - Khaki pants
 - Clean, ironed shirt, with or without tie
 - Leather shoes

- Fashion sandals
2. Acceptable Attire for Casual Days
 - Capris
 - Denim
 - Casual Sandals
 - Canvas shoes (not running shoes)
 3. Work Attire for Non-Office Staff
 - Uniforms are to be worn, if provided
 - If not provided:
 - Shirt with collar and sleeves
 - Khaki or other similar pants
 - Maintenance staff are to wear flat, closed-toe shoes for safety reasons
 4. Inappropriate for Workplace
 - Faded, dirty, or torn clothing
 - Baggy, torn, or faded jeans
 - Rubber flip flops
 - Low cut, immodest tops
 - Bare midriff
 - Tank top without a jacket or cover-up
 - Sleeveless, strapless, or strapless tops without a cover-up
 - T-shirts
 - Shorts or skorts above the knee
 - Beach attire
 - Sweat shirts or jogging suits
 - Large, visible tattoos or piercings
 5. Perfume, Cologne, Lotion, or Aftershave Lotion

If perfume, cologne, lotion, or aftershave lotions are used, moderation should be exercised in consideration of others, as co-workers may be sensitive to fragrances.
 6. Tattoos and Piercings

Visible tattoos that contain language, symbols, or images that may be considered obscene, harassing, or discriminatory, and body piercings (other than earrings) must be covered up during working time.

Parishes, schools, cemeteries and centers may develop their own personal appearance policies and practices.

238 Smoke Free Facility

The Diocese is committed to a philosophy of good health and a safe work environment. In keeping with this philosophy, it is important that the work place and office environment reflect the Diocese's concern for good health. Smoking is never permitted inside any office or work area. Employees who wish to smoke must limit their smoking to break and meal periods. Smoking is only permitted in designated outdoor smoking areas, away from entrances or exits. The Diocesan prohibition on smoking includes e-cigarettes and

other vapor producing devices.

240 Drug and Alcohol Abuse

While it is not the Diocese's intent to infringe upon the private lives of its employees, management has the responsibility to provide a safe and hazard-free work environment. Therefore, all employees are expected to arrive at work fit for duty, and to remain so for the remainder of the work period.

No employee may enter Diocesan premises while under the influence of, or have in his/her possession, any intoxicating beverage or behavior altering drug of any kind. Likewise, the use, sale, transfer or possession of alcohol, illegal drugs (as defined under state or federal law), or controlled substances on the job, on Diocesan property, in Diocesan vehicles, or in personal vehicles while on Diocesan business is prohibited. (Employees using medication prescribed by a licensed physician may be required to provide management with proof that such medication is safe to take while the employee is on duty. Management will have sole discretion as to whether or not it will be safe for those employees to remain on duty.)

Employees are strictly forbidden to consume alcoholic beverages or illegal drugs during work time, break times, or meal periods, nor may they return to work after such breaks or meal periods under the influence of such substances.

Although marijuana may be obtained under California law, marijuana is still illegal under federal law. As such, use, sale, possession, or being under the influence of marijuana, whether prescribed or recreational, during working time, while on Diocesan property, or while performing Diocesan business, violates the Diocesan Drug and Alcohol Abuse Policy.

Management reserves the right to require and conduct drug or alcohol tests whenever reasonable suspicion exists that an employee is under the influence of alcohol or drugs.

Employees who are convicted of a drug-related crime occurring in the workplace must notify the Diocese within five days of the conviction.

Employees who voluntarily come forward to management, prior to a situation requiring testing and who cooperate with the Diocese with regard to treatment, may not be subject to discipline. An employee who requests a leave of absence to enter a drug or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave of absence, as required by law, to enroll in such a program if such an accommodation is not an undue hardship on the Diocese. Employees voluntarily entering a drug or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. Employees returning to work following satisfactory completion of a rehabilitation program may be subject to drug or alcohol tests without prior notice for up to one year following the return date. A recurrence of a positive drug or alcohol test following return to work may lead to disciplinary action, up to and including termination.

Failure to comply with these work rules may lead to disciplinary action, up to and including termination.

242 Diocesan Property

Items and areas such as desks, storage areas, work areas, file cabinets, credenzas, computers, copiers and fax machines, telephones, Diocesan cell phones, and Diocesan vehicles are Diocesan property and must be maintained properly. None of the above should be removed from the premises without appropriate supervisory authorization.

The Diocese reserves the right, at all times, and without prior notice, to inspect and access any and all Diocesan property. Such inspections may be conducted during or after business hours, and in or out of the presence of the employee.

244 Off-Duty Use of Facilities

Employees are prohibited from remaining on the interior of Diocesan premises, or in any working areas of Diocesan premises, or using Diocesan interior facilities during their non-working hours. Employees are expressly prohibited from using Diocesan facilities, property, or equipment for personal use without appropriate supervisory authorization.

246 Communication Systems

The Diocese provides communication systems and equipment necessary to facilitate efficient business operations. The telephone system, Diocesan supplied cell phones, and electronic communication systems permit employees to receive, send, store and transfer messages.

248 Communication Policy

Communication systems are intended for business use. Employees are able to use codes to restrict access to messages, however, the Diocese maintains the ability to access any messages placed on or transmitted over the telephone and electronic communication systems and reserves the right to obtain access to all voice mail, faxes, and computer messages on its system. Employees should not assume that such messages are private or confidential or that access by the employer or its designated representative will not occur.

248.1 Definition

The term "communication system" includes all telephone, voice mail, facsimiles, electronic mail, Internet, Extranet, and Intranet systems.

248.2 Property of Diocese

The communication systems hardware, software, and all messages composed, sent, or received are the property of the Diocese. They are not the private property of any employee.

248.3 Use Limitations

Employees are responsible for exercising good judgment regarding the personal use of electronic mail, Internet, Extranet and Intranet systems, along with computers, telephones, copy machines, and facsimiles. Abuse of the above may subject the employee to disciplinary action, up to and including termination.

248.4 Logins and Passwords

Passwords for individual users should only be known by those users and should not have administrative permissions, unless the user is assigned administrative duties.

Administrative logins and passwords that allow the Diocesan management and authorized administrative staff to access all computers, applications, websites, and equipment should be in place and secured. Administrative passwords, not tied to individual users, shall be kept in an electronic password safe, restricting access to only those individuals that are responsible for overseeing and managing the administrative tasks.

248.5 Right to Access

The Diocese reserves and intends to exercise the right to review, audit, intercept, access, and disclose all communications created, received, or sent using its communication systems.

248.6 Confidentiality

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read the message. The use of passwords for security does not guarantee confidentiality. Employees using these systems should have no expectation of privacy.

248.7 Unauthorized Access

Employees may not access any file, retrieve any stored information, or gain access to another employee's messages unless authorized to do so.

250 Inappropriate Network Use

The Diocese strictly prohibits any use of the Internet, including email, which is contrary to the mission or teachings of the Roman Catholic Church, violates Diocesan policy, or state and federal law. Employees may not utilize information technology in any way that is deemed offensive, disruptive, fraudulent, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. Examples include, but are not limited to, distribution of sexually explicit messages, pictures, cartoons or jokes; propositions or love letters; ethnic or racial slurs; and any messages that can be construed to be harassing or disparaging of others based on their race, color, sex, gender, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by law. Electronic communication may not be used for chain mailing or to participate in, intervene, or conduct political activities.

250.1 Communication with Minors

Communication to a minor through email requires the following:

1. Supervisory approval
2. A corresponding copy to the parent

Employees shall not utilize information technology to communicate with minors for the purpose of disseminating inappropriate communications, or promoting inappropriate relationships.

250.2 Responsibility to Conserve Computer Resources

Employees connected to the network have a responsibility to conserve computer resources such as bandwidth and storage capacity. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the

exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, uploading or downloading unnecessary files, accessing streaming audio or files, or otherwise creating unnecessary loads on network traffic associated with non-work related uses of the Internet.

252 Software Usage

Software is intellectual property protected by copyright rules. Employees who are found copying or to have copied software for other than backup purposes, without permission of the copyright owner, are subject to disciplinary action, up to and including termination. All computers are subject to periodic audit for the use of unlicensed software and non-work related use.

252.1 Use of Software

Software may only be used in accordance with the license agreement. The Diocese may not own all software purchased from outside companies, therefore the Diocese and its employees do not have the right to reproduce software for use on more than one computer unless specific permission has been obtained from the copyright owner.

252.2 Installation of Personal Software

No employee is permitted to install his/her own personal software on any Diocesan owned computer.

254 Social Media

The Diocesan Social Media Policy applies to employees who use/participate in the following:

- Multi-media and social networking websites including, but not limited to, LinkedIn, Facebook, and YouTube
- Blogs and micro-blogs such as Twitter
- Wikis, such as Wikipedia, and any other site where text can be posted

All of these activities are referred to as "Internet Postings" in this Policy.

Common sense is the best guide if you decide to post information in any way relating to the Diocese. Personal social media sites should reflect Catholic values. If you are unsure about any particular posting, please contact the Diocesan Human Resources Office for guidance.

Your Internet Postings should not disclose any information that is confidential or proprietary to the Diocese or to any third party that has disclosed information to the Diocese. Your postings should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Such postings may not infringe upon the mission and philosophy of the Diocese, including any brand name, logo, trademarks, or other intellectual property.

Employees should not use any Diocesan email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Employees should not cite others, post photos or videos, or link to other's material without their approval. Employees agree not to post to any social media websites as a representative of the Diocese without the written approval from the appropriate authority.

Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above mentioned postings are prohibited under this policy. The Diocese shall not be liable, under any circumstances, for any errors, omissions, loss, or damages claimed or incurred due to any of your Internet Postings.

If a member of the news media or blogger contacts you to comment on an Internet Posting on behalf of the Diocese, please refer that person to the Diocesan Director of Communications.

Under no circumstances may Internet Posting interfere with your job duties. Non-exempt employees may not access any Diocese email or make Internet Postings for business purposes during non-working time unless specifically authorized by the employee's appropriate supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

256 Computer Use Policy

This policy outlines the appropriate and acceptable use of computer equipment. These rules are in place to protect the employee and the Diocese.

256.1 Data Storage

1. The primary location for storing all Diocesan files is on the Diocesan network or cloud service provider.
2. Network file system back-ups are provided by the Diocese as standard operation procedure. This is done on a regular basis decided by Diocesan management.
 - a. Back-ups are generally not done on the local drives of computers.
 - b. The employee has a duty to ensure all electronic information that needs to be retained is stored on a location that is backed up.

256.2 Equipment

1. Permission from the user's appropriate supervisor and the Information Technology Authority is required prior to providing any equipment.
2. The employee must sign an equipment form acknowledging the acceptance of the equipment and polices for using such equipment, as applicable.
 - a. The appropriate supervisor and Information Technology Authority must also sign.
3. If there are damaged or missing items, the local Human Resources representative, the Diocese, and/or the Information Technology Authority will determine what appropriate responsibilities the user will have with respect to the missing and/or damaged items.

256.3 Personal Equipment

1. A user may not attach any computer or peripheral devices not owned by the Diocese without being approved by the appropriate authority.
2. Virtual Private Network (VPN) access, remote connectivity, is provided to specific, authorized employees. Those utilizing this tool must confirm the remote computer utilizes an up to date and operational Firewall and Anti-Virus application.

258 Visitors in the Workplace

To provide for the safety and security of employees and the facilities of the Diocese, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. No family, significant others, friends, or pets may visit employees at the workplace unless employee obtains authorization from their appropriate supervisor or management.

260 Solicitation and Distribution

In order to avoid disruption of Diocesan operation, employees may not solicit during working time. Employees also may not distribute literature during working time. Non-employees may not solicit or distribute at any time on Diocesan property.

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are not engaged in performing their work tasks

SECTION 300 SAFE ENVIRONMENT

302 Policy Against Sexual Misconduct

Sexual misconduct or harassment in the workplace is wrong and will not be condoned. All inappropriate physical contact with minors and others is prohibited. The Diocese will take appropriate decisive action on all accusations of sexual misconduct in accordance with the applicable provisions of civil and canon law.

Each person employed by the Diocese is to receive a copy of the *Policy Against Sexual Misconduct – Lay Employees, Non-Ordained Religious Women and Men, and Volunteers* (revised July, 2015). The “Acknowledgement of Receipt” form from the booklet is to be signed by each employee and given to the local custodian of records.

304 Safe Environment for Children and Youth

304.1 Purpose

To create a safe environment within the Church for children and youth as reaffirmed by the United States Conference of Catholic Bishops in its 2005 revision of the document, *The Charter for the Protection of Children and Young People* and Bishop Tod Brown's, *The Covenant with the Faithful*.

Article 12 of the Charter states, “Dioceses/eparchies are to maintain ‘safe environment’ programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.”

304.2 Policy

All Diocesan employees and volunteers over the age of 18 who have positions of trust with minors are to be trained in the issue of child abuse, including prevention, identification, response, and reporting. Further, such employees are identified as mandated reporters and are responsible for following the reporting procedures outlined in Section 304.3, Reporting Requirements of a Mandated Reporter.

Diocesan employees are prohibited from taking vacations, trips, and outings alone with non-relative minors whom they have been employed to teach, counsel, minister, direct, guide, supervise, or otherwise serve. Diocesan employees should refrain from field trips and other outings with such minors unless parents or additional authorized adults are present and appropriate consent forms have been obtained.

304.3 Reporting Requirements of a Mandated Reporter

a. Mandatory Child Abuse Reporting Requirements

A mandated reporter must file a report with the proper authorities within 36 hours of receiving information. Section 11166 of the Penal Code requires any mandated reporter who has knowledge or reasonably suspects a child is or has

been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible by telephone, and to prepare and send a written report on a Department of Justice form (SS8572), within 36 hours of receiving the information concerning the incident. Prior to and as a condition of employment, all individuals employed in a parish or school in the Diocese must read and sign a statement indicating that s/he has knowledge of this reporting provision of Section 11166 of the California Child Abuse and Neglect Reporting Act and will comply with its requirements. To view the complete section of this law, visit the Legislative Counsel of California website at <http://leginfo.legislature.ca.gov/>. Click "California Law", "Penal Code", and click on Sections 11164-11174.3.

Child abuse is defined as any non-accidental injury to a child by another person. There are various types of child and elder abuse or maltreatment which include:

1. Physical Abuse: Non-accidental bodily injury inflicted by a parent, caretaker, or other adult. It can include excessive corporal punishment and injuries resulting in bruises, burns, fractures, internal injuries, and death.
2. Sexual Abuse: Sexual assault or exploitation of a child inflicted by an adult can include exhibitionism, lewd or threatening talk, fondling, intercourse, and the use of a child for child pornography.
3. Neglect: Negligent or maltreatment of a child by a parent or caregiver under circumstances indicating harm or threatened harm to the child's health or welfare. The term includes both severe or general neglect, and acts and omissions.
4. Emotional Abuse: Includes verbal assault (belittling, screaming, etc.), continual negative moods, constant family discord, etc.

- b. Elder and Dependent Adult Abuse Reporting Requirements
Section 15630 of the Welfare and Institutions Code requires that care custodians, health practitioners, mental health counselors, employees of adult protective services agencies, or local law enforcement agencies who (in their professional capacity or within the scope of their employment) observe evidence of or have been told by an elder or dependent adult that s/he is a victim of physical abuse must report (using the Report of Suspected Dependent Adult/Elder Abuse SOC 341 form) this to county adult protective services or a local law enforcement agency immediately, or as soon as possible, by telephone with a written report submitted within two working days. State law permits reporting of other types of abuse such as neglect, intimidation, fiduciary abuse, abandonment, isolation, or other treatment that results in physical harm, pain, or mental suffering when the reporter has knowledge of or reasonably suspects one or more of these types of abuse have occurred. Elders are defined as persons 65 years or older, and dependent adults are defined as persons between the ages of 18 and 64 whose physical or mental limitations restrict their ability to care for themselves.

c. Notification of Supervisor

The employee's appropriate supervisor should also be notified whenever an employee believes that s/he may be required to report such abuse. The individual who is a mandated reporter is responsible for filing the report. Supervisors or administrators may not impede or inhibit reporting by a mandated reporter.

304.4 Fingerprinting

a. Policy

All Diocesan employees over the age of 18 who have "regular and consistent" contact with children are subject to a criminal background check through the Live Scan fingerprinting process. The Diocese is also provided with subsequent arrest notification for all such employees for the duration of employment with the Diocese.

b. Procedure

It is the responsibility of the Custodian of Records at each location to coordinate the fingerprinting and background check process between the employee and Live Scan. The location is responsible for the payment of these reports for employees and has the option to pay for volunteer reports. Questions may be directed to the Diocesan Offices of Child and Youth Protection or Human Resources.

304.5 Training

Safe Environment training must take place within three months of employment, and be repeated and/or updated at least every three years. The list of positions requiring Safe Environment training includes, but is not limited to, the following:

- All individuals employed or volunteering in a Catholic school
- Parish directors/coordinators of religious education
- Youth ministers
- Directors of Children's Liturgy of the Word and volunteers
- Directors of Catechumenate for children, all aides and volunteers
- Catechists for Catechumenate for children
- Catechist aides
- Volunteer catechists
- Volunteer facilitators, leaders, aides, etc.
- Religious education/youth ministry office volunteers
- Parish business managers
- Parish administrative assistants/bookkeepers
- Parish office volunteers, unless not working with children/youth
- Parish janitors, maintenance, handy workers, gardeners
- Child care providers
- Altar server trainers/coordinators and assistants/sacristans
- Full-time/part-time liturgy, music, choir directors
- Quinceañera coordinators
- Boy Scout/Girl Scout Leaders
- Drivers and chaperones
- In-home classes, principal adult occupants

SECTION 400 PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR

402 Standard of Conduct

Employees are to conduct their employment-related activities in an ethical manner consistent with Roman Catholic teachings and the principles of professionalism, loyalty and confidentiality, adhering to all applicable laws.

The information in this section is provided as a guide for employees in an effort to maintain an effective level of service and a work environment consistent with the pastoral mission and ethics of the Diocese. Although it is not possible to provide an all-inclusive list of all types of impermissible conduct, conduct that may lead to disciplinary action, up to and including termination includes, but is not limited to:

1. Stealing or attempting to steal Diocesan property, or the property of other employees or clients;
2. Bringing onto Diocesan property firearms, ammunition, or concealed weapons of any kind;
3. Conduct not compatible with or in conflict with the teachings and mission of the Roman Catholic Church;
4. Harassment;
5. Discrimination;
6. Sexual abuse of a minor;
7. Failure by a teacher or supervisor to provide a safe environment for students, employees, volunteers, or the public;
8. Insubordination (the refusal of an employee to follow reasonable, lawful instructions from a member of management concerning a work-related matter);
9. Disclosure of confidential and/or protected information;
10. Actual or threatened physical violence;
11. Inappropriate physical contact with students, parishioners, co-workers, volunteers, or clients;
12. Commission of a felony or other crime involving violence or moral turpitude, which has some bearing on work performed for the Diocese;
13. Violation of established policies, including safety/security rules;
14. Unprofessional or immoral conduct;
15. Falsification or material omission on an employment application, or any other Diocesan record, including timesheets;
16. Unauthorized removal, misuse, destruction, or damage of property of the Diocese, an employee, a volunteer, student, parishioner, or visitor;
17. Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on Diocesan property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the Diocese;
18. Unjustified and/or excessive absence/tardiness;
19. Fighting, scuffling, or indulging in horseplay;
20. Failing to observe dress or safety rules;
21. Leaving work without permission;

22. Threatening, intimidating, coercing, harassing, or interfering with fellow employees or indulging in harmful gossip;
23. Performing activities other than Diocesan work during working time;
24. Abusing Diocesan telephone privileges. Engaging in non-business use of the Internet or personal cellular telephone use including, but not limited to, texting, instant messaging, blogging, and posting, during working time;
25. Failing to immediately report to the supervisor any injury, no matter how slight;
26. Engaging in relationships with other employees which may be considered a conflict of interest, or create a problem of supervision, safety, security, or morale;
27. Engaging in behavior that is offensive to other employees, including distributing or displaying offensive materials;
28. Failing to follow a supervisor's defined schedule without a valid excuse; and
29. Inappropriate social media postings.

Individuals in certain leadership or key positions within the Diocese may be required to conform to a more specific code of professional conduct. In such designated positions the appropriate supervisor will inform the employee of the applicable code of conduct and ethical behavior.

404 Policy Against Harassment, Discrimination, and Retaliation

The Diocese is committed to providing a workplace free of sexual harassment, as well as harassment and discrimination based on such factors as race, color, religion, sex, pregnancy, childbirth, or related medical conditions, gender, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by federal, state, or local laws. The Diocese prohibits unwelcome, harassing, or discriminatory conduct by employees, managers, supervisors, or other third parties towards other employees, interns, apprentices, volunteers, non-employees with whom the Diocese has a business, service, or professional relationship, or other persons with whom employees come into contact, even if such conduct does not rise to the level of harassment or discrimination as defined by law.

Title VII of the 1964 Civil Rights Act prohibits harassment and discrimination in the work place. There will be no retaliation against any employee who, in good faith, files such a complaint, or participates in a workplace investigation. As a preventative measure, the Diocese will investigate all complaints of harassment, discrimination, or retaliation and take disciplinary action as required to remedy the situation.

Guidelines:

Sexual harassment is defined by law to include the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (example: a promise of continued employment or a threat of termination based on submission);

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (example: poor job evaluations or failure to increase income as a result of rejection of such conduct); or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (example: lewd comments, dirty jokes, nude pictures, obscene gestures, etc.).

Behavior that does not rise to the level of illegal harassment as defined by law may still be unacceptable in the workplace and a violation of this policy subjecting an employee to disciplinary action, up to and including termination.

The Diocese strongly disapproves of and will not tolerate harassment of employees by directors, supervisors, managers, teachers, administrators, coaches, program leaders, co-workers or non-employees.

404.1 Reporting and Complaint Procedures

Any individual who believes that they have been the victim of harassment including sexual harassment, discrimination, or retaliation should immediately report this situation to their appropriate supervisor, or the Diocesan Director of Human Resources, verbally or in writing. Supervisors must report complaints of harassment, discrimination, or retaliation immediately to his/her supervisor and the Pastor or Principal. The Pastor or Principal is required to contact the Diocesan Director of Human Resources regarding such complaints.

All complaints will be investigated. Investigations will be timely, impartial, fair, and thorough. Investigations will be as confidential as possible under the circumstances. Information obtained during the process will be only shared with those individuals on a "need-to-know" basis. The Diocese will provide all parties appropriate due process and reach conclusions based on the evidence collected. When the investigation discloses a violation of this policy, appropriate remedial action will be taken and feedback given to the complaining employee.

406 Sexual Harassment Prevention Training (SHPT)

California Government Code 12950.1 (AB 1825) mandates Sexual Harassment Prevention Training (SHPT) for all people who are actual or perceived to be supervisors.

The term supervisor refers to anyone who supervises and directs employees or volunteers, or has the authority or influence to hire, counsel, or terminate. This includes full-time, part-time, and temporary employees, and according to this definition, a "supervisor" may be either exempt or non-exempt.

California law requires that at least two hours of sexual harassment prevention training be provided for all new supervisors within six months of hire or promotion, and at least once every two years thereafter.

408 Non-Fraternization

In order to effectively operate Diocesan business and avoid problems with supervision, morale, or the creation of an environment which may produce claims of sexual harassment, managers and supervisors are strongly discouraged from fraternizing or

becoming romantically involved with one another, or with any subordinate employee in their chain-of-command or with any non-management employee. Additionally, non-management employees are strongly discouraged from fraternizing or becoming romantically involved with other employees in the Diocese.

Such relationships are prohibited when in the opinion of the Diocese, the personal relationship may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or presents concerns regarding supervision, safety, security, or morale. If an employee should enter into a relationship with a fellow employee, they must disclose this to their supervisor.

410 Conflict of Interest Policy

Employees are expected to act at all times in the best interest of the Diocese, and to exercise sound judgment not affected by personal interests or divided loyalties. It is important to avoid both the reality as well as the appearance of a conflict of interest.

A conflict of interest exists if an employee's circumstances would lead a reasonable person to question whether the employee's motivations are aligned with the best interests of the Diocese.

Some of the most common conflict of interest situations include:

1. Use of Diocesan information for private gain;
2. Involvement in outside activities that have goals in conflict with Church teaching;
3. Spouses, or relatives as suppliers, vendors, or business partners;
4. Commissions, kickbacks, rebates, gifts, or gratuities from suppliers or vendors; and
5. Honorariums.

In these situations, the employee should discuss the situation with his/her supervisor.

The Diocese encourages employees to be active in their communities, and to volunteer time to recognized charitable organizations. Participation in these types of activities does not generally require prior approval, but employees should guard against possible conflicts of interest, or the appearance of such conflicts. If participation in an outside activity has the potential to affect an employee's judgment, prevents him or her from acting in the best interest of the Diocese, or creates an appearance that s/he will not act objectively, then employees are to obtain prior written approval from the appropriate supervisor.

412 Business Conduct and Ethics

The successful operation of the Diocese is built upon the principles of fair dealing and ethical conduct of our employees. The Diocesan reputation for integrity and service to the community requires careful observance of the spirit and letter of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity. The Diocese will comply with all applicable laws and regulations and expects its clergy, staff, and employees to conduct business accordingly.

414 Fraudulent or Dishonest Conduct & Whistleblower Policy

414.1 Purpose

The Diocese is committed to managing the resources of the church as faithful stewards. To fulfill this commitment, all those working or volunteering for the church must maintain the highest standards of conduct and ethics. The Diocese expects every clergy, religious personnel, lay employee, volunteer, officer, and trustee serving in the Diocese to read and understand this policy and its application to the performance of his/her responsibilities. Employees are expected to work within the established guidelines set forth in this Handbook.

The Diocese will investigate any possible fraudulent or dishonest use or misuse of resources or property by management, clergy, religious personnel, lay employees, or volunteers. The Diocese will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action, up to and including termination by the Diocese, or civil, canonical, or criminal prosecution when warranted.

414.2 Policy

Employees are required to report any known or suspected violation of Diocesan policies and procedures, laws, rules, or regulations. It is required that every employee report any matter which s/he views as questionable. It is essential that all persons subject to this policy share their questions, concerns, suggestions, or complaints with their appropriate supervisor. However, if the reporting party feels uncomfortable speaking with their appropriate supervisor, or the reporting party has not received satisfactory responses, they are encouraged to speak with the Vicar General, the Compliance Officer (Chairperson of the Audit Committee), or anyone in management that the party may be comfortable approaching.

The Compliance Officer is responsible for overseeing all investigations of reported complaints. Investigation of complaints shall be the primary responsibility of the Diocesan Director of Human Resources with the assistance of legal counsel. The Diocesan Director of Human Resources shall report all complaints and findings to the Compliance Officer, the Audit Committee, and the Vicar General. The Compliance Officer shall have direct access to the Bishop, and is required to report to the Audit Committee at least annually on all compliance activity.

414.3 Definition

Fraud is the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his/her injury. For purposes of this policy, examples of fraud include:

- Benefits fraud – Improper, misleading or deceptive action, falsification of records, or misrepresentation of physical conditions related to the benefits plans including health and supplemental income plans, tuition reimbursement, and sick leave or other paid time off programs.
- Conflict of interest – A conflict of interest is defined as a situation in which a person's private or personal interests influence the exercise of his/her official duties. The Diocese maintains a detailed Conflict of Interest Policy (refer to Section 410).

- Embezzlement – Misappropriating property entrusted in one’s care to one’s own use.
- Falsification of contracts, reports, or records – Falsification of records consists of altering, fabricating, falsifying, or forging all or any part of a document, contract or record for the purpose of gaining an advantage, or misrepresenting the value of the document, contract or record.
- Theft (larceny, burglary, robbery) – Any act of stealing, including the taking and removing of property with the intent to deprive the rightful owner of it.
- Time abuse – Falsifying an employee’s work hours.

414.4 Reporting Procedures

1. Concerns should be reported to the Diocesan Director of Human Resources at (714) 282-3023.

Instances of conduct that should be reported include, but are not limited to:

a. Financial Misconduct:

- Fraud and theft including but not limited to money, tangible property, trade secrets, or intellectual property;
- False claims and/or misrepresentation of facts;
- Inappropriate use of computer systems including hacking and software piracy;
- Misappropriation, misapplication, destruction, removal, or concealment of property;
- Bribery, kickbacks, or rebates;
- Conflict of Interest;
- Embezzlement;
- Falsification or alteration of contracts, records, or reports including the inappropriate destruction of paper, or electronic documents; and
- Theft of gifts and donations.

b. Human Resources Issues:

- Harassment and inappropriate behavior;
- Misuse of resources;
- Threats of violence; and
- Violations of workplace safety regulations.

2. The individual reporting the concern should not:
 - a. Contact the suspected individual in an effort to determine the facts or demand restitution.
 - b. Discuss the case, facts, suspicions, or allegations with anyone unless directed to do so by Diocesan legal counsel or the Compliance Officer because witnesses need protection, evidence is in danger of being destroyed, testimony is in danger of being fabricated, there is a need to prevent a cover up, or a corruption of the investigation would likely occur without confidentiality.
3. The reporting and investigation of suspected improprieties or irregularities should be kept as confidential as possible and as allowed by law so as to avoid damaging the reputation of an innocent person or prematurely alerting suspected individuals that an investigation is underway.

4. For concerns related to Child and Youth Protection and School Safety Issues, the following reporting guidelines should be followed:
 - Child and Youth Protection: Anyone who knows of or suspects child abuse by a clergy, employee, or volunteer of the Diocese should contact the Reporting Line at (800) 364-3064.
 - School Safety: To report issues related to classroom safety, harassment, drugs, alcohol, or bullying, please contact the school's principal. If the issue is not adequately resolved, please contact the Department of Catholic Schools at (714) 282-4223.

414.5 Investigation Procedures

1. Regardless of Position: Allegations of fraud, dishonest conduct, or other ethics violations will be investigated regardless of the suspected wrongdoer's length of service, position, or title.
2. Investigation conducted by internal audit: The Chairman of the Audit Committee has the primary responsibility to investigate all suspected ethics violations. No Diocesan entity should conduct its own independent investigation.
3. Coordination with the Diocesan Director of Human Resources: The Compliance Officer will coordinate all investigations with the Diocesan Director of Human Resources, and other parties as necessary, including Diocesan legal counsel, and will determine the appropriate members of the investigative team. Investigations of complaints related to violations of Human Resource policy will ordinarily be led by the Diocesan Director of Human Resources.
4. Access Provided to Investigative Team: Individuals assigned to the investigation by the Compliance Officer will have free and unrestricted access to all Diocesan records and premises, and the authority to examine, copy and/or remove all or any portion of the contents including files, desks, cabinets, computer records, etc. that are necessary to the investigation.
5. Issuance of Audit Report: If the investigation substantiates that fraudulent activities, policy violations, or other ethics violations have occurred, the Compliance Officer will issue an audit report to the appropriate personnel, and the Audit Committee. The Compliance Officer will file the same report with the Diocesan Finance Council. In addition, report results will be given to the complaining party, as appropriate.
6. Review of recommendations to terminate wrongdoer's employment: If the investigation results in a recommendation to terminate the employment of a Diocesan employee, the recommendation shall be reviewed for approval by the employee's supervisor and designated representatives from the Diocesan Human Resources Office, and where appropriate by Diocesan legal counsel, before any such action is taken. If the investigative team believes that the corrective action taken by the employee's supervisor(s) and the Diocesan Director of Human Resources was insufficient based on the facts uncovered during the investigation, the investigative team will address its concerns to the Chief Financial Officer and the Vicar General.
7. Report to law enforcement authorities: It is the practice of the Diocese to report all substantiated fraud and other criminal law violations to appropriate law enforcement authorities. Although a dishonest act or fraudulent activity may have

criminal and/or civil law consequences, the Diocese is not required to use a determination by a criminal or civil authority as the basis for determining whether an act is dishonest or fraudulent, nor must the act rise to the level of a crime or violation of civil law in order to constitute a violation of this policy.

414.6 Confidentiality

Fraud and ethics complaints shall be handled with sensitivity, discretion, and confidentiality.

- a. Concerns will be shared only with those individuals who have a “need to know”.
- b. If management determines that witnesses need protection, evidence is in danger of being destroyed, testimony is in danger of being fabricated, there is a need to prevent a cover up, or a corruption of the investigation would likely occur without confidentiality, witnesses may be instructed not to discuss the investigation with others.
- c. Disclosure of information related to a fraud or ethics complaint to individuals not involved in the investigation or review of the complaint will be viewed as a serious disciplinary offense and may result in disciplinary action, up to and including termination.

414.7 Whistleblower Protections

a. Non-Retaliation

This policy is intended to encourage and enable individuals to raise ethics concerns for investigation and appropriate action without fear of retribution. No individual who, in good faith, reports an ethics concern shall be subject to retaliation, or in the case of an employee, adverse employment actions as a result of making such a report. Diocesan personnel who retaliate against someone who has reported a concern in good faith are subject to disciplinary action, up to and including termination.

b. Good Faith Reporting

Individuals reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates improper activity. Diocesan personnel who make allegations that are proven to have been made maliciously, recklessly, or with knowledge that allegations are false will be subject to disciplinary action, up to and including termination.

SECTION 500

CLASSIFICATION & CATEGORIES OF EMPLOYMENT

502 Full-Time Benefit-Eligible Employee

An employee who is regularly scheduled to work 30 or more hours per week, for ten or more months per year, will be classified as a full-time, benefit-eligible employee. Full-time employees are generally eligible for benefits as described in this Handbook.

504 Part-Time Employee

An employee who is scheduled to work less than 30 hours per week will be classified as a part-time employee. Part-time employees are eligible for statutory benefits as required by law. While an employee in this category is not eligible for employee benefits, an employee who regularly and customarily works 1000 or more hours per year may be eligible to participate in the Employees' Retirement and voluntary Savings Plan. Part-time employees will accrue sick leave according to the California Sick Leave Law.

506 Temporary Employee

An individual hired either full-time or part-time on a temporary basis of a fixed maximum duration (generally, not to exceed six months) is classified as a temporary employee. Temporary employees are only eligible for statutory benefits as required by law. Temporary employees will accrue sick leave according to the California Sick Leave Law.

508 On-Call Employee

An individual hired to work on an as-needed basis is classified as on-call. On-call employees are only eligible for statutory benefits as required by law. Unless the staff member limits his/her availability, on-call status will generally be reclassified to part-time status if s/he consistently works 20 or more hours a week for six months or more. On-call employees will accrue sick leave according to the California Sick Leave Law.

Musicians, cantors, wedding coordinators, speakers, etc. who are compensated for their services, should be on payroll as a full-time, part-time, temporary, or on-call employee.

510 Fair Labor Standards Act

In addition to the above-listed categories, employees are also classified, per the Fair Labor Standards Act Classification, as either non-exempt or exempt for the purpose of overtime compensation.

510.1 Non-Exempt Employees

All non-exempt employees are subject to federal and state wage and hour laws, and are entitled to premium pay for work in accordance with those laws. Non-exempt employees include those employees who perform duties other than executive, administrative, or professional as defined by the Fair Labor Standards Act and state law.

510.2 Exempt Employees

Employees in executive, administrative, or certain professional capacities are classified as exempt employees, and are ineligible for overtime compensation. In addition to a minimum salary amount there are many other requirements that must be met to qualify for exempt status. Among others, these include the type of work performed, the level of responsibility, and supervision exercised.

SECTION 600 PERSONNEL RECORDS

602 Changes in Information

It is important to notify the local human resources representative or business manager of any changes in pertinent information such as name, address, telephone number(s), emergency contact(s), and information related to a change in insurance eligibility and other benefit matters. This information will help facilitate the accurate and current recordkeeping of the employee's benefit status.

604 Performance Evaluation

The formal performance evaluation provides an opportunity to discuss the major duties and job expectations upon which performance is rated. A candid review and discussion of job related strengths and areas where improvement is necessary is important in any employment relationship. The performance appraisal is also designed to provide an opportunity to identify strengths and areas in which additional training and/or improvement would be helpful.

604.1 Preparation of Performance Evaluation

Appraisals will be prepared in writing by the employee's immediate supervisor and constructively discussed in private with the employee. In most cases, an employee is evaluated prior to fiscal year-end, July 1. A performance evaluation is not necessarily tied to any increase in income, but is meant to review pertinent job-related issues.

604.2 Distribution

All appraisals are to be prepared in duplicate and signed by the employee and the immediate supervisor. The original is placed in the employee's confidential personnel file and a copy given to the employee.

604.3 Employee Signature

The signature of the employee on the appraisal does not necessarily mean that s/he agrees with the appraisal. In cases of disagreement, the employee is encouraged to note such on the appraisal, or submit a separate statement indicating the points of disagreement. This statement becomes part of the appraisal and will be filed in the employee's personnel file.

604.4 Review of Job Descriptions

Job descriptions should be reviewed at least annually by the employee and the supervisor, and updated and forwarded to the appropriate supervisor for approval.

606 Inspection / Review of Personnel Files

Employees have the right to review their entire personnel file. The employee should contact their appropriate supervisor to schedule an appointment. The review of the file shall be done in the presence of a designated person. An employee may request a copy of his/her personnel file; however, s/he will not be provided a copy of unsigned documents such as a warning notice or performance evaluation. The employee can however review the documents.

SECTION 700 SALARY ADMINISTRATION

702 Promotions, Transfers, and Demotions

When an employee changes positions, his/her salary may or may not be adjusted depending on the employee's current salary in relation to the responsibilities of the new position. The factors considered in an employee's eligibility for promotions and transfers include, but are not limited to, the requirements of the new position, and the employee's education, experience, attendance, and performance history.

704 Wage Increases

The Diocese's intent is to motivate and reward a high level of performance by reviewing both performance and compensation on an annual basis. This review does not guarantee an adjustment in salary to any employee. Wage increases are at the sole discretion of each location, and may or may not be given depending on performance and financial considerations.

704.1 Teachers and Administrators of Catholic Schools

Compensation and increases for teachers, principals, and school administrators are determined pursuant to the approved Diocesan salary scale.

SECTION 800 HOURS OF WORK AND COMPENSATION

802 Methods of Pay

All non-exempt employees are paid on an hourly basis, calculated on actual hours worked. Exempt employees are paid on a salary basis.

804 Payroll

All employee compensation must be processed through payroll. Payments from accounts payable, cash for liturgical or year-end offerings, parent collections, etc. must be turned over to the employing location so such payments may be processed through payroll with applicable taxes and deductions withdrawn.

806 Pay Days and Pay Periods

All employees are paid on a bi-weekly basis with 26 pay periods per year, with the exception of some school employees who are paid 22 pay periods per year. A Pay Day Notice will be posted in each work location.

808 Work Schedule

808.1 Standard Workweek

The standard workweek is Sunday through Saturday, beginning and ending at midnight on Saturday. Employee work schedules are established within this framework.

808.2 Work Hours

Work hours vary by location and department and are established by the appropriate management personnel.

810 Compensation and Overtime

It is the policy of the Diocese to comply with all applicable state and federal laws regarding the payment of compensation and overtime. The following conditions apply to overtime:

810.1 Approval

All non-exempt employees must obtain approval in advance from their immediate supervisor prior to working overtime.

810.2 Calculation

Overtime is calculated only on hours actually worked. The Diocese pays overtime at time and one-half for hours worked in excess of eight per day, 40 per week, or during the first eight hours on the seventh consecutive day worked in a work week, and double time for hours worked after 12 in one day or after eight hours on the seventh consecutive day worked in the work week. Hours compensated for time that is not worked, e.g., holidays, sick leave, and vacation days do not count toward hours worked for the purpose of overtime.

810.3 Compensatory Time Off

Compensatory time off is not permitted within the Diocese.

810.4 Non-Exempt Employee Volunteer Work

A non-exempt employee may not volunteer and work unpaid hours in his/her regular paid position. A non-exempt employee may, however, volunteer in other capacities as long as there is no pressure or expectation for them to do so. Employees seeking to volunteer must discuss the opportunity with Diocesan Human Resources.

810.5 Exempt Employees

The salary of an exempt employee is intended to cover all of the compensation to which s/he is entitled. Exempt employees are not to receive additional compensation for extra hours worked, nor are they entitled to time off in lieu of compensation. Accordingly, any authorized time off will be at the discretion of the appropriate supervisor. Neither extra compensation nor adjusted time off will be owed or payable, under any circumstances, to an exempt employee upon termination of employment.

812 Reporting Time / Call-In Pay

Non-exempt employees are eligible for "reporting-time" pay as follows:

1. Each workday that an employee reports as scheduled, but is not put to work or is furnished less than half of his/her usual or scheduled hours, the employee shall be paid for half of the usual or scheduled workday, but not less than two hours nor more than four hours, at the employee's regular rate of pay; or
2. If an employee is required to report for work a second time in any workday and is furnished less than two hours of work on the second reporting, the employee is to be paid for two hours at his/her regular rate of pay.

814 Meal and Rest Periods

The Diocese authorizes and permits non-exempt employees to take rest periods, which insofar as practicable shall be in the middle of each work period. The authorized rest period shall be based on the total hours worked daily at the rate of 10 minutes total rest time per four hours or major fraction thereof, as indicated in the following chart:

<u>Hours Worked</u>	<u>Ten Minute Rest Periods</u>
3.5 – 6	1
6 – 10	2
10 – 14	3
14 – 18	4
18 – 22	5
22 – 24	6

Rest periods may not be added to meal periods to extend the time, nor used to make up for tardiness, or leaving work early.

Non-exempt employees are also provided an uninterrupted 30 minute unpaid meal period each day. During this meal period, employees are relieved of their work duties and the Diocese relinquishes control over the employees' activities.

An employee's meal period must commence before the end of the fifth hour of the employee's shift, unless six hours will complete the workday. If six hours will complete

the day, then the meal period may be waived by mutual consent of the Diocese and the employee. An employee working more than 10 hours is provided a second unpaid meal period of 30 minutes unless 12 hours will complete the workday. If 12 hours will complete the day, then the second meal period may be waived by mutual consent of the Diocese and the employee only if the first meal period was not waived.

The Diocese will permit employees a reasonable opportunity to take their meal period and will do nothing to impede or discourage employees from taking their meal period. If employees believe they are impeded from taking their meal period, they must notify their supervisor or Diocesan Human Resources immediately so the matter may be properly addressed.

816 Timekeeping

Non-exempt employees are required to complete a daily individual time record showing the actual time worked. This includes recording start time, time out for lunch, time in from lunch, and departure time for each workday. Time must be recorded daily in ink, on a time sheet, timecard, or the employee online Time and Attendance program. Each non-exempt employee is responsible for filling in his/her time sheet completely and accurately and for the timely submission of the time sheet to his/her immediate supervisor for approval.

Both the employee and the appropriate supervisor must sign each time sheet and initial any modifications or alterations weekly, if done manually. Falsification or other improper use of time sheets may result in disciplinary action, up to and including termination.

Both exempt and non-exempt employees are required to report time away from work, including vacation, sick leave, leaves of absence, personal days, jury duty, etc.

818 Attendance

The mission of the Diocese requires punctual and consistent attendance of all employees. It is recognized, however, that there are some legitimate reasons for absences and late reporting. Poor attendance often results in compromising service and places an undue hardship on other employees.

818.1 Punctuality

Punctual and consistent attendance is a condition of employment. Failure to report to work, arriving late, or leaving early without approval, may result in disciplinary action, up to and including termination.

818.2 Reporting

Frequent or excessive absence or tardiness, with or without compelling reasons, may lead to disciplinary action, up to and including termination. If for any reason an employee is unable to report to work or expects to be more than 30 minutes late, s/he should notify the appropriate supervisor, or designate in advance as soon as possible before the beginning of the shift for each day s/he expects to be late or absent.

818.3 Reasons

Employees are expected to provide the reasons for any absence or tardiness and the length of time they expect to be absent from work.

818.4 Failure to Report to Work – Job Abandonment

If an employee is absent without leave or notification for a period of three or more consecutive working days without a compelling reason, it may be presumed that the employee has voluntarily terminated his/her employment at the end of the third day of absence.

SECTION 900 DIOCESAN BENEFITS

902 Health Plans – Medical / Dental / Vision

Benefit-eligible employees and their dependents are offered a choice of medical health plans, as well as dental and vision benefits. The employee is responsible for a portion of the monthly premium for their own coverage.

Dependent health coverage is offered at an additional cost to the employee. Information and details about employee health benefits are available from each location's human resources benefits administrator.

902.1 Dates of Coverage

Health plan coverage for benefit-eligible employees begins on the first day of the month following the date of hire and continues through the last day of the month that termination of employment occurs. For employees hired on the first day of the month, benefits become effective immediately.

902.2 Eligibility

- a. Employees are eligible to participate in the Diocesan benefits plans if they are regularly scheduled to work 30 or more hours each week and at least 10 months a year.
- b. Part-time, temporary, and on-call employees are not eligible for employee benefits.
- c. Plan Sponsor will determine an employee's eligibility by looking at a measurement period selected by the Plan Sponsor of 12 consecutive months prior to the next Plan Year to determine whether, during that measurement period, the employee averaged at least 30 hours of service per week. 12 month employees exceeding 1,500 total annual hours worked, or 10 month employees exceeding 1,200 total annual hours worked may be eligible for benefits in the ensuing year.

If the employee was so determined by the Plan Sponsor to be a full-time employee (as defined by the Affordable Care Act (ACA)), the employee would be treated as an eligible employee during the Plan Year immediately following that measurement period and any related administrative period, regardless of the employee's hours of service during that Plan Year, so long as s/he remained an employee of the Diocese.

902.3 During Leave of Absence

Under certain circumstances an employee on a leave of absence may continue to receive health plan benefits. Please refer to Section 1200, Leaves of Absence, for additional information.

902.4 Open Enrollment

Open Enrollment is generally held during the month of May. Changes to benefit elections take effect on July 1.

Open Enrollment is the only time during the year (without a qualifying event) that employees may elect to receive previously declined medical coverage, change to another health plan, and/or add eligible dependents.

902.5 Health Care Benefits for School Employees

Benefit-eligible teachers and administrators, under a contract, who complete the school year will receive benefit continuation through the end of August even if they do not plan to return to work for the following school year.

Benefits for other school employees, including office staff and aides, will terminate on June 30th unless they will be returning for the next school year.

904 Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees and dependents covered under one of the Diocesan health plans have the right to continue health coverage under the group medical plan if a qualifying event results in a loss of coverage. Qualifying events include the following:

1. For an employee:
 - a. Resignation;
 - b. Termination (except in some cases of misconduct); or
 - c. Reduction in hours (includes time taken on an approved leave of absence).
2. For spouses and dependents:
 - a. Resignation, termination, or reduction of hours of employee;
 - b. Employee's eligibility for Medicare;
 - c. Divorce or legal separation;
 - d. Death of an employee; or
 - e. Loss of "dependent child" status.

An eligible employee, spouse, or dependent will be given the opportunity to continue coverage at his/her own expense through COBRA at the group rate for a period of at least 18 months after the date of the qualifying event, and up to 18 additional months under Cal-COBRA.

The local human resources representative will notify the Diocesan benefits administrator no later than the end of the month in which the qualifying event occurs. This will result in COBRA notification being sent to the employee's home advising the individual of their COBRA rights.

906 Basic Life and AD&D Insurance

All benefit-eligible employees are provided with \$25,000 of Basic Life and AD&D insurance even if they waive medical, dental and vision benefits. This insurance benefit is reduced by 50% when the employee reaches 70 years of age.

906.1 Voluntary Life Insurance

All benefit-eligible employees may purchase voluntary life insurance for themselves, their spouse, and children. Voluntary life insurance for employees and spouses is available up to \$500,000. Child coverage is available at levels of \$1,000, \$2,500, \$5,000, \$7,500, or \$10,000. Guarantee issue of \$200,000 for employee, and \$50,000 for spouse is assured when voluntary life insurance is elected at the time of hire. Otherwise, all levels of coverage are subject to underwriting review. Voluntary life insurance is offered at the employee's expense.

906.2 Employee Assistance Program (EAP)

All benefit-eligible employees have access to the Diocesan employee assistance program (EAP) even if they waive medical benefits. The work-life balance EAP can help find solutions for everyday challenges of work and home, as well as for more serious issues involving emotional and physical well-being.

908 Long Term Disability (LTD)

Long Term Disability (LTD) is provided to all benefit-eligible employees.

LTD provides some wage replacement for benefit-eligible employees when they are disabled and not able to return to work. This coverage would normally follow the exhaustion of State Disability Insurance or Workers' Compensation benefits. The insurance provides an employee's eligibility, amount, and length of disability payment based on case specifics.

Monthly Benefit: Please refer to the Summary Plan Description.

910 Employees' Retirement Plan

The Diocese provides a defined contribution for all employees who regularly and customarily work 1000 or more hours per year.

910.1 Eligibility

Eligibility is subject to the terms of the plan but generally begins following completion of six months of regular employment and scheduled work of 1000 or more hours per year. Temporary and on-call employees are not eligible for the retirement plan. Please refer to the Summary Plan Description for additional information.

910.2 Contributions

All contributions to this plan are in addition to regular earnings and are paid entirely by the Diocese on behalf of eligible employees. Although employees do not contribute to the plan, they have the opportunity to manage their own funds within structured guidelines.

912 Employees' Savings Plan

The Employees' Savings Plan is a tax-advantaged qualified program for all employees of the Diocese. An employee may elect to defer a portion of their salary into the Employees' Savings Plan administered by TIAA. Per instructions from the employee, the Diocese serves as a conduit for payroll deductions to be made for on behalf of the employee for contributions to the Plan. Please refer to the Summary Plan Description for additional information.

912.1 Auto Enrollment and Auto Increase

Newly eligible participants will be automatically enrolled in the Employees' Savings Plan. This means that before-tax salary deferral contributions will be made on your behalf to the Plan at a rate of 2% of your eligible compensation. You will also be automatically enrolled in the Plan's auto-increase feature. This means that your salary deferral contributions will automatically increase by 1% each January 1 up to a maximum of 5%, unless you elect a different amount or choose not to participate in the Plan.

If you do not want to be automatically enrolled or auto-increased, you can opt out of the Plan through one of the following options:

- Log into www.TIAA.org
- Call TIAA at (800) 842-2888 for live assistance

914 Travel and Business Expense Reimbursement Policy

The Diocese recognizes that employees may be required to travel or incur other expenses in order to conduct authorized Diocesan ministry and temporal business. The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees.

The Diocese reimburses employees for ministry and temporal business expenses incurred that are necessary for the proper discharge of their assigned responsibilities, pursuant to the approved budget and otherwise authorized and approved in advance by their appropriate supervisor.

Employees will be reimbursed for authorized travel expenses and meals associated with travel. Approval to attend such functions must be obtained in advance from their appropriate supervisor. Employees are expected to be cost-conscious and judicious in incurring expenses, to report expenses supported with the required documentation as they were incurred and spent, and to avoid incurring any unnecessary expenses. It is the responsibility of the employee to accurately submit requests for reimbursement. Documentation and receipts are required for reimbursements. Reimbursements are subject to final approval by the location's Accounting department or representative.

Intentional falsification or inflation of expenses for reimbursement may result in disciplinary action, up to and including termination.

914.1 Reporting Requirements and Procedures

Employees must submit expenses by the fifth of the month for all expenses incurred in the prior month, using the appropriate reimbursement form, and must include the following:

1. Individual's name;
2. Date, origin, destination, and purpose of the trip including a description of the Diocesan work-related activity during the trip;
3. Names and affiliation of persons for whom expenses are claimed (i.e. people on whom money is spent in gifts, meals, etc.) in order to conduct Diocesan ministry and/or temporal business; and
4. Itemized list of all expenses for which reimbursement is requested, supported by independent documentation.

914.2 Receipts

Reimbursable expenses must be properly documented and include the attached original detailed vendor receipt(s), and such other information to support the assertions stated in the request for reimbursement, including a clear description of the ministry and/or temporal business reason for which the expenses were incurred.

Original receipts including date, total expenses and tips, if applicable, are required for all expenditures. Credit card statements will not be accepted as documentation.

914.3 Diocesan Issued Credit Cards

If a Diocesan credit card is issued to an employee for travel and other Diocesan related expenses, the requirements for regular expense reports explaining charges as described above must still be met. The Diocesan credit card may not be used for expenditures that are not reimbursable under this policy. Failure to meet the reporting requirements or incurring unauthorized or non-reimbursable charges on a Diocesan credit card will result in the loss of the credit card and may subject the employee to disciplinary action, up to and including termination.

914.4 General Travel Requirements

a. Necessity of Travel

In determining the reasonableness and necessity of travel expenses, the employee and the supervisor authorizing the travel shall consider the ways in which the Diocese will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations will be taken into account in deciding whether the benefits to the Diocese outweigh the costs. Less expensive alternatives such as participating by telephone or video conferencing, purchasing of less expensive workshop or seminar materials such as manuals, or the availability of local programs or training opportunities shall be considered. Special advanced authorization from the Vicar General, Pastor, Principal, Director, or the appropriate supervisor will be required for more than one employee to attend the same out-of-town conference, meeting or event.

b. Personal and Spousal Travel Expense

Employees traveling on behalf of the Diocese may incorporate personal travel with their ministry and/or temporal business related trips, with advance approval from the Vicar General, Pastor, Principal, Director, or appropriate supervisor. Employees shall not, however, arrange such travel at a time that is less advantageous to the Diocese, or that will involve greater expenses in order to accommodate personal travel plans. Additional expenses and extra time away from regular duties incurred as a result of personal travel, including but not limited to extra hotel nights, more expensive airfare, additional meals, luggage fees, and ground transportation are the sole responsibility of the employee and will not be reimbursed. Expenses associated with travel of employee spouses, family, or friends on any work-related trips will not be reimbursed.

c. Air Travel

Air travel reservations should be made in a timely manner in order to take advantage of reduced fares. The Diocese will not reimburse First Class fares without special advance authorization from the Bishop, the Vicar General, or the appropriate supervisor. Employees should travel tourist, economy, coach, or standard class, whichever is most economical. The air travel allowance will cover up to one checked bag. Fees associated with additional bags or seat upgrades are the responsibility of the employee. Employees traveling on behalf of the Diocese may accept and retain frequent flyer miles and compensation for denied boarding

for their personal use. Employees may not deliberately patronize a single airline to accumulate frequent flyer miles whenever less expensive comparable tickets/benefits are available on another airline.

d. Lodging

Employees traveling on behalf of the Diocese will only be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and the proximity to other venues on the employee's itinerary including the proximity to the event necessitating the travel shall be considered in determining reasonableness. Employees shall make use of available corporate and discount rates for hotels.

e. Out-of-Town Meals

Employees traveling on behalf of the Diocese are reimbursed not to exceed the per diem meal allowance rate of \$45.00 per day. Employees will not be reimbursed for meals not consumed, or for meals paid for or provided by others. All meal reimbursement requests must be supported by the original receipt from the vendor evidencing actual purchase of the meal. Alcoholic beverages will not be reimbursed.

f. Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and generally use the following in this order of desirability:

- Hotel courtesy cars
- Airport shuttles, vans, buses
- Taxi/Uber
- Rental cars

Employees will be allowed to rent a car while out of town provided the cost is less than alternative methods of transportation.

g. Personal Cars

Employees are compensated for use of their personal cars when used for ministry and/or temporal business. Mileage will be reimbursed at the current IRS mileage rate, and requires a copy of a current California State driver's license and proof of insurance. When personal cars are used for travel that would normally be made by air, mileage will be allowed at the current approved rate not to exceed 250 miles or the cost of the round trip airfare, whichever is less.

h. Parking and Tolls

Parking and toll expenses, including charges for hotel parking incurred by employees traveling on behalf of the Diocese will be reimbursed. The costs of parking citations, fines, car washes, and valet service are the responsibility of the employee and will not be reimbursed. Airport parking is permitted for short business trips. For extended trips, employees are to use long-term off-site parking or shuttle service to and from the airport.

914.5 Entertainment and Business Meetings

Expenses for Diocesan business-related entertainment will be reimbursed only if the expenditures are approved in advance by the employee's appropriate supervisor. The expense must qualify as a tax deductible expense. Entertainment of staff is strictly forbidden. Detailed documentation for any such expense must be provided and include the following:

1. Date and place of entertainment;
2. Nature of expense;
3. Name(s), title(s), and ministry/business affiliation of those entertained;
4. A complete description of the ministry/business purpose for the entertainment including the specific business matter discussed; and
5. Vendor receipt(s) (not credit card receipts or statements) showing the vendor's name, description of the services/goods provided, the date, and the total expenses, including tips, if applicable.

914.6 Business Meals

Only Pastors, Principals, Directors, and/or senior supervisors may authorize a meal for business purposes. Business meal expenses include food and beverage costs that are directly preceded or followed by a substantial and bona fide business meeting, event, or discussion. Purchases for meals for Diocesan employees are not considered allowable expenses unless the costs incurred are proven necessary under the circumstances while conducting a business meeting on site. Alcoholic beverages will not be reimbursed. Business meals must be substantiated and documented with names of participants and a clear statement of the legitimate Diocesan business purpose. Expenses must be supported by a detailed vendor receipt evidencing all items purchased.

914.7 Other Expenses

Reasonable ministry and/or temporal business-related telephone, internet, and fax charges due to the absence of an employee from his/her usual place of business are reimbursable. Reasonable and necessary gratuities that are not covered under meals may be reimbursed for Diocesan related business.

If a cell phone is required for business purposes, employees may be reimbursed up to \$50.00 a month for their personal phone. Only usage charges will be reimbursed. Equipment charges will not be reimbursed. In the rare case a Diocesan cell phone is provided, there will be no reimbursement.

914.8 Non-Reimbursable Expenses

The Diocese maintains a strict policy that expenses in any category that could be perceived as lavish, excessive, unnecessary, frivolous, or indulgent will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- First class airfare tickets or upgrades
- Lost or stolen tickets, cash, or personal property (should be submitted as an insurance claim)
- Limousine travel
- Unreasonably expensive hotel and/or resort accommodations
- Fines, traffic citations, and parking violations

- Accident and/or flight insurance premiums
- Between meal snacks and airport waiting time snacks
- Daily newspaper, magazines, books, audio/video tapes, CD's, DVD's, and similar personal items
- Movie, theatre, concert, or sporting event
- Liquor, in room mini bar, or other bar costs
- Spa, golf, personal trainer, exercise charges, or other types of resort services
- Membership dues for country clubs, private clubs, athletic clubs, tennis clubs, or similar recreational organization
- Participation in or attendance at golf, tennis, or other tournaments
- Clothing purchases other than in cases of emergency, extended stays, or lost luggage
- Valet services
- Car washes
- Expenses for spouses, family, relatives, or friends
- Stipends, vendor and contractor payments, equipment, or software purchases of any kind unless approved in writing by the Pastor, Principal, Director, or appropriate supervisor
- Penalties or fees for cancellation or change of discounted airfare or other transportation tickets, or event enrollment fees when the cancellation or change came about from personal choice or need rather than Diocesan direction
- Child, pet, or house sitting, landscaping, security, and similar personal household expenses
- Commute miles driven between your home and primary place(s) of business.

SECTION 1000 STATUTORY BENEFITS

1002 Workers' Compensation

The Diocese takes its responsibility for the physical safety of employees very seriously, and requires employees to share the responsibility for personal safety and the safety of others while on work premises, and during all work-related assignments.

1002.1 Reporting Requirements

- a. It is each employee's duty to report any incident, injury, or unsafe condition to the appropriate supervisor. Every supervisor is responsible for reporting and/or correcting an unsafe condition within the work area. The employer is responsible for training, communications, safety education, and timely reporting of occupational injuries or illness and accident investigations.
- b. *All work-related accidents and injuries must be reported to the employee's supervisor, no matter how minor they might appear.* If an employee's injuries require medical attention, the supervisor should determine the location of the nearest industrial injury clinic that is acceptable to the Workers' Compensation carrier. If this information is not available from the employee's supervisor, the supervisor should call the Diocesan Office of Risk Management for a list of clinics. If the injury is life-threatening or serious, call 911 immediately.
- c. The appropriate supervisor must report all injuries within 24 hours of an incident to the Workers' Compensation Carrier using the specific forms indicating where, when, and how the injury occurred and the type of medical treatment that was received, if any. If an employee is going to be hospitalized for longer than eight hours, the appropriate supervisor must notify the Diocesan Office of Risk Management. Any delay in reporting an injury could result in a delay in Workers' Compensation benefits to the employee and a significant fine to the location.

1002.2 Benefits

All Diocesan employees are covered by Workers' Compensation insurance for work-related injuries or illnesses. Workers' Compensation insurance benefits include:

- a. Medical care to treat a work-related injury;
- b. Monetary payments to partially replace lost wages; and/or
- c. Possible additional payments for serious or fatal injuries.

1002.3 Payment

Workers' Compensation benefits are equal to approximately two-thirds of the employee's average weekly gross salary, up to the maximum set by the state.

Workers' Compensation payments exclude the first three days that an employee is off work. If an employee's work-related injury or illness requires hospitalization or goes beyond 21 days, benefits will date back to the first three days of disability.

Workers' Compensation benefits are not subject to tax withholdings.

1002.4 Integrated Benefits

- a. Integration with Sick Leave Benefits - The first three days of the injury or illness will be paid out of the employee's sick leave account. Sick leave will be paid to the extent necessary to provide the employee with a combination of Workers' Compensation and sick leave benefits equal to his/her regular straight time

compensation. These payments will continue until sick leave benefits are exhausted or the employee is released to return to work, whichever occurs first. The dollar value of benefits used to supplement Workers' Compensation payments in this manner will be deducted from the employee's sick leave accumulation.

- b. Integration with Vacation and Personal Day Pay - If sick leave benefits are exhausted then vacation and/or personal day pay may, upon request, be used in an integrated manner with Workers' Compensation benefits as described above.
- c. Sick leave, vacation, and personal day benefits do not accrue during a Workers' Compensation leave.

For additional information, please contact the Diocesan Office of Risk Management.

1002.5 Injury and Illness Prevention Program (IIPP)

All Diocesan locations have been provided with a comprehensive Occupational Injury and Illness Prevention program (IIPP). A goal of the Diocese is to prevent accidents, reduce personal injury and occupational illness, and comply with all safety and health standards.

The IIPP includes:

- a. Providing mechanical and physical safeguards;
- b. Conducting a regularly scheduled program of safety and health inspections to identify and correct unsafe working conditions or practices, control health hazards, and comply fully with the safety and health standards of every job;
- c. Training employees in good safety and health practices;
- d. Providing necessary personal protective equipment and instructions for its use and care; and
- e. Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

Employees are advised of the existence of this program at the time of hire and are responsible for the immediate reporting to management of any concerns that may arise pertaining to health and safety in the workforce. No job must ever become so habitual or urgent that safety precautions are not observed. The objective of this program is to enhance and maintain worker health and safety.

1004 Unemployment Insurance

The Diocese participates in the California Unemployment Insurance Program as a self-insured employer. As such, the Diocese pays the full cost of unemployment insurance to provide an employee a weekly income as prescribed by the state when s/he is out of work through no fault of the employee, as in the case of a lay off. An employee may also be eligible for benefits if s/he suffers a substantial reduction in work hours.

1004.1 Filing for Benefits

An employee who wishes to apply for Unemployment Insurance benefits may contact any Employment Development Department (EDD) of the State of California office for filing instructions or visit www.edd.ca.gov.

1004.2 Eligibility

The EDD determines a person's eligibility for Unemployment Insurance benefits.

1004.3 Employment Development Department (EDD) Services

In addition to short-term unemployment insurance benefits, EDD offers assistance in job placement, employment counseling, testing, and other job-related services.

1006 State Disability Insurance (SDI)

The Diocese participates in the State Disability Insurance (SDI) program to protect employees against wage loss when unable to work because of a non-occupational injury or illness. The premium for SDI is paid by the employee and is deducted from the employee's paycheck each pay period.

1006.1 Filing Requirements

*Eligible employees who will miss more than one week of work due to medical necessity **MUST** file for State Disability Insurance (SDI) benefits to maximize benefits during an absence.* SDI claim forms are available from most physicians, the State Employment Development Department, or the EDD website, www.edd.ca.gov.

1006.2 Payment

SDI will pay approximately 55% of the employee's average weekly gross salary, up to the maximum set by the state. SDI payments exclude the first week, seven calendar days that an employee is off work. SDI benefits are not subject to tax withholdings.

1006.3 Integrated Benefits

- a. Integration with Sick Leave Benefits - Accrued sick leave may be used in combination with SDI or Workers' Compensation to equal regular straight time compensation. Payments will continue until sick leave benefits are exhausted or the employee is released to return to work, whichever occurs first. The dollar value of benefits used to supplement SDI payments in this manner will be deducted from the employee's sick leave accumulation.
- b. Integration with Vacation and Personal Day Pay - If sick leave benefits are exhausted, vacation and/or personal day pay may, upon request, be used in an integrated manner with SDI benefits.
- c. Sick leave, vacation, and personal day benefits do not accrue while receiving SDI benefits during a medical leave of absence.

1008 Paid Family Leave (PFL)

Employees who take time off to care for a parent, child, grandparent, grandchild, sibling, parent-in-law, or spouse may be eligible for benefits through the California Employment Development Department for up to six weeks after completing a one-week waiting period. Employees should contact their appropriate supervisor for additional information.

1010 Social Security – Federal Insurance Contributions Act (FICA)

The Diocese shares the cost of Social Security benefits for all employees. Matching contributions are made by the employee and the Diocese up to a specified amount based on a formula determined by the Internal Revenue Service. Social Security is intended to provide an individual with a limited amount of economic security by providing retirement, survivor, and disability benefits.

SECTION 1100 TIME AWAY FROM WORK

The benefits described in this section are provided to employees to facilitate a working environment that is supportive and allows time for rest and relaxation.

1102 Documentation

The official record of an employee's vacation, sick leave, and personal days is maintained in the Diocesan payroll system. An advisory record is shown on each employee's pay stub. Other than holidays, all time away from work is to be documented in writing and retained at each location.

1104 Holidays

The Diocese currently recognizes the following days as paid holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday
& the day after Thanksgiving	& the following Friday in November
Christmas Day	December 25
Two Personal Days	See Section 1112, Personal Days

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed on the following Monday.

The Diocese reserves the right to add or delete days at its sole discretion without prior notice to employees.

Where the above schedule is not practical, an administrative decision may be made by the person responsible for such decisions at each location to select an alternative date(s) for the holiday.

From time to time, individual locations may offer employees additional holidays not listed above. Those additional holidays shall be particular only to those locations and may be rescinded at any time without prior notice to employees.

1104.1 Eligibility

- a. All benefit-eligible employees are entitled to paid holidays. An employee who works 30 hours per week or more who is not scheduled to work on the actual holiday is entitled to holiday pay. In such cases, employees may be given an additional day off during the week of the holiday in order to avoid payroll costs.
- b. Part-time employees regularly scheduled to work the day of the holiday are entitled to holiday pay, those who are not regularly scheduled on the day the holiday is observed are not eligible for holiday pay.
- c. To receive holiday pay an eligible employee must be at work or on a pre-approved absence (such as an illness or pre-scheduled vacation day) on their last

regularly scheduled workday before and the first day following the day on which the holiday is observed. If an employee is absent on one or both of these days without approval, holiday pay may not be paid at the sole discretion of the Diocese.

- d. Temporary and on-call employees are not eligible for holiday pay.

1104.2 Payment

- a. A non-exempt employee who works on a holiday, for which s/he is eligible to be paid, will receive holiday pay based upon his/her regular work schedule in addition to regular pay for all hours actually worked on the holiday.
- b. If a holiday falls during an employee's vacation, the employee will be paid for the holiday instead of being charged with a vacation day.

1106 School Breaks

The school calendar provides several breaks throughout the year when classes are not in session. With the exception of faculty, these breaks are unpaid, unless specifically scheduled as vacation.

- 1. Easter/spring break;
- 2. Summer vacation;
- 3. Christmas break; and
- 4. Other multiple day breaks in the academic schedule

1108 Paid Vacation

The Diocese provides paid vacation time to all benefit-eligible employees with the exception of school faculty. See Section 1108.4, School Employees for specific school information.

1108.1 Eligibility

Vacation benefits are provided to benefit-eligible employees (with the exception of school faculty as noted above) who regularly work 30 or more hours per week and are scheduled to work 10 or more months per year.

1108.2 Accrual & Accumulation

- a. Vacation benefits accrue from the date an employee becomes benefit-eligible. An employee does not accrue vacation time while on a leave of absence. Benefit-eligible employees will accrue at a rate proportional to the hours they are regularly scheduled to work per week, as demonstrated below:

Length of Service	Vacation Earned	40 hours	35 Hours	30 Hours
48 months (0 – 4 years)	Two weeks per year	(80 hours)	(70 hours)	(60 hours)
49 – 168 months (5 – 14 years)	Three weeks per year	(120 hours)	(105 hours)	(90 hours)
169 months + (15 years+)	Four weeks per year	(160 hours)	(140 hours)	(120 hours)

- b. **Maximum Vacation Accumulation** - Earned vacation benefits are not subject to forfeiture for any reason. The maximum vacation benefit an employee may accumulate at any time is six workweeks. For example, an employee who is regularly scheduled to work 40 hours per week may accumulate up to a maximum of 240 hours; an employee working 35 hours per week may accumulate up to 210 hours, etc. Once an employee reaches his/her maximum accrual, s/he will not earn additional vacation until the number of available vacation hours has been reduced below the maximum. Employees are encouraged to use vacation on an annual basis. Supervisors and employees are both responsible for monitoring vacation hours so the maximum is not reached.
- c. **Rehire** - If an employee returns to employment with the Diocese and the period since his/her termination does not exceed 60 days, the employee retains eligibility for accrual of vacation benefits.

1108.3 Vacation Request

Vacation requests are to be made in writing to the employee's supervisor at least two weeks in advance, when possible. Efforts will be made to accommodate requests for vacation at a specified time, but consideration must also be given to department staffing and operating efficiency.

Vacation should normally be taken in daily or weekly increments up to no more than four weeks at a time. An employee may not be paid for vacation in excess of the number of days accrued as of the date the vacation begins. Negative accruals are not allowed.

1108.4 School Employees

Ten month and twelve month school employees (i.e. business managers, office staff, aides, and other non-contracted staff) who are scheduled to work at least 30 hours per week are eligible for vacation benefits and are to take vacation during periods school is not in session. These employees will not be paid during school breaks unless they work or utilize vacation benefits during the school break, see Section 1106, School Breaks.

School employees who are under a contract that states that they are being paid for a specific number of days during the school year, such as Principals, Vice Principals, Presidents, Faculty, etc. do not accrue vacation benefits.

1108.5 Payment

- a. **Illness During Vacation** - If an illness for three or more days occurs during a vacation, the employee may use accrued sick leave in lieu of vacation days. Certification from the health care provider may be required to establish eligibility for sick pay.
- b. **Vacation & Personal Day Pay During Leaves of Absence** - In the event of an extended illness, injury or disability, vacation and personal day pay may, at the request of the employee, be used when sick leave is exhausted. Vacation and personal day pay may be used in an integrated manner with Workers' Compensation (Section 1002) or State Disability Insurance (SDI, Section 1006) benefits.
- c. **Pay In Lieu of Vacation Time Off** is not allowed.

1110 Sick Leave

Sick leave benefits are provided to help reduce the economic hardship eligible employees might incur from a short-term illness or injury. Sick leave may also be used for medical appointments that cannot be scheduled outside of work hours or for family emergencies or medical appointments for members of the employee's immediate family. Employees may use up to five days per year to care for an ill child, spouse, parent, grandparent, grandchild, or sibling.

1110.1 Eligibility, Accrual & Accumulation

The Diocese provides sick leave to all employees as required by state law.

Full-time, benefit-eligible employees who work 30 or more hours per week accumulate sick leave at the rate of two workweeks per year from the date of benefit-eligibility on a pro-rata basis. The maximum sick leave benefit an employee may accumulate at any time is six workweeks.

Part-time, temporary, or on-call employees working less than 30 hours per week will accrue sick leave at the rate of one hour for every 30 hours worked for the Diocese. Total accrued sick leave will not exceed six days or 48 hours.

Sick leave benefits are subject to the following conditions:

- a. Unused sick leave is forfeited at the time of termination of employment;
- b. An employee does not accumulate sick leave while on any leave of absence;
- c. With the exception noted in Section 1110.2, Eligibility Exception for First Year Teachers, an employee may only take sick leave that s/he has already accumulated;
- d. All accumulated sick leave transfers with the employee to a new location; and
- e. Sick leave benefits are not transferable from one employee to another.

1110.2 Eligibility Exception for First Year Teachers

First year teachers are allotted up to three days sick leave allowance for use, if needed, during the first 90 days of teaching. These days are included in the annual accrual.

1110.3 Notification

Notification to the appropriate supervisor is required for sick leave benefits. The use of sick leave is to be documented in writing and retained at the location.

- a. An employee is required to notify his/her immediate supervisor as soon as possible of any illness or medical appointment, but no later than 30 minutes after the normal starting time.
- b. If an employee becomes sick during the day, or has a medical appointment, the employee is to notify the immediate supervisor before leaving the work site.
- c. Employees must provide notification of absence on a daily basis, unless they have notified their supervisor that they will be absent more than one day or are on an approved leave of absence.
- d. Failure to follow these procedures may result in an unpaid, unexcused absence and possible disciplinary action, up to and including termination.

1110.4 Verification

It is expected that employees will use sick leave only in the event of illness, injury,

disability, medical appointments, or to care for a sick family member. The Diocese reserves the right to require certification from a licensed health care provider when an employee misses work due to illness, injury, or disability. This statement must include the following:

- a. Date on which the health condition commenced;
- b. Probable duration of the condition; and
- c. If the sick leave is requested to care for a family member, certification from the licensed health care provider that the family member requires the care of the employee.

The employee will be required to submit certification if s/he is absent three days or longer. Refusal of any employee to submit such certification will be considered cause for nonpayment of personal leave and may be cause for termination. Although certification from a licensed health care provider is not normally required for absences fewer than three working days, it may be required under certain circumstances.

1110.5 Payment

Paid sick leave is available for employees as described below:

- a. In order to be paid for sick leave, an employee must record sick leave on his/her timesheet.
- b. If a reduction in work hours has been prescribed by an employee's health care provider and the Diocese can accommodate the reduced hours, the employee may request accumulated sick leave to supplement his/her pay to the amount of the employee's regular compensation.
- c. If an eligible employee is absent from work as a result of a work-related injury, s/he will receive accumulated sick leave benefits for the first three days of absence that are not paid by Workers' Compensation insurance. See Section 1002 for specific details.
- d. Accumulated sick leave benefits will be used in an integrated manner with State Disability Insurance (SDI) and Workers' Compensation benefits. In such cases, an employee will receive pay to the extent necessary to provide a combination of benefits equal to his/her regular compensation. An employee who has exhausted all sick leave benefits may request vacation and personal day benefits to supplement State Disability Insurance (SDI) or Workers' Compensation benefits.

Deductions for sick leave of an exempt employee's pay may only be made under the following circumstances:

- a. Accrued Sick Leave may be deducted in full day increments or partial day.
- b. When an exempt employee has used all of his/her sick leave, time off can be deducted only for full days of absence.
- c. Vacation Pay can only be deducted for full days of absence. Pay cannot be deducted for partial days, but a partial day in excess of four hours can be deducted from the exempt employee's vacation bank.
- d. In the event an exempt employee has no remaining vacation accrual only full days of absences may be deducted from salary.

An employee who is absent from work for more than one week as a result of an illness or injury, not related to work, may be eligible for State Disability Insurance (SDI). SDI benefits do not apply during the first seven calendar days of absence. Please see Section 1006, State Disability Insurance (SDI), for additional information.

Employee's falsifying the need for paid sick leave are subject to disciplinary action, up to and including termination.

1112 Personal Days

Benefit-eligible employees, including contracted school staff, shall be granted two paid days off per year for personal reasons. The following guidelines apply to personal days:

1. One day per six month period on a calendar year basis is granted; i.e., one day for January through June and one day for July through December;
2. A new employee hired before April 1 shall be entitled to two personal days;
3. Personal days shall accrue to a maximum of two days per year;
4. It is recommended that personal days be taken in full day increments; and
5. Requires advance approval of appropriate supervisor.

Personal days are "vested" and unused days must be paid upon termination of employment.

Teachers must schedule any personal day, accrued and unused, in January for usage before year-end to avoid coverage issues in the latter half of the school year.

1114 Bereavement

Time off for bereavement is provided to assist an employee who has lost a family member or close friend to make arrangements for and/or attend the funeral. Bereavement time is not charged against sick leave, vacation benefits, or personal days.

All regular full-time and part-time employees are provided time off, with pay, as follows:

- a. Death of an immediate family member (parent, spouse, spouse's parent, sibling or child) – up to one work week;
- b. Death of a grandparent or grandchild – three work days; or
- c. Death of a close family member or friend – one day.

Additional time may be taken as personal time off, unpaid leave or vacation, with the appropriate supervisory approval.

1116 Jury and Witness Duty

All employees will be granted a limited amount of time off in order to fulfill their civic responsibility to serve jury or witness duty. Upon submission of a certificate from the court, all full-time and part-time employees will receive full pay for up to five days for jury duty, and up to two days for witness duty.

In order to be eligible for pay, the employee must notify his/her immediate supervisor in advance that s/he has been summoned to report for jury duty. Employees are required to report to work on any days or partial days they are not required to serve.

1118 Voting

If an employee does not have enough time outside of working hours to vote in a statewide

election, s/he may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular working shift, whichever allows sufficient time for voting and the least time off work. The employee must notify the employer at least two working days in advance to arrange a voting time. In addition, employees may take uncompensated time off to serve as election officials on Election Day.

SECTION 1200 LEAVES OF ABSENCE

It is the policy of the Diocese to provide eligible employees with unpaid leaves of absence in certain situations. A leave of absence may be granted for time away from work in excess of one week. Valid reasons for a leave of absence include extended illness or injury, child birth, adoption, care of a seriously ill member of the immediate family, personal necessity, disability, or military service.

This section provides an overview of the rights and obligations of both the Diocese and the employee. It is not intended to nor does it increase or diminish the obligations set forth under federal and state law.

Section 1202 provides generic information applicable to the various leaves of absences, such as eligibility, notifications, approval, health plan, job protection, pay status, and other benefits. Following the generic section, each leave is specifically listed with its respective requirements.

Any questions regarding leaves of absence should be directed to the Diocesan Office of Human Resources.

1202 Policies Applicable to All Leaves of Absence

1202.1 Eligibility

All regular full-time employees are eligible for each of the leaves described in this section.

Part-time, on-call, and temporary employees may be eligible for medical leaves for pregnancy-related disability (PDL), work-related injuries, disability leave, personal leaves, or drug/alcohol rehabilitation.

1202.2 Notification

When an employee becomes aware of a need to take a leave of absence, it is his/her responsibility to promptly notify his/her appropriate supervisor in writing (at least 30 days in advance when possible) with the following information:

- a. Reason - The reason the leave is being requested (in the case of medical leaves, employees are not required to divulge the nature of the medical condition that is necessitating the leave);
- b. Dates - The anticipated dates the leave of absence will begin and end;
- c. Documentation - Each leave requires documentation. Please see the specific leave section for detailed requirements;
- d. Periodic Updates - Periodic updates to provide employee's supervisor and business office with the status of the leave, expected date of return, and intent to return to work; and
- e. Change in Duration of Leave - Immediate notification to the employee's appropriate supervisor and local human resources or business manager if there is a need to change the duration of the leave.

Failure to follow these notification requirements may result in a denial of an employee's request for leave or in the cancellation of an existing leave.

1202.3 Approval

Subject to any applicable restrictions in the law or these policies, requests for leaves are considered on the basis of various factors such as benefit-eligibility, length of service, responsibility level, reason for the request, needs of the department, and other requirements as listed in this Handbook.

1202.4 Employee Responsibilities

If an employee fails to comply with the specific requirements of his/her leave or does not return to work on the next regularly scheduled workday after the expiration of the leave, it may be assumed that the employee has chosen to voluntarily terminate his/her employment.

1202.5 Job Protection

Job protection is provided for certain types of leaves by the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

The FMLA and CFRA leaves are taken concurrently, except in the case of a Pregnancy Disability Leave (PDL). If an employee is on an approved leave, which is not covered by the FMLA or CFRA, reasonable efforts will be made to hold his/her position for the duration of the leave, but there is no guarantee of reinstatement following such a leave of absence.

1202.6 Pay Status

While leaves of absence are generally unpaid, partial salary replacement during leaves of absence may be available.

Accrued vacation and personal days may be used for any part of the leave of absence after sick leave benefits have been exhausted.

See Section 1006.3, State Disability Insurance (SDI), Integrated Benefits for more details and coordination of benefits.

1202.7 Benefits

Sick leave benefits, vacation, and personal days do not accrue during a leave of absence.

Retirement benefits do not accrue during a leave of absence with the exception of military service leave, which would apply after the employee returns to work. See Section 1222.4.c., Military Service Leave, Benefits, Retirement Plan.

Employees are ineligible for holiday pay during a leave of absence.

1204 Medical Leave

A medical leave of absence may be requested for medical reasons, such as illness or pregnancy and includes the following:

- a. Leave of Absence covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), Section 1206;
- b. Pregnancy Disability Leave (PDL), Section 1208; and
- c. Medical Leave of Absence without FMLA or CFRA, Section 1218.

1204.1 Documentation

- a. Certification from the health care provider is required before approving a leave necessitated by the employee's own health condition. The certification should be presented to the person responsible for local human resources and include the following:
 1. Date on which the health condition commenced;
 2. Probable duration of the condition; and
 3. Statement that the employee is unable to perform the functions of his/her position.
- b. A statement from the attending health care provider releasing the employee to work will be required upon the employee's return to work.
- c. If the reason for the leave is to care for an ill family member, certification of the family member's serious health condition by the family member's health care provider will be required. The certification should include a statement that the employee is needed to provide care for his/her immediate family.
- d. An employee's medical leave will only be approved for the period of time indicated on the health care provider's statement and ends with the Diocese's receipt of the health care provider statement confirming the employee's ability to return to work on a specified date or when the employee is no longer eligible for leave, whichever occurs first.

1204.2 Pay Status

In order for an employee to qualify for maximum salary replacement during a medical leave of absence, s/he must apply for State Disability Insurance (SDI). See Section 1006.3, State Disability Insurance (SDI), Integrated Benefits for more details and coordination of benefits.

1206 Family and Medical Leave – FMLA / CFRA

A leave of absence is defined as an unpaid excused absence from work where the employee has received prior approval from his/her supervisor. Requests for leave of absence must be submitted to the employee's supervisor in writing at least 30 days prior to the date the leave is to begin. In cases of unexpected emergency, the request should be submitted as soon as reasonably possible. In the case of a request for a medical leave of absence, a statement from a licensed health care provider giving the date of the onset of the temporary disability and the expected date of return to duty will be required. This pertains to all temporary medical disabilities, whether the cause is job related or non-job related.

In the event of an unexpected medical emergency, the employee should make arrangements for someone to notify his/her supervisor immediately. Employees must comply with the Diocese's normal call-in procedures, as applicable, during any leave of absence.

1206.1 Medical or Family Care Leave of Absence (LOA)

Under the federal Family Medical Leave Act ("FMLA") and/or California Family Rights Act ("CFRA"), an unpaid leave of absence may be granted to employees who have worked for the Diocese for at least one year, a minimum of 1,250 hours in the 12 months preceding the leave, and who are employed at a work site where 50 or more

employees are employed by the Diocese within 75 miles of that work site. Such employees may be eligible for a leave where they have a bona fide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child. In addition, eligible employees may be granted an unpaid leave of absence caused by their own serious health condition which prevents them from working. Eligible employees may qualify for Military Caregiver Leave or Military Qualifying Exigency Leave under the FMLA, as defined below. All leaves under this policy are referred to as "Medical or Family Care LOA." Unless stated otherwise, the maximum allowable time for any Medical or Family Care LOA under this policy is 12 weeks per a rolling 12 month period. Where possible, Medical or Family Care LOA's under both FMLA and CFRA will run concurrently.

1206.2 Employee Notice

Employees must provide sufficient information for the Diocese to determine if the leave may qualify as a Medical or Family Care LOA, as well as the expected 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 that support the need for Military Caregiver Leave or Military Qualifying Exigency Leave as indicated below. Employees also must inform the Diocese if the requested leave is for a reason for which Medical or Family Care LOA was previously taken or certified. When possible, the Diocese requests 30 days' notice of the need for leave in order to plan for work coverage. If 30 days' notice is not possible, then employees must provide as much notice as practicable under the circumstances and must follow the Diocese's call-in and/or attendance policies.

1206.3 Company Notice

Once an employee provides sufficient information, the Diocese will notify the employee (a) whether s/he is eligible for Medical or Family Care LOA and, if so, (b) whether any additional information is required, and (c) the employee's rights and responsibilities regarding such a leave. The Diocese will also notify an eligible employee who has requested Medical or Family Care LOA if the requested leave will be designated as FMLA/CFRA protected leave and counted against the employee's leave entitlement.

If the Diocese determines an employee is not eligible for Medical or Family Care LOA, the Diocese will provide at least one reason for ineligibility. The Diocese will also inform the employee if it determines that the requested leave does not qualify for FMLA/CFRA protection.

Employees not eligible for a Medical or Family Care LOA may be eligible for an unpaid leave of absence due to their own disability or medical condition, which will be assessed by the Diocese on a case-by-case basis. The Diocese cannot guarantee reinstatement to employment at the conclusion of such a leave.

1206.4 Serious Health Condition

To qualify for a Medical or Family Care LOA, an employee must have 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. The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three 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 (under FMLA only), or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

1206.5 Certification of Need for Medical or Family Care LOA

The Diocese may require an attending health care provider's certification of the employee or family member's serious health condition. The Diocese may also require periodic recertification supporting the need for leave. In any case in which the Diocese has reason to doubt the validity of any medical certification provided to support an employee's request to take Medical or Family Care LOA because of the employee's own serious health condition, the Diocese may require the opinion of a second and third health care provider consistent with state and federal law.

1206.6 Military Qualifying Exigency Leave

Eligible employees under FMLA may be provided up to twelve weeks of leave in a rolling twelve month period when the employee has a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on covered active duty or call to active duty status in the National Guard or Reserves or Armed Forces. "Qualifying exigency" is defined by law as: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, (8) parental care, and (9) additional activities where the Diocese and employee agree to the leave. Time off for Military Qualifying Exigency Leave counts towards the 12-week maximum allowable time for Medical or Family Care LOA under FMLA.

1206.7 Military Caregiver Leave

Eligible employees under FMLA may be provided up to 26 weeks (one-half year) of leave during a single 12-month period to care for a covered service member. A covered service member is the employee's spouse, son, daughter, parent, or next of kin (meaning "nearest blood relative" or person "specially designated") who is a current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retirement list, for a serious injury or illness, and includes veterans who were members of the Armed Forces, National Guard or Reserves, any time during the past five years, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness,

and was discharged or released under conditions other than dishonorable. An employee may take a maximum combined total of 26 weeks of leave for Military Caregiver Leave and Medical or Family Care Leave or Military Qualifying Exigency Leave in a single 12-month period.

1206.8 During Medical or Family Care LOA

When an employee is taking an unpaid Medical or Family Care LOA for the employee's own serious health condition, the employee may elect the use of available sick leave, accrued but unused vacation time, and personal days and may, upon request, be used in an integrated manner with SDI benefits (state disability insurance, workers' compensation, or paid family leave), then the employee and the Diocese must agree on the use of sick, vacation time, and personal days to supplement such benefits. When an employee is taking an unpaid Medical or Family Care LOA to care for a seriously ill family member, the employee may elect the use of accrued but unused vacation time and personal days, or the employee may elect to use available sick leave, up to five days.

During a Medical or Family Care LOA, the Diocese will continue to pay all applicable group health insurance premiums which it ordinarily pays on behalf of the employee. Employees must continue to pay the employee portion of the insurance premium during the leave of absence. Failure by an employee to make his/her premium payment may result in a loss of benefits. If the employee fails to return from this leave, in some circumstances, the Diocese may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave.

Employees need not use their Medical or Family Care LOA entitlement in one block. Such a leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Diocesan operations.

1206.9 Returning to Work from Medical or Family Care LOA

Employees returning to work upon conclusion of the Medical or Family Care LOA will be returned to their original position or to an equivalent position with equivalent pay and benefits, provided such job would have been available had the employee not taken the leave. Prior to returning to work, where the leave of absence is for the employee's own serious health condition, the employee must provide the Diocese with certification from the attending health care provider indicating the employee is able to resume his/her work.

Failure to return to work from a Medical or Family Care LOA on the designated date may be interpreted as the employee's voluntary resignation. If the employee returns to work outside of the legally allotted time for such a leave, the employee will only be reinstated if there is an available open position which they are qualified to fill.

1206.10 FMLA / CFRA Protections

Use of any of the leaves permitted by the FMLA and the CFRA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under the FMLA or the CFRA or to discharge or discriminate against

any person for opposing any practice made unlawful by either law or for involvement in any proceeding under or relating to the FMLA or the CFRA. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides for greater family or medical leave rights.

1208 Pregnancy Leave of Absence

A pregnancy-related leave of absence will be granted in accordance with the regulations of the State of California Department. Employees disabled due to pregnancy are eligible for a maximum of four months leave per pregnancy upon medical certification of the health care provider that the employee is disabled due to pregnancy. Additionally, if the health care provider certifies a transfer to lighter duty, the Diocese will attempt to provide light duty if possible. Upon return from the leave of absence, the employee will be returned to their same position; however, in certain circumstances, reinstatement may be impossible. Such circumstances may include being in a layoff situation, a location closure, or if the employee's absence would substantially undermine the Diocese's ability to operate the business safely or efficiently.

The employee may elect to take all available sick leave, accrued vacation and personal days during the leave. Pregnancy leaves of absence will run concurrently with time off under the FMLA but will not be counted against an employee's time off available under the CFRA.

The Diocese will continue to pay all applicable group insurance premiums which it ordinarily pays on behalf of the employee during the leave of absence. The employee must continue to pay the employee portion of the insurance premium during the leave of absence. Failure by the employee to make this premium payment may result in a loss of benefits.

At the conclusion of the pregnancy-related leave of absence, a medical certification from the health care provider stating the employee is released to return to work will be required. All requests for pregnancy-related leaves of absence should be received, if possible, at least thirty days prior to the start of the leave. Returning employees should notify the Diocese at least five work days prior to return. Employees failing to return on the assigned date may be considered to have voluntarily resigned.

1210 Termination During Leave Without Pay

An employee may be terminated during a leave without pay for reasons including, but not limited to, the following:

1. The employee accepts employment elsewhere while on leave of absence;
2. The employee gives written notice of intent to resign; and
3. The employee starts receiving unemployment insurance.

1212 Time Off to Appear at a Child's School / Child Care Provider

Employees who are employed at a work site with 25 or more employees and who give reasonable advance notice to their supervisor, will be granted time off without pay to (1) appear at their child's school or child care provider when the parent is required to do so by the school or child care provider, or (2) up to 40 hours per year to visit the school or child care provider of their child(ren). An employee will be granted a maximum of eight hours per month of time off under this policy.

Documentation from the school or child care provider verifying the visit must be provided to the employee's supervisor upon returning to work.

1214 Domestic Violence, Sexual Assault, or Stalking Victim Leave

An employee who is a victim of domestic violence, sexual assault, or stalking may take time off in order to obtain judicial relief to help ensure the health, safety or welfare of the employee or his/her child.

An employee may also take time off for any of the following:

1. to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
2. to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault, or stalking;
3. to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
4. to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking.

If an employee needs time off on account of domestic violence, sexual assault, or stalking, they should notify their appropriate supervisor as soon as possible so that arrangements to accommodate their absence may be made. If advance notice is not possible, the employee must provide appropriate written certification of the reason for their absence upon their return to work.

The Diocese will make reasonable efforts to maintain the confidentiality of any employee requesting time off on account of domestic violence, sexual assault, or stalking.

This leave is unpaid by the Diocese but employees may use any accrued vacation, personal days, or sick time for such time off.

1216 Organ / Marrow Donation Leave

Employees may be eligible for a paid leave of absence for up to 30 business days in a one-year period for the purpose of donating his/her organ to another person, and up to five business days in a one-year period for the purpose of donating bone marrow to another person. The one-year period is measured from the date the employee's leave begins and consists of 12 consecutive months. The Diocese may require written verification that the employee is an organ or bone marrow donor and there is a medical necessity for the donation. Organ/Marrow Donation Leave will not be counted against an employee's time off under the FMLA or CFRA, and does not count as a break in the employee's continuous service for the purpose of his/her right to vacation or sick leave.

1218 Medical Leave Without FMLA / CFRA

This leave applies to employees who require medical leave but do not meet the eligibility requirements of FMLA/CFRA of having worked for the Diocese for at least 12 months AND have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

This type of medical leave of absence is granted at the sole discretion of the Diocese. There is no guarantee of reinstatement following such a leave of absence.

1218.1 Health Plan Benefits

For an employee on a Medical Leave of Absence without FMLA/CFRA, the Diocese will maintain health plan benefits until the end of the month following the month that the leave began. If the leave continues beyond this time, the employee has the option of continuing his/her health benefits under COBRA, See Section 904, Consolidated Omnibus Budget Reconciliation Act / COBRA, for details.

1220 Personal Leave

Personal leaves of absence are provided to employees who require time away from work for non-medical reasons.

1220.1 Notification

Employees may request a leave of absence for personal or emergency reasons not covered by other leaves of absence. The reasons for the leave and the expected duration should be made in writing to the appropriate supervisor or human resources representative.

1220.2 Approval

Approval will be based on reasons for the request, the employee's length of service, employment record and the needs of the Diocese. There is no guarantee of reinstatement following such a leave of absence.

1220.3 Health Plan Benefits

The Diocese will continue to pay the employer's portion of a benefit-eligible employee's medical premiums through the end of the month that the leave begins. After that the employee is responsible for payment of medical premiums through COBRA. See Section 904, Consolidated Omnibus Budget Reconciliation Act / COBRA.

1222 Military Service Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the rights of persons who leave employment positions to undertake military service, in peacetime as well as war.

1222.1 Eligibility

This service includes voluntary and involuntary active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty. It also includes any absence needed for an examination to determine whether a person is fit to perform military duty.

1222.2 Notification of Intent to Return to Work

On completion of military service, the returning veteran must notify the Diocese that

s/he intends to return to employment. The length of time that the employee has to contact the Diocese depends on the amount of time spent in service.

1222.3 Reemployment Rights

USERRA requires that any employee who receives a certificate showing satisfactory completion of military service has a right to be restored to his/her previous employment if s/he has less than five years of cumulative military service and reapplies in a timely manner.

Such employees will be restored to the same or comparable job, pay and benefits s/he would have attained if s/he had not been absent due to military service.

1222.4 Benefits

- a. Medical - USERRA requires employers to offer service members and their families the right to continue their health coverage for a period of 24 months at their own expense similar to coverage under COBRA. See Section 904, Consolidated Omnibus Budget Reconciliation Act / COBRA.
- b. Vacation Accrual - The Diocese will count the years of military leave as if they were years of employment service to retain the employee's eligibility for accrual of vacation benefits.
- c. Retirement Plan - The period of military leave will be treated as service to the Diocese for purposes of vesting and accrual of retirement benefits. On reemployment, the Diocese will make any contributions to the retirement plan that would have been made on behalf of the returning employee had s/he continued working during the period of service.

For any other information regarding USERRA, contact VETS at 1-866-4-USA-DOL or visit the website at <http://www.dol.gov/vets>.

1224 Military Spouse Leave

This bill requires employers with 25 or more employees to give qualified employees as many as 10 unpaid days off when their spouse is on leave from military deployment.

A qualified employee is one who works for more than 20 hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict. The employee must provide the employer with notice within at least two business days of receiving official notice that their spouse will be on leave from deployment that s/he wishes to take leave. The employee must also provide the employer with written documentation certifying the spouse will be on leave from deployment.

SECTION 1300 TERMINATION OF EMPLOYMENT

1302 Policy Statement

The relationship of the employee and the Diocese is at-will and is for an unspecified duration. Accordingly, the employee or the Diocese can terminate the relationship with or without demonstrating cause or giving advance notice. It is the desire of the Diocese, when termination occurs, to make the transition process as smooth as possible for both the employee and the Diocese.

1304 Reduction in Staff

The Diocese desires that its workforce remain productive and stable, but there may be times when economic, organizational, or other factors necessitate restructuring, reductions in staff, and/or other cost saving measures. In such cases, all personnel policies, including the policy prohibiting discrimination, shall be followed.

When identifying employees for reduction-in-staff in a particular department or program, the appropriate supervisory personnel will identify employees based on a combination of factors, including, but not limited to, job qualifications, productivity, and overall performance.

1306 Voluntary Resignation

A regular full-time or part-time employee who voluntarily terminates his/her employment with the Diocese is asked to give as much notice as possible to help minimize interruptions in operations or services. It is requested, but not required, that employees give a minimum of two weeks notice to the appropriate supervisor. Employees with managerial responsibility are asked, but not required, to give at least one month notice whenever possible. Resignations should, preferably, be in writing and given to the appropriate supervisor and the on-site person responsible for human resources.

1308 Final Paycheck

1308.1 Termination by the Diocese

If an individual's employment is terminated by the Diocese, the employee shall be provided with his/her final pay check, including any accrued but unused vacation and personal days, on the employee's last day of work. In the event the employee is unable to pick up the check, s/he should notify his/her immediate supervisor and request in writing that the check be mailed.

1308.2 Voluntary Termination With Notice

If an employee voluntarily terminates his/her employment and provides the immediate supervisor with at least 72 hours notice, his/her final pay including accrued but unused vacation and personal days, will be available on the last day of work.

1308.3 Voluntary Termination Without Notice

If an employee does not provide advance notice of termination, s/he will be given a final check within 72 hours of the Diocese learning of the termination.

1310 Termination of Benefits

1310.1 Medical / Dental / Vision Insurance

Health plan coverage terminates on the last day of the month during which termination of employment occurs.

1310.2 Life Insurance

Life insurance coverage terminates on the last day of the month during which termination of employment occurs.

1310.3 Vacation and Personal Days

Upon termination of employment, employees shall be compensated for all unused vacation hours and personal days up to the maximum accumulation as stated in Section 1108.2.b. Maximum Vacation Accrual.

1310.4 Sick Leave

Unused sick leave is not paid out at the time of termination of employment.

1310.5 Consolidated Omnibus Budget Reconciliation Act (COBRA)

Generally, an employee covered under a health plan has the right to continue coverage at his/her own expense through COBRA at the group rate for a period of at least 18 months after the date of termination of benefits. The appropriate supervisor at the location may contact the Diocesan Human Resources Office for assistance with COBRA notification being sent to the employee. Notification is usually received approximately two weeks after termination of coverage.

1310.6 Employees' Retirement & Savings Plan

Employees may request a distribution or rollover of their account balance after termination of employment from the Diocese. The actual account balance available for distribution/rollover will be subject to the vesting schedule of the Plan (refer to Summary Plan Description for more information on vesting). To begin the distribution/rollover process, employees should contact TIAA at (800) 842-2252.

Employees who request a distribution or rollover of their account balance are not eligible for rehire within the Diocese for a period of six months upon receipt of distribution or transfer of rollover.

1312 Exit Interview

The appropriate supervisor may schedule an interview on or before the employee's last day of work. The purpose of an exit interview is to discuss the employee's experience and satisfaction in working in the Diocese to help improve working conditions. This also provides an employee with an opportunity to ask questions regarding his/her benefits.

1314 Return of Diocesan Property

It is the employee's and the supervisor's responsibility to see that all Diocesan property is returned to the appropriate supervisor prior to the end of the employee's last day of work. Diocesan property includes, but is not limited to:

- Work product created during the course of employment
- Keys
- Passwords

- Faculty grade books
- Computers and computer accessories
- ID badges
- Cell phones or PDA's owned or paid for by the Diocese
- Student and parishioner data
- Musical instruments and sound equipment
- Athletic equipment

SECTION 1400 INTEGRATION CLAUSE

The Diocese reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other document, at any time, in its sole and absolute discretion, except for the policy of at-will employment. Only the Bishop or the Diocesan Director of Human Resources may make changes or exceptions to these personnel policies and procedures. Any such changes must be in writing and must be signed by the Bishop or his designee. Any written changes to this Handbook will be distributed to all employees as soon as practical so that employees will be aware of new policies or procedures. No oral statements or representations can change or alter the provision of this Handbook.

SECTION 1500 CONCLUSION

This Handbook has only briefly described some of the policies, benefits, and procedures of the Diocese. If an employee has any questions, s/he should approach their appropriate supervisor, or the Diocesan Director of Human Resources.

Because conditions change and future work situations are unpredictable, management reserves the right to add, delete, modify or change the contents of this Handbook, except for the "at-will" policy. Any future revisions to the statements contained in this Handbook will be distributed to all employees as soon as reasonably possible.

The policies and procedures set forth in this Handbook supersede any prior policies and/or procedures established to the contrary.

GLOSSARY OF TERMS

Appropriate Supervisor

Pastor, Principal, Business Manager, Director, or person responsible for human resources at the location.

Bishop

The spiritual leader and pastor of a Diocese. Their primary duties include supervising the overall welfare of the Diocese, preaching the Gospel, instructing the faithful, presiding at liturgies, helping the needy, ordaining priests and participating in the ordination of other bishops. Bishops in the United States belong to the National Conference of Catholic Bishops (NCCB). The current Bishop of Orange is the Most Reverend Kevin W. Vann.

Clergy

Includes all ordained Bishops, Priests (Diocesan and religious) and Deacons.

Diocese of Orange

The term "Diocese" includes all Roman Catholic parishes, schools, administrative offices at the Pastoral Center, cemeteries and centers of the Roman Catholic Diocese of Orange under the civil construct of the Roman Catholic Bishop of Orange, a Corporation Sole.

Employee

For purposes of this Handbook, the term "employee" applies to all laypersons that receive W-2 compensation for their work on behalf of the Diocese.

Eparchy

The bishop of a Byzantine Catholic Church is called an "eparch" and the portion of jurisdiction or territory over which he has charge is called an "eparchy".

Mandated Reporter

A mandated reporter is any employee with direct responsibility for minors or elders, who observes in his/her professional capacity or within the scope of his/her employment or has knowledge of or suspects a child or elder has been or is being abused.

Pastoral Center

Administrative Offices of the Diocese of Orange (Christ Cathedral Campus)

Safe Environment Program

Dioceses are to maintain "safe environment" programs to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children and young people. Dioceses are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.