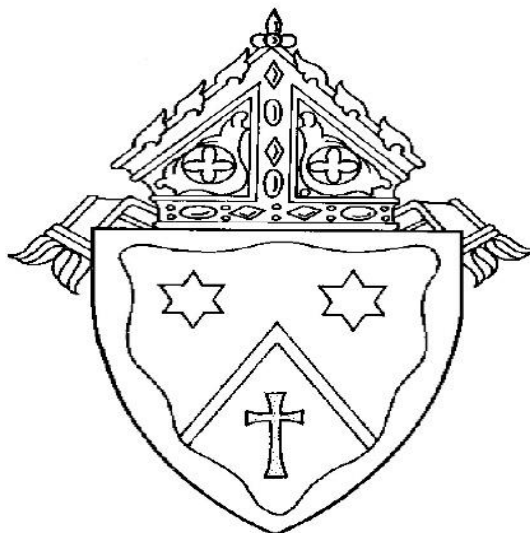


DIOCESE OF GAYLORD EMPLOYEE PERSONNEL POLICIES MANUAL

(CHURCH OR SCHOOL NAME)

(Date: July 2018)



(Revised 7/1/18)

MISSION STATEMENT OF THE DIOCESE OF GAYLORD

All Diocesan staff members are expected to support, by word and deed, the Mission Statement of the Gaylord Diocese:

The Father, through his Son, Jesus the Christ, has poured forth the Holy Spirit and made us into a “holy nation, a royal priesthood, a people set apart.” Inflamed by the vision of what that reality means for us and for our world, we – the laity, religious and clergy of the Diocese of Gaylord – feel compelled, with God’s help, to become that to which we have been called.

Therefore, in an authentic spirit of thanksgiving, we will work to bring about in all Catholics such an enthusiasm for their faith that they freely share it with others and thereby truly become an evangelizing people. We will also endeavor to build our families, our parishes, our diocese and our world into that faith community whose compassionate ministry to the world embodies and witnesses to God’s power that works to heal and save all humankind.

We recognize that alone we cannot fulfill these desires; but we know we are not alone, God is with us always. Therefore, we are committed to receive His nourishment and power in evermore conscious and active celebrations of His sacraments. We will be open to His saving truths which lead to personal and communal conversion which we find in our love for and study of both the Scriptures and the teachings of the Church. We will respond to His love by giving our time, talent and treasures in pursuit of gospel justice and peace which will be our personal and communal part of the continuing mission of the Risen Lord.

We, through all our thoughts and actions, want to be an authentic, effective and visible sign of His goodness to us and thereby be a wonderful sign of hope for all.

(October, 1996)

(Revised 7/1/18)

Dear Co-Worker in the Vineyard,

It is my pleasure to welcome you to your position within the Roman Catholic Diocese of Gaylord. I am delighted to have you as a worker in the Vineyard for your local parish or school.

The territory of the Diocese encompasses the 21 most northern counties of Michigan's Lower Peninsula. Within our boundaries are 75 parishes, 18 schools, 1 Catholic hospital and several other organizations, various councils and committees. It is our collective mission to share the message of Jesus Christ, to inspire Catholics to grow and more fully live their faith in their daily lives and most of all, to respond to God's love for us by giving of our time, talent and treasures to care for those in need and strive for gospel justice and peace in our Diocese, country and our world. You have been selected for an important role in this mission and our ministry.

Within these pages, you will learn a great deal about the policies, procedures and expectations for those working within the Diocese of Gaylord. I encourage you to read them carefully and if you have any questions, please do not hesitate to discuss them with your supervisor or the Human Resources Staff. My door is always open to you as well.

Thank you for sharing your gifts with us and the people of our Diocese. I wish you great success and look forward to working with you.

Sincerely yours in Christ,

Most Reverend Steven J. Raica
Bishop of Gaylord

(Revised 7/1/18)

SAMPLE PASTOR'S LETTER
PRINT ON PARISH LETTERHEAD

Dear [Insert name of individual],

It gives me great joy to welcome you to the staff of [insert name of parish]. You have been chosen for this position because we feel you possess the needed skills and attitude to further the mission of our parish in this community.

As a Catholic parish in the Diocese of Gaylord, we are a community of believers who are committed to: worship together through regular participation in the Eucharist as well as other prayer and liturgical experiences; strive to grow in our individual and communal faith development; and to reach out to serve the needs of others. It is important to understand that while we are a parish gathered in this local area, we are also part of a much larger Church – indeed, a worldwide Church whose faith and traditions are traceable back to Jesus himself.

In keeping with the Diocesan Mission Statement, the ultimate goal of every parish is “to build our families, our parish, our diocese and our world into that faith community whose compassionate ministry to the world embodies and witnesses to God’s power to heal and save all humankind.” This is the responsibility held by each of us – clergy, leadership, staff and parishioners alike.

You and your work will be an essential part of our success in that mission.

Please take the time to read the rest of this booklet carefully which outlines the policies, benefits and expectations of employment with our parish and the Diocese of Gaylord. If you have any questions, please do not hesitate to ask.

Once again, I am happy you are with us and anticipate accomplishing great things as we serve together.

Sincerely,

[Insert name of Pastor]

SAMPLE PRINCIPAL'S LETTER
PRINT ON SCHOOL LETTERHEAD

Dear [Insert name of individual],

Welcome to the staff of [insert name of school]. I am very happy you are joining us in our mission to provide faith-centered Catholic Education to the students and families involved in our school and our witness to the whole community. I am confident that you will bring the best of your unique gifts and talents to your position.

We are one of 18 Catholic schools within the Diocese of Gaylord. It is the mission and intent of all of our Catholic schools to provide a distinctly Catholic education and an environment with the highest standards of academic excellence for all who participate in the life of our school communities. We strive to fully embrace the words of Jesus as He sent His disciples into the world to “go and teach” and to “make disciples of all nations...teaching them to observe all I have commanded you.”

We exist primarily to teach and pass on our Catholic faith, values and lifestyle to new generations living in an increasingly secular society and to prepare our students to be the leaders of their time guided by their faith and strong morals.

Each of us, regardless of our job title or position, has a special role in carrying out our school's mission and goals.

I also echo the Bishop's statement encouraging you to become familiar with the material in this booklet regarding the policies, procedures and expectations for those working within the Diocese of Gaylord and to let me know if you have any questions or concerns. I am always happy to hear any suggestions you might have for our future.

I want to thank you for choosing to be a part of our school family and I look forward to working with you.

Sincerely,

[Insert name of principal]

**DIOCESE OF GAYLORD EMPLOYEE
PERSONNEL POLICIES MANUAL**

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Introduction

These personnel policies apply to all Employees and volunteers, full-time, part-time, or temporary, working for a Parish, School or Diocesan Office within the Diocese of Gaylord. If you are working under a signed contract or separate policies from the Parish, School or Diocesan Office, those contracts or policies shall take priority in the event there is any conflict with these policies.

The policies set forth here are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Parish, School or Diocesan Office and its staff Employees. The provisions here have been developed at the discretion of the Parish, School or Diocesan Office and, except for the policy of employment-at-will, may be amended or cancelled at any time by the Bishop of the Diocese of Gaylord.

Should any policies contained here be inconsistent with provisions of the Code of Canon Law, the Code of Canon Law shall apply and supersede those policies.

The selection and eligibility of Employees for positions within the Parish, School or Diocesan Office is conditioned upon not only the qualifications and competence of the Employees, but also upon the requirements of Roman Catholic law and practice. As a condition of employment, Employees are required to have knowledge of and respect for the Catholic faith and a commitment to Christian living. Employees also must recognize and accept that working within this Catholic Diocese implies understanding its special orientation and mission to teach the Word of God, and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of the Diocese of Gaylord. By accepting employment, Employees agree that they will support, teach and exemplify in conduct, both personally and professionally, such Catholic doctrine and morality.

Teachers and Employees of schools with the Diocese of Gaylord also recognize that its students have a right to expect such communication implicitly and explicitly from all school personnel regardless of the subject areas, job description, grades or courses being taught. Teachers and school Employees shall be consistent in expression and example with the teachings and practice of the Catholic Faith and shall not teach, advocate, encourage or counsel students in any contrary beliefs or practices. The Teachers and school Employees further agree to observe the general rules and regulations applicable to Teachers and Employees in Catholic Schools within the Diocese of Gaylord, as well as such special regulations and policies as may be promulgated by the School.

All Employees shall reflect the willingness and commitment to pursue on-going faith formation, witness to the gospel and respect for Catholic tradition, particularly through community worship, participation in Christian service and striving for Christian justice.

EQUAL OPPORTUNITY

The Parish, School or Diocesan Office is fully committed to a policy of equal opportunity in all of its employment practices. As such, we endorse efforts to eliminate and prevent discrimination on the basis of age, race, color, sex, national origin, or other legally protected status that do not conflict with our religious beliefs and teachings. Since a person's faith and Church participation may be essential to his or her role as an Employee, religion will not be a protected category for purposes of nondiscrimination. Anyone who accepts a position with us is expected to fulfill the position in accord with our mission and according to the laws and practices of the Roman Catholic Church.

EMPLOYMENT TERM

The Parish, School or Diocesan Office will hire individuals on an at-will basis. The Parish, School or Diocesan Office or you may terminate the employment relationship with or without cause or with or without notice at any time. You will continue to be employed at the sole discretion of the Parish, School or Diocesan Office. The Parish, School or Diocesan Office and you recognize and support the reality that continued employment cannot be guaranteed. Accepting employment with the Parish, School or Diocesan Office is not to be construed as a guarantee of ongoing employment. In order to receive any applicable accrued benefits, an Employee must give a two (2) week notice of intended termination of employment.

EMPLOYMENT ELIGIBILITY VERIFICATION

Eligibility for employment must be verified according to the Immigration Reform and Control Act of 1986 (as amended). A USCIS Form I-9 must be completed and maintained by the Employer for all personnel. Criminal background checks are also required for employment purposes and must be obtained consistent with the Diocese of Gaylord Criminal Background Check Policy.

OFFER OF EMPLOYMENT

For a Parish, School or Diocesan Office, the screening and selection of new Employees will be accomplished through a joint effort between the Diocese, immediate supervisor and the Pastor. The offer of employment may only be made by the Pastor or a designated representative, setting forth the job description, beginning date of employment, starting salary and any special conditions relating to the position, including ending date of employment when necessary. A physical examination may be required after an Employee is hired.

JOB DESCRIPTION

Individual job descriptions containing the following shall be developed for each position and provided to respective Employees:

- A job title which accurately conveys the function of the position.
- The minimum requirements and qualifications for the position.
- The general responsibilities of the position, which are not to be so narrowly interpreted as to exclude reasonable additional expectations and requests by the Employer.
- The exempt or nonexempt classification of the job.
- The salary or hourly pay rate.

NEPOTISM

An Employee of the Parish, School or Diocesan Office may not be a close family member's direct supervisor or participate in the processes of review and decision-making on matters concerning hiring, retention, promotion, salary, managing performance, termination or discipline of that close family member.

A close family member is an Employee's spouse, son and daughter (including stepchild), son-in-law and daughter-in-law, parents (including stepparents), father-in-law and mother-in-law, brother and sister (including stepbrother and stepsister), brother-in-law and sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchild.

Close family members working within the Parish, School or Diocesan Office must always guard against allowing their family relationship to affect their behavior and job performance in light of the morale issues that could arise.

ORIENTATION

It is understood that getting to know a new work environment and learn about the operations of the Parish, School or Diocesan Office may take some time. During the first few weeks of employment all new Employees will be given an opportunity to become familiar with the facilities, fellow workers, office operations, personnel policies, procedures, benefits and have meetings with various Directors who can answer your questions. New Employees are encouraged to review the MCC and Diocese of Gaylord websites concerning benefits, policies and other pertinent information early upon being hired, and are encouraged to ask as many questions as necessary to become comfortable and efficient in their new job.

Within the first thirty (30) days of beginning work, new Employees are expected to complete two (2) sign-off checklists and present them to their supervisor/director, for signature by the Employee and supervisor/director. They are the "*Employee Acknowledgment and Agreement Form*", attached as Exhibit 1 and the "*Sign Off Orientation form Checklist*", attached as Exhibit 2 of the *Orientation Packet*.

AUTHORITY

Modifications or exceptions to any employment agreement must be stated in writing to be binding on either party. No Employee or agent of the Parish, School or Diocesan Office is authorized to state or in any manner imply that continued employment with the Diocese is guaranteed under any circumstances. Periodically, these Employee policies may need to be adjusted to reflect changes in federal or state laws and diocesan procedures. No one except the Bishop of the Diocese of Gaylord may modify the terms and conditions of these policies.

STATUS OF EMPLOYMENT AND EVALUATION

EMPLOYMENT STATUS

All Employees will hold one of the following designations of employment status according to the federal Fair Labor Standards Act (FLSA) of 1938:

A. EXEMPT EMPLOYEES

1. Executives, Administrators, Professionals are not covered by the FLSA and do not receive overtime pay. To be exempt (from overtime) Employees must be paid a gross salary meeting or exceeding the salary test threshold as may be established or amended by the DOL and pertinent laws and statutes, regardless of full- or part-time and be classified as executive, administrative or professional.
2. Ministerial Exception – Employees who fall under the Ministerial Exception as affirmed and articulated by the Supreme Court of the United States in the 2012 *Hosanna-Tabor* decision and State and Federal laws, are not covered by the FLSA and do not receive overtime pay. In general these would be positions which involve teaching the faith, spreading the faith, church governance, supervision of a religious group or order, or leadership and participation in liturgy, prayer, worship, religious music and other ministerial functions.
3. Priests, nuns, monks, lay brothers, ministers, deacons and other members of religious orders who serve pursuant to their religious obligations in schools, hospitals and other institutions operated by the Church or other religious order, as well as Teachers and educational administrators employed by a bona fide educational institution, including PK-12 certified teachers, preschool directors, principals, assistant principals, counselors, curriculum specialists and instructional coaches such as tutors and aides, are not covered by FLSA and do not receive overtime pay.

B. NONEXEMPT EMPLOYEES

Employees who do not perform executive, administrative or professional work or who are not paid a gross salary meeting or exceeding the salary test threshold as may be established or amended by the DOL and pertinent laws and statutes, and Employees who do not fall under the Ministerial Exception, are classified as nonexempt and must receive compensation for overtime at a rate of 1.5 their hourly wage for any hours worked over forty (40) in one work week.

TYPES OF POSITIONS

In addition to the above-noted categories, Employees will also be designated according to the amount of time on the job (full-time or part-time) and the method of pay (salaried or hourly). The following categories will be utilized:

A. FULL-TIME – (SALARY/HOURLY)

An Employee who is scheduled to work at least thirty (30) hours per week on a continuous basis will be compensated biweekly on a salaried or hourly basis.

B. PART-TIME I – (HOURLY)

An Employee who is scheduled to work twenty (20) or more hours per week, but less than thirty (30) hours, on a continuous basis will be compensated biweekly on an hourly basis.

C. PART-TIME II – (HOURLY)

An Employee who is scheduled to work less than twenty (20) hours per week on a continuous basis will be compensated biweekly on an hourly basis, but will not be entitled to or offered individual health and medical insurance coverage or be enrolled in the Lay Employee Retirement Plan.

D. TEMPORARY

An Employee who is hired into one of the above categories, but for a limited and specified period of time, not to exceed four (4) months and will receive no benefits other than those required by law.

E. VOLUNTEER

A volunteer is any person who provides a service without receiving compensation or benefits. Volunteers are expected to function within the scope of the

Employer's mission, philosophy and policies. Volunteers are not Employees of the Employer and are not entitled to any of the monetary or fringe benefits given to Employees. Employees of the Parish, School or Diocesan Office may not volunteer for any positions or work within their unit that is similar to their normal job duties.

INDEPENDENT CONTRACTORS/CONSULTANTS

Independent contractors/consultants are not Employees and are not covered by the provisions of this Personnel Policy. However, independent contractors/consultants are expected to perform their duties in a manner which reflects the values and principles of the Parish, School or Diocesan Office.

SPECIAL EMPLOYMENT STATUS

An overriding concern of the Parish, School or Diocesan Office is that you not be engaged in any activity which adversely affects your work-related responsibilities. Therefore, whenever there is potential conflict in responsibilities, you are required to receive documented approval from your immediate supervisor prior to acceptance of additional employment, appointment, or election to a board, commission, agency or committee.

CLERGY AND RELIGIOUS

All priests working in the Diocese of Gaylord and all individuals contracted to work in the Diocese of Gaylord from a religious community shall be considered independent contractors, absent any other written agreement between the parties to the contrary. Contractual relationships are established between the Employer and the individual's appropriate superior for the services of the individual.

EXPENSE REIMBURSEMENT

Expenses incurred while performing Employer-related duties will be reimbursed when documentation is presented and approved by your supervisor as part of the normal disbursement schedule.

ASSESSMENTS AND PROFESSIONAL DEVELOPMENT

In an effort to maintain efficient, friendly and good working practices within the Parish, School or Diocesan Office, regular assessment of the work environment and relationships among staff and directors is required. The assessment should take the following form:

There should be informal open dialogue between the staff member and her or his supervisor/director periodically throughout the year.

The dialogue should include a reflective assessment of the job accomplishments, improvement issues and working relationship between the supervisor/director and staff member.

At least once each year the staff member and supervisor/director should sign a joint written memorandum prepared by the staff member recording some of the major accomplishments, and assessing areas for possible improvement in their work performance as well as the working relationship between the supervisor/director and staff member. The Supervisor/director may include a response, and then sign and place the combined memorandum in the Employee file.

Employees are encouraged to participate in workshops, conferences or other professional development opportunities to stay current with the best practices in their field. The Employee must consult with and obtain permission from their supervisor/director before registering for these opportunities.

PERSONNEL RECORDS

A cumulative personnel record is maintained for each Employee by the Parish, School or Diocesan Office. The personnel files are available to Employees provided they make written timely and reasonable requests and the viewing of the file is done during regular business hours under supervision in the Parish, School or Diocesan Office. No personnel information will be released without the Employee's authorization or as may otherwise be required by law.

Information in your personnel file will generally contain items which identify you and have been or are likely to be used with regard to your qualifications for employment, promotion, transfer, additional compensation or disciplinary action, excepting items prohibited by law.

It is important that you promptly inform us of any change in address, telephone number, marital status or number of dependents.

COMPENSATION OF EMPLOYEES

WAGE AND SALARY ADMINISTRATION

For all Employees, compensation will be paid on a biweekly basis, unless otherwise mutually agreed upon between the Employer and Employee. If a payday falls on a holiday and the offices are closed, payday will fall on the last workday before the holiday.

OVERTIME

All Employees are covered by the overtime provisions of the federal Fair Labor Standards Act of 1938, except those exempted from overtime as executive, administrative or professional, or those who fall under the Ministerial Exception or are otherwise exempt as defined by the FLSA.

Overtime compensation is earned at the rate of one and one-half (1.5) hours for every hour worked in excess of forty (40) hours per week. Overtime will be authorized only when absolutely necessary to meet a deadline. Overtime work must be pre-approved in writing by the Employee's supervisor except in the case of an emergency.

The Employer may require any person working, or expected to work overtime to reduce their normal work hours within that work week in order to reduce the total overtime hours to be worked.

EMPLOYEE BENEFITS

The following benefits are not necessarily applicable to all Employees. Each of the Parish, School or Diocesan Offices is responsible for establishing local Employee benefits. Listed are the benefits potentially offered to eligible Employees:

- Health, Medical and Dental Insurance, as applicable
- Flexible Spending, as applicable
- Lay Employee Retirement Plan, as applicable
- Unemployment, as applicable
- Group Life Insurance, as applicable
- Disability, as applicable
- Employee Assistance Program, as applicable
- Workers' Compensation, as applicable
- 403(b), as applicable
- Optional Vision insurance. Available to all full time Employees, the MCC Blue Vision, VSP Choice Network Vision Plan is a full service, vision specific plan which covers routine eye examinations, and vision tests and other tests which help evaluate an insured's optical health. Benefits are also payable for corrective lenses, such as contact lenses, single vision, bifocal or trifocal lenses, as well as frames
- Optional Voluntary Life Insurance. All full-time Employees who are scheduled to work twenty (20) hours or more per week are eligible to participate in MCC's voluntary life insurance plan. You can cover yourself and your dependent children, from live birth up to the age of nineteen (19) (26 if a full-time student)
- Paid Time Off (PTO) or Vacation and Sick Days, as applicable by Parish, School or Diocesan Office
- Family Medical Leave (FMLA)
- Intermediate Sick Leave, as applicable
- Funeral Leave

- Jury Duty Leave
- Holidays, as applicable
- Military Leave

The Employer reserves the right to add, discontinue and change benefits at any time, with or without notice. In addition, programs administered by the Michigan Catholic Conference may be prospectively amended at any time by the Michigan Catholic Conference. Any discrepancies between explanations of benefits and the applicable plan document will be governed by the plan document.

A. HEALTH, MEDICAL AND DENTAL INSURANCE

Parish, School or Diocesan Office Employees scheduled to work at least twenty (20) hours but no more than thirty (30) hours per week on a continuous basis must be offered individual health, medical and dental insurance coverage at Employee's sole cost (unless Employer chooses to contribute to the single premium). Employees scheduled to work at least thirty (30) or more hours each week are entitled to receive health, medical and dental insurance coverage for themselves for a reasonable cost per the Affordable Care Act. The same coverage is available to the Employee's LDA or eligible family members. Employees contribute a percentage of the premium cost as determined by the Parish, School or Diocesan Office for a two-person or family plan via a pre-tax deduction from their payroll. The percentage is subject to change each fiscal year at the discretion of the Parish, School or Diocesan Office. The Employer reserves the right to determine and/or limit the amount it will pay toward Employee health, medical and/or dental insurance premiums, prescriptions and any relevant riders, as allowed by law.

Newly-hired eligible Employees have thirty (30) days from their employment date to select coverage through the group health plan. Coverage will become effective the first of the month following the date the enrollment form is signed. If the Employee fails to select coverage within thirty (30) days from the employment date, he/she must wait for the next available enrollment period before the Employee will become eligible for medical benefits. An Employee who needs to change coverage as a result of a qualifying life event must notify the MCC and the Employer's payroll administrator within thirty (30) days of the qualifying life event

B. FLEXIBLE BENEFIT PLAN

The Flexible Benefit Plan allows eligible Employees to have their health premium deducted pre-tax and reduce their out-of-pocket costs for non-reimbursed after-tax medical, dental, vision and dependent care expenses. This benefit is offered to all Employees who have health insurance.

C. LAY EMPLOYEE RETIREMENT PLAN

The purpose of this plan is to provide financial assistance during retirement years for eligible Employees. The plan also provides benefits in the event the Employee becomes disabled as defined in the Plan or dies prior to retirement. Participation in this program is mandatory for all lay Employees and permanent deacons who are scheduled to work twenty (20) or more hours per week for five (5) or more months of a calendar year. This does not include Employees who are classified as temporary or seasonal. Participation is effective the first day of eligible employment.

D. UNEMPLOYMENT COMPENSATION PROGRAM

Applying for and receiving unemployment benefits shall be subject to the qualifications and requirements under State law.

E. GROUP LIFE INSURANCE

Michigan Catholic Conference offers a Life Insurance Program for eligible Employees of all participating units throughout the Province of Michigan. Unit participation is optional.

F. DISABILITY

Michigan Catholic Conference offers Short and Long Term Disability Programs for eligible Employees of all participating units throughout the Province of Michigan. These plans are designed to assist the Employee who is disabled from work for a period of time and whose disability is not related to his or her employment. Unit participation in these programs is optional at the discretion of the employing entity. Premiums for this program are paid by the Employer.

G. EMPLOYEE ASSISTANCE PROGRAM

Personal problems can sometimes affect job performance or personal life. Each employing unit may contract with Catholic Human Services to provide an Employee Assistance Program. Employees should check with their supervisor for availability and details.

H. WORKERS' DISABILITY COMPENSATION

Applying for and receiving workers disability compensation benefits shall be subject to the qualifications and requirements under State law.

I. PAID TIME OFF (PTO)

Unit participation is optional. For those units who offer Paid Time Off (PTO), eligible Employees who work thirty (30) or more hours per week will earn paid time off based on years of service. These hours will be credited in full to each Employee on July 1 each year. Employees may use PTO for any time off they need.

Part-time Employees will receive a pro-rated amount of PTO days based on the number of hours worked. Part-time Employees must work at least twenty (20) hours a week for a full year to be eligible for PTO time.

The schedule amount of PTO days offered is at the discretion of the participating unit. For those units participating in PTO, the following provisions apply:

All Employees will be allowed to carry over and accrue a set number of PTO days at the discretion of the Employing Unit, but no more than ten (10) PTO days from the previous year.

Each supervisor schedules PTO based on Employee requests, subject to continuing orderly operations. Employees should request paid time off at least two (2) weeks in advance of use except for time used for emergencies and illnesses, which will normally be granted on a first come, first serve basis.

When a paid holiday falls within an Employee's scheduled PTO, the paid holiday will not be counted as a paid day off.

PTO benefits will not accrue during any period an Employee is on extended paid or unpaid leave or absent from work.

PTO is paid at the Employee's base pay rate at the time of use. It does not include overtime or any special forms of compensation such as incentives or bonuses.

Men and women religious working for the Parish, School or Diocesan Office shall have the same PTO benefits as other Employees.

Upon voluntary termination of employment with ten (10) business days advance notice, Employees will be compensated for unused PTO days based on their current PTO balance as of their last day worked. The additional pay will appear in their final paycheck.

VACATION

Unit participation is optional. For those units who offer vacation instead of PTO, eligible Employees are provided vacation as may be offered by each unit in the following manner. If you are hired in the first six (6) months of the year you will receive two (2) weeks of vacation for the following year on January 1. If you are hired in the last six (6) months of the year you will receive one (1) week vacation for the following year on January 1. Years of service include actual employment as a full-time or part-time Employee. Part-time Employees will receive a pro-rated amount of vacation days based on the number of hours worked. Part-time Employees must work at least twenty (20) hours a week for a full year to be eligible for vacation time. The following conditions will apply in granting vacation:

- Each supervisor schedules vacations based on Employee requests, subject to continuing orderly operations
- Requests for vacation time should be made at least four (4) weeks in advance and are normally granted on a first come, first served basis.
- When a paid holiday falls within an Employee's scheduled vacation, the paid holiday will not be counted as a day of vacation.
- Vacation benefits will not accrue during any period an Employee is absent from work.
- Upon voluntary termination of employment with two weeks (14 days) advance notice, Employees will be compensated for unused vacation time.
- Vacation time off is paid at the Employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives or bonuses.
- Men and women religious working for the Diocesan Office shall have the same vacation benefits as other Employees.
- An Employee will be allowed to accrue and carry over a set number of vacation days at the discretion of the Employing Unit, but no more than ten (10) vacation days from the previous year.

SICK LEAVE

Unit participation is mandatory for those offering vacation. Eligible Employees receive sick leave for routine illness or injuries as may be offered by each Employer per year with no accrual. All of the following conditions apply:

- Sick Days are not accrued or carried over from year to year, nor can it be borrowed from another person or a future year.
- Family Medical Leave is on rolling twelve (12) month period.
- Absenteeism in excess of three (3) consecutive workdays for medical reasons, whether paid or unpaid, is the beginning of a Family Medical Leave which requires written documentation from a physician.

- A release of information from the Employee can be required from the Employer to allow for consultation between the Employer and the attending physician/therapist, before you are allowed to return to work.
- Available sick time, personal days and vacation time must be used first while Employee is on Family Medical Leave.

UNPAID LEAVE

Full-time Employees may be granted a special leave of absence without pay or without guarantee of re-employment by the Parish, School or Diocesan Office for educational or personal reasons. The leave may be for twelve (12) months and possibly may be extended by the Employer upon written request, but cannot extend beyond twenty-four (24) months. All accrued leave time is lost upon leaving employment with the employing entity. Prior length of service in employment with the Parish, School or Diocesan Office shall be the basis for determining benefit levels upon return from leave if re-employed. Benefits do not continue or accrue during such leave.

SNOW DAYS

As a service organization, the Parish, School or Diocesan Office must maintain regular hours of operation to be responsive to the people of the Parish, School or Diocesan Office. During periods of extremely inclement weather or other emergencies, however, the workplace may be declared closed and leave will be granted with pay. If the workplace is not declared closed, Employees electing not to report to work are required to notify their immediate supervisor and will be required to use PTO, Vacation or Personal Days, as may be applicable, on these occasions.

PERSONAL LEAVE DAYS

For those Employing Units who may offer Personal Leave Days, Personal Leave may be taken for special occasions, such as birthdays, religious purposes or circumstances or events not otherwise covered in this policy. New employees must be with Parish, School or Diocesan Office for not less than six (6) months of continuous employment before they become eligible for personal days. Personal days may not be carried over to the next year. Employees will not be compensated for unused personal days at the end of a year or at termination of employment.

MILITARY DUTY

An Employee in the Reserves or National Guard, upon his or her request, shall be granted military leave of absence without compensation to engage in a temporary tour of duty with proof of call of duty. Vacation or available time may be used for the military leave. This may fall under FMLA; please see your supervisor.

K. FAMILY MEDICAL LEAVE

The Parish, School or Diocesan Office conforms to the Family Medical Leave Act of 1973. The Parish, School or Diocesan Office will provide Employees up to twelve (12) weeks of unpaid leave:

- in connection with the birth of a child or placement of a child for adoption or foster care; or,
- to care for a child, spouse, or parent with a serious health condition; or, when an Employee is unable to perform his or her job because of a serious health condition.
- Employees caring for a covered service member with a serious injury or illness incurred in the line of duty on active duty are able to take up to twenty-six (26) work weeks of leave in a twelve (12) month period. Also, up to twelve (12) weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status may be taken by family members to manage their affairs.

Absenteeism in excess of three (3) consecutive workdays for personal or family medical reasons, whether paid or unpaid, is the beginning of a requested Family Medical Leave which requires written certification and documentation from a physician in a timely manner.

A release of information from the Employee can be required from the Employer to allow for consultation between the Employer and the attending physician/therapist, before you are allowed to return to work.

Available paid time off benefits must be used first while Employee is on Family Medical Leave.

Family Medical Leave is on rolling twelve (12) month period. During this leave, the Employer will continue to provide the same fringe benefits as the Employee enjoyed previous to this leave. However, Paid Time Off, or other personal leave days shall not continue to be earned or accrue while an Employee is on FMLA leave.

L. FUNERAL LEAVE

In the case of the death of an Employee's spouse, child, or parent, a five (5) day paid funeral leave is provided. A three (3) day paid leave is granted in the event of death of other family members. Other family members include three grandparents, brothers and sisters of the Employee or his/her spouse or their children.

M. JURY DUTY

A regular full-time Employee shall be entitled to a leave of absence with pay throughout the duration of any jury duty. Payment received for jury duty by the Employee from the Court, except for non-reimbursed expenses, shall be remitted to the Parish, School or Diocesan Office. Jury duty pay will be calculated on the Employee's base pay rate times the number of hours the Employee would otherwise have worked on the day(s) of absence.

N. MILITARY DUTY

An Employee in the Reserves or National Guard, upon his or her request, shall be granted military leave of absence without compensation to engage in a temporary tour of duty with proof of call of duty. PTO time may be used for the military leave. This may fall under FMLA; please see your supervisor.

O. CONTINUING EDUCATION

Employees are encouraged to continue to develop their professional skills. Participation in continuing education programs is optional at the discretion of the Employer. If an Employee is asked to attend a conference, workshop or training session by his/her supervisor, the expense and time off for attending will be paid by the employing entity. Otherwise, time off and expenses will not be paid unless:

- prior written approval has been received in advance from the Employee's supervisor; and
- training is directly related to or will assist the Employee's performance in tasks and responsibilities assigned by the Employer.

HOURS / ATTENDANCE / WORKWEEK

ABSENCES

You are expected to maintain good attendance records. When absent from work on a scheduled workday, Employees must notify their immediate supervisor (or the receptionist if the immediate supervisor cannot be reached) of the reason for their absence. Further, they should be notified at the beginning of the workday so as to allow adjustments in staffing if necessary. If the absence is to continue beyond the first day, you must notify the supervisor on a daily basis unless otherwise arranged. Absence for three (3) consecutive workdays without notifying the supervisor is considered a voluntary termination.

All Employer-paid absences must be charged to PTO, vacation, sick days, snow days or personal days, as applicable. Only after appropriate paid leave has been used may unpaid leave be granted.

TIME RECORDS

All hourly Employees and those persons required by their supervisors must fill out appropriate time sheets which are to be signed by the Employee and supervisor.

WORKWEEK

The workweek begins at 12:01 a.m. on Saturday and runs through 12:00 a.m. on the following Saturday.

HOLIDAYS

If a holiday falls on a weekend, either the Friday before or the Monday after (whichever is closer) will be taken as the holiday for eligible Employees scheduled to work twenty (20) hours or more.

SNOW/WEATHER DAYS/EMERGENCIES

As a service organization, the Parish, School or Diocesan Office must maintain regular hours of operation to be responsive to the people of the Parish, School or Diocesan Office. During periods of extremely inclement weather or other emergencies, however, the workplace may be declared closed and leave will be granted with pay. If the workplace is not declared closed, Employees electing not to report to work are required to notify their immediate supervisor and will be required to use PTO, Vacation or Personal Days, as may be applicable, on these occasions.

WORK ENVIRONMENT

EMPLOYEE CONDUCT

Appearances and behavior are important when dealing with the public, as well as within the organization. Therefore, every effort should be undertaken to make a positive impression on everyone the Employee comes in contact with on the telephone or in person.

Employees are expected to maintain a professional appearance and manner at all times. Employees best advance the work of the Church when they manifest attitudes of joy, friendliness and helpfulness in discharging their duties. Further, Employees are expected to use good judgment, according to weather, fashion, etc., about appropriate clothing and appearance. Employees' attire and general appearance must be neat,

clean and appropriate in order to make a good impression to other Employees and visitors. Propriety questions should be directed to the immediate supervisor.

CONFIDENTIALITY

Employees must use discretion in discussing the Parish, School or Diocesan Office and its affairs, particularly outside the offices of the Employer. Materials considered confidential or otherwise containing personal identifying information should not be discussed or removed from the premises without prior approval from the immediate supervisor. As mandated by statute (MCL 445.81, et seq.), an Employee must protect the confidentiality of Social Security numbers to the extent practicable, and must avoid unlawful disclosure of those numbers. An Employee may not have access to another person's Social Security number unless access is necessary to conduct the business of the Employer, including background checks and payroll functions. Unless authorized by law, an Employee may not display, or require the display of, more than four sequential digits of a Social Security number. Unless authorized by law, an Employee may not mail or transmit electronically, or require the mailing or electronic transmission of, more than four sequential digits of a Social Security number ("mailing" includes the use of any delivery service that does not require the signature of recipient indicating actual receipt).

HOUSEKEEPING

All Employees shall endeavor to maintain a neat, clean workplace. While beverages are allowed at work desks, for sanitary reasons, food should be consumed only in designated break rooms or lunch rooms or outside areas, not at work stations, storage areas or hallways.

PERSONAL PROPERTY

The Parish, School or Diocesan Office is not liable for the loss of or damage to, personal property on its premises. We strongly recommend that Employees do not bring to work any valuable items or possessions.

PARKING

To the extent the Parish, School or Diocesan Office provides parking for its Employees, the Employer is not responsible for damage to, or theft of, an Employee's automobile or other personal property. It is recommended that automobiles be properly secured by the Employees.

BUILDING SECURITY

The Parish, School or Diocesan Office asks that all Employees be responsible to ensure security of its premises. Any Employee remaining at the end of the regular working day shall ensure that the exit doors are securely locked before leaving.

PERSONAL TELEPHONE CALLS

The availability of telephone lines is important for the continued operation and success of our mission. The Parish, School or Diocesan Office recognizes that Employees may occasionally need to make or receive vitally important personal telephone calls during the workday. The Parish, School or Diocesan Office encourages Employees to keep personal telephone calls to a minimum and for calls that are not truly urgent or necessary, Employees should make the call while on break. Employees will reimburse the Parish, School or Diocesan Office for any personal long distance calls made by the Employee.

ELECTRONIC, VOICEMAIL, BLOGS AND SOCIAL NETWORKS

The Parish, School or Diocesan Office reserves the right to access email and other communication systems.

The email, internet and voice mail systems of the Parish, School or Diocesan Office are available for use by those Employees who have need for communications for day to day business. The email, internet and voice mail systems are not private or confidential. The following guidelines should be adhered to:

- The systems should not be used to discuss confidential information
- Offensive or discriminatory jokes or remarks are to be avoided
- Employees may not use or access their own private programs or use social networks or blogs from the Parish, School or Diocesan Office systems
- Employees should be aware that deleted e-mail messages and access of internet sites are recoverable

All Employees waive their rights to privacy in email, voice mail, blogs and social networks to the extent permitted by law, and consent to access for disclosure for any lawful purpose.

TERMINATION OF EMPLOYMENT

RESIGNATIONS

Resignations are considered to be voluntary terminations of employment. In voluntary terminations, the Employee is requested to give at least ten (10) business day's written notice of their intent to the supervisor.

RETIREMENT

An Employee contemplating retirement should contact the Payroll Office and Michigan Catholic Conference at least three (3) months in advance of the effective date of retirement in order to process the necessary paperwork.

DISMISSAL

Dismissal refers to the termination of employment on the initiative of the Employer. This being an at-will employment relationship, the Employer may decide, at any time, with or without cause and with or without notice, to dismiss an Employee. Although an Employee may be dismissed for any reason, or no reason at all, there are certain events or conduct which are likely to result in dismissal, including, but not limited to:

- Uncertain financial conditions within the employing entity.
- Complete or partial closing of an Employee's office or position.
- Unwillingness of an Employee to abide by the policies, procedures and rules of the Diocesan office.
- Work performance that does not manifest competency or the fulfillment of basic expectations and requirements of the position.
- Excessive absences without ample notice or authorization by Supervisor.
- Inability to work within the basic philosophy, goals and purposes of the employing entity.
- Chronic tardiness, absenteeism, chronic/problematic substance abuse, professional or criminal violations.
- Insubordination, intimidation or failure to follow instructions of superiors.
- Misrepresentations in an Employee's application, resume, evaluations, or work records or reports.
- Unauthorized handling, possession or use of any drugs or alcoholic beverages on Parish, School or Diocesan Office premises or reporting to work under the influence of intoxicants or controlled substances. The Parish, School or Diocesan Office has the right to have the Employee undergo appropriate tests if the Employee appears not able to perform their assigned job.
- Personal or professional practices, malpractice, unethical practice, conflicts with fellow Employees, or attitudes or behaviors, within or without the work place, which affect the morale, job performance or rights of other Employees, or reflect negatively upon the Employer or colleagues.

The foregoing items are not complete or exclusive of other events or conduct not articulated here which will lead to dismissal, this being an at-will employment relationship.

An exit interview may be conducted with Employees. All property belonging to the Parish, School or Diocesan Office must be returned at the time of the exit interview.

VIOLENCE IN THE WORKPLACE

The Parish, School or Diocesan Office, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously and may result in discipline up to and including termination.

For purposes of this policy, workplace violence shall include, but not be limited to, any verbal or physical act or gesture intended to threaten and intimidate another person with physical injury, any physical act or gesture causing damage or likely to cause damage to property belonging to the Parish, School or Diocesan Office, or any physical act or gesture causing injury or likely to cause another person to be injured.

All Employees are responsible for helping maintain a violence-free workplace. Any Employee experiencing or witnessing an act or threat of violence in the workplace is asked to report such act or threat to his or her immediate supervisor and/or Human Resource Office.

Each act of workplace violence will be investigated in a manner as deemed most appropriate by the Employer, and action up to and including termination may be taken.

DRUG-FREE WORKPLACE

It is the purpose of the Parish, School or Diocesan Office to help provide a safe and drug-free work environment for our students, our parishioners and our Employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future Employees.

The Parish, School or Diocesan Office explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on any Parish, School or Diocesan Office premises or while performing job duties elsewhere on assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Parish, School or Diocesan Office if such impairment or influence adversely affects the Employee's work performance, the safety of the Employee or of others, or puts at risk the Parish, School or Diocesan Office's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Parish, School or Diocesan Office if such activity or involvement adversely affects the Employee's work performance, the safety of the Employee or of others, or puts at risk the Parish, School or Diocesan Office's reputation.
- The presence of any detectable amount of prohibited substances in the Employee's system while at work, or while on church business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the Employee.

The Parish, School or Diocesan Office will conduct drug and/or alcohol testing under any of the following circumstances:

FOR-CAUSE TESTING: The Parish, School or Diocesan Office may ask an Employee to submit to a drug and/or alcohol test at any time it feels that the Employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- evidence of drugs or alcohol on or about the Employee's person or in the Employee's vicinity.
- unusual conduct on the Employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns.
- excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any Employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any Employee who potentially contributed to the accident or injury event in any way.

If an Employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an Employee refuses a request to submit to testing under this policy, the Employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the Employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

SEXUAL HARASSMENT

It is the policy of the Parish, School or Diocesan Office to make a sincere and reasonable effort to provide a Christian work environment free from sexual harassment. Sexual harassment in the workplace is illegal and will not be tolerated. Those who are leaders in the Church, persons in its employ, independent contractors, persons acting as Church volunteers are all expected to abide by the Parish, School or Diocesan Office sexual harassment policy.

Sexual harassment specifically, may take many forms, including but not limited to the following:

1. Conduct that has the purpose or effect of unreasonably or substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
2. Employment decisions that are based on submission to or rejection of sexual advances or conduct.

3. Submission to a sexual advance or conduct that is either an explicit or implicit term or condition of employment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment, sexual jokes, sexual advances or propositions, verbal abuse of a sexual nature, graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling, touching, pinching, assaulting, coerced sexual acts, suggestive, insulting or obscene comments or gestures, and display of sexually suggestive objects or pictures in the employment setting. This also includes the electronic transmission or promotion of any of the previously mentioned examples, or those not listed but clearly intended as a means of sexual harassment.

One way of resolving complaints is the willingness of one person to approach the other in order to reach a resolution of the complaint. It is hoped that the persons involved can resolve complaints of a less substantial nature between themselves. The following format may be used:

1. A person (complainant) who believes that he or she has been the subject of sexual harassment of a less substantial nature should detail the alleged act(s) of sexual harassment in writing and retain it.
2. The complainant should then attempt to resolve the complaint with the alleged violator (respondent) directly and document the interaction and retain it.
3. The complainant should notify a supervisor of the alleged problem and resolution.

If there is no resolution or the sexual harassment continues after a documented attempt to resolve the complaint, the complainant should seek resolution of the complaint through the following process:

The Pastor/designate must be informed in writing if there is no resolution or if the sexual harassment continues after it is reported to the supervisor. All complaints will be handled in strict confidence, except for such disclosure as is necessary to investigate the complaint or as may be required to be disclosed by law. During this time the alleged violator may be placed on leave until the investigation is completed, at the discretion of the Pastor/designate. If a person who reports sexual harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, the person should contact the Human Resources Office of the Diocese of Gaylord in writing. After the Diocesan investigation is completed, the parties will be informed of any decisions or disciplinary action to be taken.

REPRISALS/FALSE ACCUSATIONS

The Parish, School or Diocesan Office will not tolerate reprisals against any person(s) who make sexual harassment complaints. By the same token, the Employer will not lightly treat false or malicious accusations of sexual harassment against any person.

Nothing in this policy shall be intended to restrict the Employer in any way from suspending or terminating any person's employment, contract or services at any time, with or without notice or cause.