

*Parish and School*

# **EMPLOYEE HANDBOOK**

NOVEMBER 2022

*“Working  
for the  
Lord”*



**ARCHDIOCESE  
OF PORTLAND IN**  
OREGON

MOST REVEREND  
ALEXANDER K. SAMPLE  
ARCHBISHOP OF PORTLAND IN OREGON

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November 1, 2022

Dear Parish Employee:

Praise be Jesus Christ!

I am writing to introduce the new 2022 Parish and School Employee Handbook. If you are a new employee, welcome! If you are a current employee, I wish to extend my gratitude for your commitment to your parish, whose mission is to glorify God, bring souls to Jesus Christ and set them on a path to eternal life.

You, by your witness, leadership, and behavior, impart distinct character to our Catholic organization. You share in the teaching ministry of the Catholic Church by modeling Christian values and living exemplary lives. It is in this spirit that you serve your parish.

The Archdiocese of Portland follows state and federal employment laws and regulations that often present interpretative challenges. Please read this handbook. It is your reference guide for your employment. Call upon your Pastor, Priest Administrator, Principal, or Business Manager for clarification. You may contact the Archdiocese Human Resources Department for assistance as well (503-234-8343).

Please note that this document replaces the previous handbook published in 2020.

Thank you again for your commitment to the Church's mission to evangelize through the ministries and institutions of our local Archdiocese!

Sincerely yours in Christ,

A handwritten signature in blue ink, appearing to read "Alexander K. Sample".

Most Rev. Alexander K. Sample  
Archbishop of Portland in Oregon

## INTRODUCTION

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The overriding mission of a Catholic organization is to develop and maintain a Roman Catholic faith community. The organizational environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of ministry that fosters Catholic values for the entire community.

In recognition of this unique commission, staff shall exhibit professional standards of ethical behavior in attendance, punctuality, grooming, language, academic preparation where applicable, and in their relationship to parishes, schools, and other staff as both adult examples and as members of a faith community.

Staff, by their witness, leadership, and behavior, impart a distinctive character to a Catholic organization. They share in the teaching ministry of the Catholic Church by modeling Christian values and living exemplary lives.

Staff are called to be role models and witnesses to the Gospel of Christ and, therefore, shall adhere to proper conventions and Christian morals. They shall maintain by words and actions a position that is in conformity with the teachings, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of the Archdiocese of Portland in Oregon.

This Handbook does not create a contract of employment, express or implied. Notwithstanding, any provision in this Handbook, employment with the Parish is at-will employment unless an employee is covered by a written contract that provides otherwise. The Handbook may be revised, or the policies, procedures, or benefits described herein may be changed or discontinued, at any time without prior notice to employees.

*“Staff are called to be role models and witnesses to the Gospel of Christ and, therefore, shall adhere to proper conventions and Christian morals.”*

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# SECTION 1 EMPLOYMENT POLICIES

## EQUAL EMPLOYMENT OPPORTUNITY

Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, pregnancy, military or veteran status, or political affiliation, or any other characteristic protected by applicable federal, state, or local law, with one exception. The Parish reserves the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies.

These policies apply to hiring, compensation, promotion, transfer, and termination. The Parish has the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and current employees in all employment decisions. Every effort is made to hire staff into positions that will use their abilities most effectively and meet Parish needs. Under no circumstances will an applicant be hired or a staff member be retained if there is evidence that they would present a risk of danger to any other person (such as having been convicted of a crime of moral turpitude).

Job-related criteria are used in making employment selection decisions. Selection criteria are based on the specific applicant's job skills relative to the essential functions of the job and the minimum qualifications and responsibilities of the job vacancy for which the applicant has applied. All staff are expected to fulfill the essential functions of the job with or without reasonable accommodation for any disabilities or medical conditions they may have.

## DISABILITY ACCOMMODATION

The Parish endorses and complies with the Americans with Disabilities Act (ADA) and amendments, as well as local and state laws prohibiting discrimination in the employment of persons with disabilities. The Parish is committed to ensuring equal opportunity in employment for qualified persons with disabilities. Further, the Parish prohibits unlawful discrimination in employment on the basis of disability against applicants and employees with regard to the hiring, promoting, discharge, wages, job training, benefits, or any other terms and conditions of employment.

The Parish will attempt to provide reasonable accommodation to the known physical or mental limitations of a qualified applicant and employee, unless doing so would impose an undue hardship on the operation of the Parish or present a direct threat of harm to the individual or others.

An applicant or employee may request reasonable accommodation if he or she believes it is needed to assist in the application process (for new employment, transfers or promotions), to enable performance of the essential functions of the job, and/or to allow for equal access to the benefits and privileges of employment.

Further, an applicant or employee may request reasonable accommodation by speaking with his/her supervisor and/or by contacting the Human Resources Manager. It helps if the person requesting accommodation explains the request (including what he or she believes is needed and why). Further, an employee who believes that he/she is having

difficulty meeting the performance requirements of the job due to a physical or mental disability is encouraged to report this to his/her supervisor or the Human Resources Manager; such a report would be considered a request for reasonable accommodation.

After a request for accommodation has been made, the Parish will engage the person requesting the accommodation in the interactive process to determine what, if any, accommodation is needed and would be reasonable. This interactive communication may cover the specific accommodation requested, the precise nature of the problem that is generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting an individual's needs.

Any medical information provided by or regarding the employee or applicant is maintained as confidential and will be used only to evaluate requests for reasonable accommodation and fitness for duty in an employment position. An applicant or employee is not required to provide medical information related to an accommodation request and would not be subject to discipline for withholding such information; however, the Parish notes that relevant medical information may be needed to support an accommodation request and the absence of such information may result in denial of the request.

Whenever the Parish requests medical information or a medical examination (such as during the post-offer pre-employment period or in connection with a request for reasonable accommodation), the Parish will pay for the uninsured cost of the information request or medical examination. To request an accommodation or to discuss concerns or questions about this notice, please contact any one of our supervisors (Pastor, Principal, or Business Manager as appropriate) or any Human Resources staff at the Archdiocese of Portland, including the Director of Human Resources.

## **EQUAL PAY ACT of 2017**

The Parish endorses and complies with applicable equal pay laws, including the Equal Pay Act of 1963, and the Oregon Equal Pay Act of 2017, which laws protect employees who perform work of a comparable character at the same establishment from wage discrepancies that are based on characteristics or statuses protected by law.

## **COMPLIANCE WITH WAGE AND HOUR LAWS**

The Parish endorses and complies with all applicable wage and hour laws, including the Fair Labor Standards Act (FLSA) and Oregon state wage and hour laws. Among other things, these laws establish minimum wage, overtime pay eligibility and exemption, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

## **COMPLIANCE WITH IMMIGRATION AND WORK ELIGIBILITY LAWS**

The Parish complies with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990 and any other applicable laws that relate to work eligibility. Specifically, the Parish will hire only workers who are, and continue to be eligible to work in the United States. The Parish will follow all requirements related to the verification of identity and work eligibility as a condition of employment, including by requiring completion of the USCIS Form I-9: Employment Eligibility Verification.

Persons must provide appropriate documentation to verify identity and employment eligibility from the lists of appropriate documents on the Form I-9. The Parish will not tell a person which documents on the lists need to be presented or indicate a preference in any way. If required documentation is not provided by the end of the third day on the job, the person cannot continue to be employed by the Parish.

## **OREGON EMPLOYER ACCOMMODATION FOR PREGNANCY ACT (2019) – NOTICE TO EMPLOYEES**

The Parish is an equal opportunity employer, as described previously. Consistent with that, the Parish provides protections for pregnant workers and those who have health conditions related to pregnancy and childbirth, including expressing milk.

Moreover, as stated in the Disability Accommodation policy, the Parish will attempt to provide reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee, unless doing so would impose an undue hardship on the operation of the Parish or present a direct threat of harm to the individual or others. This includes attempting to provide reasonable accommodations for known physical or mental limitations related to pregnancy, childbirth or related medical conditions, such as lactation. Among other things, reasonable accommodations may include one or more of the following:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. The Parish will not deny employment opportunities on the basis of a need for reasonable accommodation.

## **DISCRIMINATION PREVENTION**

It is against Parish policy to discriminate, or tolerate discrimination, against any employee, applicant, parishioner or visitor to the Parish on the basis of any person's legally protected class, characteristic or status, including but not limited to race, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, pregnancy, military or veteran status, political affiliation, or any other characteristic protected by applicable federal, state, or local law. (This is subject to the Parish's reservation of the right to make employment decisions based on principles of Catholic moral teaching, religious preferences, and other religious needs, criteria, and policies.)

The Parish will not tolerate any such discrimination and encourages you to make an immediate report if you believe that you have: (1) been subjected to conduct you believe might violate this policy; and/or (2) witnessed conduct you believe might violate this policy.

## **HARASSMENT PREVENTION**

The Parish strives to create an environment where all persons treat each other with dignity, charity, and respect in accordance with Christian principles and the social

teachings of the Church. Therefore, the Parish is committed to providing a work environment that is free from harassment and discrimination.

Harassment can occur in the workplace when individuals are subjected to hostile or intimidating treatment because of their race, religion, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, pregnancy, military or veteran status, political affiliation, or any other characteristic protected by applicable federal, state, or local law.

Harassment is verbal, physical or visual conduct:

- (A) That demeans or shows hostility or aversion toward an individual on the basis of any legally protected class or characteristic; and
- (B) That: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

It may occur at any time during work or during work-related activities, at or away from the location. It may include but is not limited to any or all of the following forms:

### **Verbal Harassment**

Examples include derogatory, offensive, or inappropriate comments or jokes, threatening words spoken to another person, or other remarks that are "off color" or derogatory to a person based on any of the protected categories identified above.

### **Physical Harassment**

Examples include unwanted physical touching, contact, or assault, deliberate impeding or blocking of another's movements, or any intimidating physical interference with normal work or movement.

### **Visual Harassment**

Examples include the display or circulation of derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures (including by e-mail, social media, or similar transmission or by other electronic means, which are included as visual harassment).

### **Sexual Harassment**

Sexual harassment, which is one form of prohibited harassment, is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any or all of the following apply: submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

**The following is a partial list of examples of sexually harassing behavior:**

- Making unsolicited or unwanted sexual advances and propositions;
- Using sexually degrading words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures;
- Telling inappropriate or sexually related jokes;

- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances;
- Offering employment benefits such as promotions, favorable performance evaluations, preferred duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors; and/or
- Persistent and unwelcome flirting, kissing, massaging, leering, or intimate touching. The types of inappropriate behavior referenced in this policy are unacceptable in the workplace as well as in other work-related settings and other Parish-related circumstances.

**ALL PERSONS in the Archdiocese are responsible for:**

- Conducting themselves in a manner that contributes to a positive work environment and reflects the Church’s teachings;
- Avoiding any activity that may be considered discriminatory, intimidating, retaliatory, unwelcome or harassing;
- Informing anyone they believe is harassing them that the behavior is offensive and unwelcome;
- Reporting all incidents to the Pastor, Principal, or Business Manager that they consider or observe to be discrimination, intimidation, retaliation, unwelcome, or harassment; and
- Immediately discontinuing any conduct that others have told them is considered to be discriminatory, harassing, intimidating, unwelcome, or retaliatory.

**Procedure for Reporting Possible Violations and Complaint Investigations**

Any employee who believes that the actions or words of a supervisor, co-worker, vendor, or other individual constitute unwelcome harassment, including but not limited to sexual assault, or discrimination has a responsibility to report or complain as soon as possible to their Pastor, Principal, or Business Manager OR to the Archdiocesan Human Resources Director. Anyone who witnesses what is believed to be harassment should also immediately report it. To file a report, please complete the Unlawful Discrimination & Harassment Complaint Form at the end of this handbook. The Parish advises all employees to document any incidents involving discrimination, harassment, or sexual assault, and to report these actions to their Pastor, Principal, or Business Manager OR the Archdiocesan Human Resources Director immediately.

All complaints of harassment will be investigated promptly and in an impartial manner. Note that absolute confidentiality is not promised and should not be expected because the Parish has a duty to investigate all complaints of unlawful behavior. Employees are required to cooperate in any investigation. Retaliation against any individual for making a complaint of harassment or discrimination or for participating in a harassment or discrimination investigation is strictly forbidden. Retaliation constitutes a violation of this policy.

A charge of harassment, discrimination, or retaliation shall not, in and of itself, create the presumption of wrongdoing. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

## **BACKGROUND CHECKS**

All applicants must submit to a background check before beginning employment.

This includes a review of the applicant's history relative to any potential criminal record, validation of social security number, validation of academic degree(s), and validation of driver's license. The items that are reviewed in an individual's background are determined by pre-established criteria for each position for which the applicant is applying. A signed authorization to complete the background check(s) will be obtained from the applicant prior to initiating the process.

The Parish has the right to deny employment based on failure to authorize a background check and/or adverse information obtained through the background check process. A prior criminal conviction is not an absolute bar to employment, and all relevant factors will be considered in accordance with the law. All background checks will be conducted in accordance with the law, including the provision of appropriate notices to unsuccessful applicants, as required by law or regulation.

All clergy and staff must successfully clear a criminal background check at the time of hire and will be required to renew a background check every 3 years.

## **CHILD PROTECTION POLICY**

The Parish, like the Archdiocese, is committed to preventing and fully addressing child abuse by any person and to recognize and respond to signs of child abuse. The Child Protection Policy of the Archdiocese, as well as the Standards of Conduct for Ministry with Children and Youth, are published separately on the Archdiocese website.

Clergy and lay employees must complete the initial child protection training (currently the Creating a Safe Environment "CASE") and read/sign the Standards of Conduct for Ministry with Children and Youth within 60 days of hire. Clergy and lay employees whose job duties regularly involve working with children are required to complete an annual update training for child protection. Those employees who do not work with minors will complete a child protection training update every 3 years.

Current employees should have a copy of the Child Protection Policy and Standards of Conduct; new employees will receive them upon hire. Each employee is responsible for retaining a copy of these policies and complying with them. These policies and other related policies are available at the Archdiocese of Portland website under the Child Protection Office.

### **Mandatory Reporters of Child Abuse**

All clergy and staff of the Parish, like employees of the Archdiocese, are considered to be mandatory reporters of child abuse under Oregon Law. This obligation requires reporting any time clergy or a lay employee has cause to believe a child is being abused, regardless of when or where the abuse is occurring. Oregon law, as well as Parish and Archdiocesan policy, regarding reporting is covered in the Child Protection Policy and during the Creating a Safe Environment training. The Child Protection Policy also lists reporting phone numbers for every county in Western Oregon.

## **Boundary Intrusions of Children and Youth**

Boundary intrusions are actions by an adult or older child that infringes upon a child either physically, emotionally, and/or, involves the child in behavior that is inappropriate for their age as outlined in the Creating a Safe Environment training and the policies of the Parish and Archdiocese. Any person who has information of these violations is required to report the information to their Pastor, Principal, or Business Manager or to the Office of Child Protection immediately.

## **BLOOD-BORNE PATHOGENS**

The Parish complies with all Occupational Safety and Health Administration (OSHA) requirements regarding blood-borne pathogens. The federal guidelines and recommendations were developed to address all employees who may be at risk for encountering occupational exposure to blood-borne pathogens.

Please review the Oregon OSHA fact sheet for details:

<https://osha.oregon.gov/OSHAPubs/factsheets/fs16.pdf>

Blood-borne pathogens and Other Potentially Infectious Materials (OPIM) can cause serious diseases, such as HIV and Hepatitis B. Staff may have to deal with injuries from trips and falls, bloody noses, soiled undergarments, or vomit. By regulation, these bodily fluids must be treated as blood-borne pathogens or OPIM.

These regulations also require employers to identify employees who are occupationally exposed. Parish employees who are occupationally exposed will be required to attend training and have documentation on file. Please contact your supervisor if you have questions on whether or not your position requires you to attend training. Other employees may attend this training with supervisor approval. Please refer to the Employee Health Training Process: <https://healthed-trainings.apps.mesd.k12.or.us/events/>

Employees are required to report any OPIM exposure incident to the Business Manager, Pastor or Principal immediately. The Business Manager, Pastor or Principal will document the exposure and may be required to complete an OSHA 300 Log entry:

<https://osha.oregon.gov/OSHAPubs/3353.pdf>

## **CONFLICT OF INTEREST**

Service in the Archdiocese carries with it a responsibility to act in an ethical manner. All staff are expected to refrain from any transaction where their own interests or the interests of those considered family may conflict with those of the Parish. In particular, before accepting employment or commencing volunteer work from a different organization or at a different location, a staff member must consult with the Pastor, Principal, or Business Manager to discuss the potential of a conflict of interest. Staff cannot accept, offer, or endorse any payment or gift, unless it is in the normal course of business following open, legal, and authorized procedures. These rules do not include birthday or Christmas remembrances, business meals of reasonable value, or other gifts of nominal value.

## CONFIDENTIALITY

Confidentiality is important. It is important to protect employees, Parish/school business, and the Catholic community.

Employees of the Parish may be exposed to information which is confidential and/or privileged and proprietary in nature. "Confidential and/or privileged information" means all information related to the Parish or Archdiocese that is received or accessed, as a result of employment, by the employee, which information is not generally known by the public, including but not limited to financial information, pending projects and proposals, contracts, leases and agreements entered into by the Parish or Archdiocese, student or parishioner records, social media handles and passwords, etc. It is the policy of the Parish that such information must be kept confidential both during and after employment or volunteer service.

Employees are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, up to and including termination.

In addition, certain records and/or personal information about employees or clergy must always be treated as confidential, with any requests for information from any source directed to the supervisor. When employees need to be aware of sensitive issues, those discussions should be held in private.

Various state and federal laws require safeguarding data that includes personal information. Oregon law mandates that owning, maintaining, or possessing data that includes an individual's personal information used in business, vocation, occupation, or volunteer activities, requires notification after discovering a breach of security, if personal information was part of a breach. This means that the Parish must notify any individuals whose personal information was breached. The law also requires the Parish to establish and maintain sound data security procedures.

Offices at parishes and schools that deal with personal information must secure documents that contain personal information to prevent inappropriate or illegal disclosures. Some offices deal, in particular, with information protected by the Americans With Disabilities Act (ADA) and/or the Health Insurance Portability and Accountability Act (HIPAA). The guidelines below explain both the responsibility to protect the information and the employee's right to expect reasonable protection under the ADA and HIPAA.

- Information must be kept in secure files and/or offices.
- Health information must be kept in separate files, not personnel files.
- E-mail correspondences must be protected by using passwords and ensuring that confidential information is communicated only in a system with effective firewalls.

If an employee handles confidential information, they are responsible for its security and should not discuss it with anyone other than the supervisor, except on a need-to-know basis. If confidentiality has knowingly been violated by an employee, the employee will be subject to appropriate discipline, up to and including termination.

## SECTION 2 HIRING AND SUPERVISION

### HIRING

The Pastor or Principal authorizes the employment of all Parish personnel. All new employees are expected to complete all new hire paperwork and orientation activities required by the employer.

#### **Former Employees, Rehires, and Transfers**

Employees who have left Archdiocesan employment in good standing, may be considered for rehire, without preference, along with other qualified applicants. Former employees who were terminated or asked to resign due to poor performance or behavior may not be eligible for rehire.

For information on benefits for rehires, refer to the Benefits section of this document, as well as the Guide to the Tax-Sheltered Annuity Plan and the Employee Benefits Guide.

If an employee is considering a transfer, they must notify their current supervisor prior to the interview.

#### **Relatives and Friends**

Relatives of employees are considered for employment on the same basis as all other applicants for employment. The person hired will be the best-qualified applicant for the position. In the event employees in the same department wed, transfer considerations will be explored.

Applicants or existing employees may not work in a position where there are overlapping duties or where there is a direct supervisory relationship with a spouse or relative.

#### **New Hire Checklist**

All new employees must complete all new hire paperwork and orientation activities required by their Parish.

Before an employee reports for their first day of work the following must be completed:

- Application (submitted before the person is considered for employment)
- Signed New Hire Offer Letter (submitted before employment starts)
- Background Check (to be completed before employment starts)

On the first day of work, employees will receive the following documents to be reviewed and signed:

- I-9 form (must be completed within 3 days from date of hire)
- W-4 form
- Emergency Contact Form
- Personnel Action Form
- Employee Handbook (Receipt and Acknowledgment Form must be signed and returned within 10 days of date of hire)
- Child Protection Policy
- Standards of Conduct
- Job description

Additional new hire materials for Benefits Eligible staff include:

- Employee Benefits Guide (*with enrollment instructions*)
- Guide to the Tax-Sheltered Annuity Plan (*benefits eligible non-religious staff only*)

### **Job Descriptions**

Job descriptions provide a summary of purposes for the position, the job duties, and the requirements needed for the position. A job description is intended to describe the types of duties that are performed by an employee in a particular position; it is not intended to be an itemization of every duty associated with a position.

Typically, a detailed job description outlining these duties and requirements is shared with an applicant during the final stages of the interview process. Once an employee is hired, they and their supervisor will sign the job description, and the original will be kept for record in the new employee's personnel file. It is important to note that a signed job description form does not mean that the duties of the position will not change or that an employee will not be asked to perform duties not specifically identified in the signed job description.

### **SUPERVISION**

Staff ordinarily work under the direction and immediate supervision of a department director unless supervision has been delegated to another employee. Performance appraisals are conducted either by the department director, or in the event supervision has been delegated, by the employee in the supervisory role.

Although each employee is typically hired for a specific position, at times a supervisor may require a staff member to fill another vacant position on a temporary or ongoing basis if the need arises, resulting in a reassignment.

## SECTION 3 WORKPLACE POLICIES

### EMPLOYER'S EXPECTATIONS

The Parish has certain standards of performance in the workplace and rules of conduct that apply to all employees. Conduct that interferes with our ministry, discredits the Parish or Archdiocese, or is offensive to coworkers or others may result in disciplinary action, up to and including termination. The following is a non-exhaustive list of examples of such conduct:

1. Unsatisfactory job performance
2. Conduct, behavior, or interpersonal relationships inconsistent with the mission of the Church
3. Public support or advocacy of issues and/or organizations that oppose Church teachings
4. Falsifying, altering, or omitting information in Parish or Archdiocesan records, or any other dishonest act
5. Violating Parish or Archdiocesan policies, rules, or standards of behavior, including but not limited to those summarized in this Handbook
6. Stealing or possession without permission of Parish or Archdiocesan property or the property of other employees, volunteers, parishioners, students, contractors, or visitors without permission
7. Violating or disregarding known or generally accepted safety rules or practices, including failure to operate Parish or Archdiocesan vehicles responsibly
8. Possession of firearms, weapons, fireworks, or explosives on Parish or Archdiocesan property
9. Insubordination - refusal or failure to perform assignments or to comply with a supervisory request or instruction, unless there is reasonable fear the request may be illegal or cause bodily injury
10. Failure to report to work as scheduled for 3 consecutive workdays without advance notice unless the failure was clearly beyond the employee's control or was protected by law
11. Threatening, intimidating, or coercing behavior
12. Using profane or abusive language
13. Disclosing or misusing private or confidential information
14. Unlawful harassment or other behavior that shows disrespect of coworkers
15. Soliciting or distributing non-work materials in work areas or on work time without authorization

16. Using corporal punishment
17. Conduct not in accordance with professional standards or decorum otherwise inappropriate in the workplace
18. Violation of the Drug and Alcohol Policy
19. Any other reason which, in the sole discretion of the Parish, substantially compromises an employees' continued effectiveness at work

Disciplinary action prior to termination is at the sole discretion of the Parish.

### **Dress Code**

Staff members represent the Church and therefore should dress and groom accordingly. All staff members are expected to maintain a professional appearance and observe good habits of grooming and personal hygiene. Professional and conservative business attire must be worn at Parish and Archdiocesan locations and worksites, all work areas, and while offsite conducting business. Staff members should check with their supervisor if the need arises for clarification about what attire is appropriate in their work area.

Whether or not an employee is in the public eye, professional business attire must be worn on top and bottom. The following are not appropriate at any time\*\* (this is not an exhaustive or exclusive list):

- T-shirts
- Tank tops
- Crop tops
- Casual sandals
- Flip-flops
- Tight/skinny pants
- Tights/leggings in lieu of pants
- Shorts
- Sweats
- Torn clothing
- Faded clothing
- Sheer/see-through clothing
- Revealing clothing
- Tight/form-fitting clothing
- Clothing with writing or designs (other than Parish and Archdiocesan logo)

\*\*When participating in a Parish or Archdiocesan sporting event, limited exceptions may be made for t-shirts, shorts, sweats, and similar items appropriate to the sport.

Supervisors are responsible for ensuring that staff members adhere to the dress code and are expected to take the steps necessary to remind and counsel staff regarding violations of the dress code.

Violations of the dress code may result in the employee being asked to go home to change and/or disciplinary action.

## **Training**

New employees are expected to bring with them the skills and abilities necessary to perform the duties of the position for which they were hired. However, new employees may need additional specialized training, either through other institutions or programs, such as software classes, or on-the-job training done by a supervisor or coworker.

## **Attendance and Punctuality**

The Parish is a service organization; we provide important and valuable resources to our communities, schools, and parishes. To accomplish this mission, it is imperative that every employee be present when scheduled to fulfill expectations.

The purpose of this policy is to promote the efficient operation of the organization and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the organization.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

The Parish provides its employees with ample vacation, sick, and holiday time throughout the year. Vacation and holidays must be scheduled with one's supervisor in advance (at least 24 hours for one or two days; two weeks' notice for three or more consecutive days).

If an employee is absent three or more consecutive workdays for illness or injury, they may be asked to provide a doctor's statement. After a medical absence, employees may also need a doctor's statement certifying their ability to perform essential job functions safely.

Absence(s) are protected by law, including absences that that qualify under the Family and Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA) will not be counted against an employee's attendance record. As appropriate, medical documentation within the guidelines of the FMLA/OFLA will be required in these instances. For additional information regarding the FMLA/OFLA, please refer to the Family and Medical Leave Policy (Section 10 Absences and Time Off).

Any employee who fails to report to work without proper notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated his or her employment relationship.

## **Work Schedule**

A department may vary hours based on service needs. Each supervisor establishes the daily work schedules. Attendance at work-related lectures, meetings, and training is considered time worked if authorized in advance by the supervisor. See Travel Time for additional details. Oregon law does not permit the use of "comp time" unless the employer is a government agency.

- **Non-Exempt Employees:** Non-exempt employees are typically hourly. The normal work week for a full-time employee is 5 days/40 hours per week. For payroll purposes, the work week begins Monday at 12:01 AM and ends Sunday at midnight. The normal workday for a full-time employee is 8 consecutive hours with an unpaid 30- to 60-minute meal period. Employees may not start work early or work overtime without prior approval of the supervisor.
- **Exempt Employees:** Exempt employees are typically salaried. The work schedule for employees is determined by the Parish's service needs and each employee's individual responsibilities. Employees are accountable to the Pastor or Principal regarding time management during work hours.

For detailed information on overtime see Section 8: *Pay Administration*.

### **Make-Up Time**

- **Non-Exempt Employees:** Supervisory approval is required before non-exempt employees are permitted to work before or after scheduled hours to make up time lost. All make-up time must occur during the same work week. Employees may not make up time lost if the result will be more than 40 hours in any work week.

### **Travel Time**

Home-to-work and work-to-home travel time is generally unpaid. Travel for business purposes during the workday, however, is paid. For questions, please contact the Business Manager.

- **Non-Exempt Employees:** If required to take overnight trips, non-exempt employees will be paid for all time worked and for all travel time that falls within regular work hours or the corresponding hours on days off. Travel time to conduct Parish business approved by the supervisor is considered part of the workday and is paid time.
- **Exempt Employees:** Exempt employees receive a monthly salary and do not receive any extra pay for travel time.

### **Leaving the Premises during Work Hours**

Employees must obtain authorization from their supervisor before leaving the workplace during work hours (except during scheduled breaks and lunch) for any non-work related reason. Paid Time Off forms are used to document time off for medical appointments, etc.

### **Outside Employment and Other Commitments**

Although employment outside the Parish is not prohibited and the Parish encourages volunteer activities, these activities may sometimes create a conflict of time or interest with an employee's work or may be found to be inconsistent with the mission of the Church. With this in mind, employees should consult their supervisor prior to making significant outside commitments to non-work related programs or organizations. Employees are required to use vacation or "floating" time to fulfill outside work commitments that occur during normally scheduled work hours.

- **Volunteering:** Volunteers do not receive compensation for the services they provide. **An employee may not volunteer for duties that are the same or similar to duties the employee currently performs as an employee. Similarly, a person will not be permitted to volunteer without pay in any capacity that would displace any genuine employees.**

### **Mail**

Parish letterhead or postage is only to be used for business purposes. Personal correspondence should never appear to be an official communication from the Parish.

## **WORK ENVIRONMENT**

The Parish strives for fair salaries and benefits for all employees. In keeping with the work environment, all staff are expected to:

- Contribute to a productive day's ministry and service
- Begin work, meetings, and appointments on time
- Demonstrate a considerate, professional, and collaborative attitude toward each other and to all persons served by the Parish
- Adhere to the Parish's policies and procedures

### **Health and Safety**

All staff are responsible for complying with workplace safety rules. Employees are accountable for following all work and safety rules, including those outlined in this policy.

Employees are responsible for:

- Being alert to safety needs on all Parish premises
- Reporting safety concerns
- Attending health and safety training sessions as necessary
- Reporting any observed injury, accident, or other related incidents which occur on Parish premises immediately to a supervisor, or as soon as possible under the circumstances
- Notifying a supervisor immediately in the event of a death

Failure to observe the health and safety rules stated above will result in disciplinary action, up to and including termination.

### **Workers' Compensation**

All employees are covered by Worker's Compensation insurance. This insurance provides benefits for qualified occupational injuries or illnesses. Employees should report promptly to their supervisor any accident, injury or illness that may be work related even if the injury or illness does not appear to be serious.

## **TYPES OF CLAIMS**

### **Accidental Injury**

An accidental injury is an injury that is caused by an unexpected event that occurs over a short, discrete period of time and is sudden in onset. Accidental injuries may be determined to be related to employment if they are caused by a risk or a condition that is

in the workplace or associated with an employee's employment. In order to be "compensable," an accidental injury must cause a need for medical services or result in disability or death.

Examples of injuries that may be determined to be accidental work-related injuries include, but are not limited to the following:

- A fall caused by a tripping hazard
- A back injury caused by lifting a heavy object
- A broken bone caused by exposure to workplace machinery
- A strained or sprained muscle caused by exertion in performing work activities

### **Occupational Diseases**

An occupational disease is any disease or infection arising out of and in the course of employment that is caused by substances or activities to which an employee is not ordinarily exposed other than during a period of regular employment. Occupational diseases usually develop gradually over time. An employee may not know that they have an occupational disease, or that it is caused by conditions of employment right away. Like an accidental injury, an occupational disease claim will not be "compensable" unless the employee requires medical services, or the disease results in disability or death.

Examples of occupational disease claims include, but are not limited to:

- Carpal tunnel syndrome caused by repetitive use of the wrist
- Rotator cuff syndrome caused by repetitive overhead reaching
- Hearing loss caused by continual exposure to high levels of noise
- Any disease or infection caused by ingestion of, absorption of, inhalation of or contact with dust, fumes, vapors, gases, radiation or other substances

## **REPORTING OBLIGATIONS**

### **Accidental Injuries**

Oregon law requires that employees provide notice immediately to their employer of a workplace accident that results in an injury. If something prevents an employee from reporting the accident immediately, the employee must report it as soon as possible. The Parish and the Archdiocese want to ensure the safety of the workplace and to correct any problem that may have caused the injury to occur. Failure to timely report an injury will not result in disciplinary action but is requested to keep the workplace safe for all employees.

### **Occupational Diseases**

An employee may not know right away that workplace conditions have caused an occupational disease; often these conditions occur gradually over time. The law requires that employees report an occupational disease claim to their employer as soon as they knew or should have known that workplace conditions caused their occupational disease. Much of the time, this is after an employee is treated by a doctor who indicates that the condition may have been or was likely caused by workplace conditions. In order to prevent continued harm or a worsening of the condition, the Parish and the Archdiocese request that employees report an occupational disease as soon as they know that workplace conditions may be causing the condition.

## **MODIFIED DUTY RETURN TO WORK PROGRAM**

The Parish and Archdiocese maintain a temporary, modified return-to-work program which is designed to return employees to employment at the earliest date after a work-related injury or illness. The program is administered by the Archdiocese. This policy applies to all employees who, because of a work-related injury or illness, are temporarily limited from performing portions of their regular duty job and will be followed whenever appropriate. The program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability.

“Temporary work” is a temporary modified work assignment within the employee’s physical abilities, knowledge and skills. Where feasible, temporary work will be made available to injured or ill employees in order to minimize or eliminate time loss. The job assignment will cease upon the employee’s maximum medical improvement. For any business reason, at any time, the parish may elect to change the working shift of any employee based on the business needs of the parish.

If you have a work-related injury and you are limited from performing your job-at-injury, you must inform your attending physician of the Parish and Archdiocese’s temporary modified duty return to work policy. In writing, the Archdiocese will provide you with the physical requirements of the temporary modified work offered; you must provide that writing to your attending physician for approval that the assignment is within your physical capabilities. If you refuse a temporary modified duty work assignment that your attending physician finds is within your physical capabilities, you may lose rights to temporary disability benefits, reinstatement rights, and vocational rehabilitation.

If you return to a temporary modified job, you must make sure that you do not go beyond either the duties of the temporary job / assignment or your physician’s restrictions. If your restrictions change at any time, you must notify your supervisor at once and give him/her a copy of the new medical release.

The Archdiocese will determine appropriate work hours, duration and locations of all modified work assignments. The Archdiocese reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

You must immediately notify your supervisor of any changes concerning a temporary work assignment. The Archdiocese will then communicate with the insurance carrier and attending physician as applicable.

## **REQUESTING REEMPLOYMENT UPON RELEASE TO WORK**

An employee off work due to a job-related “compensable injury” (as defined by the Workers’ Compensation statutes) who desires and is legally entitled to reinstatement or reemployment must demand reinstatement or reemployment with the Parish within seven days of notice by the workers’ compensation insurer that your attending physician has released you to either your regular job duties or to modified job duties. If you do not make a timely demand, you may lose your rights to be reinstated or reemployed.

If there is no available and suitable position at the time of your release, the Parish will consider you for the next suitable position that becomes available. You must keep the Archdiocese apprised of any changes to your address or phone number.

## **Security**

Employees should always exercise reasonable care to protect themselves, personal property, and Parish property by following established security measures. Employees should lock doors and windows as appropriate and only allow authorized individuals to enter Parish premises outside normal working hours.

Keys for secured doors, desks, file cabinets, and other equipment are issued by the supervisor as necessary. Employees must return keys if their position changes or if they terminate employment; unauthorized duplication of keys is a breach of security. Lost or stolen keys must be reported immediately to the supervisor.

## **Loss of Property**

The Parish does not assume responsibility for the loss or destruction of personal property or money brought to the work site. Parish insurance will not cover this type of loss. If a theft occurs, notify the Business Manager immediately.

## **Workplace Violence**

In seeking to maintain a safe, healthy, secure work environment, Parish and Archdiocesan policy forbids violence, threats of violence, intimidation, and other disruptive behavior. Each employee plays a major role in these efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

As part of this policy, the Parish prohibits the use, possession, or sale of any weapon by any employee while on any Parish premises (including the parking lot) or while conducting business on behalf of the Parish. This prohibition applies even to individuals who have a legal permit to carry a weapon. In furtherance of this policy, the Parish reserves the right to inspect, with or without notice, all packages, property, vehicles, and other items that come onto Parish premises. The Parish further reserves the right to inspect all Parish property with or without notice.

All employees are responsible for reporting workplace violence and can do so without fear of reprisal. Employees should report nonemergency concerns to the Business Manager.

If the Business Manager is unavailable, such concerns should be reported to a supervisor. Any emergency, act of violence, or threat of violence should be reported to the police in accordance with emergency procedures in effect for the work site involved.

In accordance with Parish and Archdiocesan policy, the Parish will take appropriate action, such as, immediate removal of an individual from the property, suspension, or termination of employment, and/or referral for criminal prosecution. All employees are required to cooperate in any investigation the Parish or law enforcement may conduct in response to reports or acts of workplace violence.

## **Smoking Policy**

The Oregon Indoor Clean Air Act allows each Oregon employer to declare all or part of its premises as non-smoking, even its outside premises, but does not require that an employer designate a smoking area.

Smoking during the workday should be limited to an employee's scheduled breaks and lunch.

Smoking is prohibited at all times anywhere inside Parish buildings, offices, and classrooms and outside and around buildings as specified by state and local regulations. Smoking is prohibited within 25 feet of all entrances. This policy also applies to electronic cigarettes and other nicotine delivery systems.

### **Drug and Alcohol Policy**

The Parish urges employees with possible alcohol or drug problems to seek counseling and treatment. Employees eligible for Archdiocesan benefits may obtain confidential help by calling the Employee Assistance Program provided through Canopy at (800) 433-2320 or by contacting the supervisor or Business Manager. Employees are responsible for seeking help before an alcohol or drug problem affects work performance or results in a violation of this policy.

Parish and Archdiocesan policy strictly prohibit the following: (1) unauthorized possession, use, transfer, sale, trade, or offer of any controlled substance or illegal drug while on any Parish property, during Parish work time, in Parish or personal vehicles used on Parish business, or in other circumstances the Parish believes might adversely affect service, safety, or its reputation in the community; and (2) reporting for work under the influence of alcohol or drugs, being in this condition during while on Parish property, or to be in this condition in other circumstances the Parish believes might adversely impair work performance, operations, or safety.

For purposes of this policy, a person is “under the influence” if not sober and in a reliable state that will permit the safe and efficient performance of duties. Working while so impaired is prohibited, even where the source of impairment is a drug that is being taken appropriately pursuant to prescription, medical instructions, and/or (for over-the-counter drugs) as recommended by the manufacturer. It is an employee’s obligation to determine (from a treating health care provider or pharmacist) whether or not a substance being taken is capable of impairing job performance or safety on the job. The use of any drug can adversely affect performance or safety, and the misuse of legal prescriptions is a common form of drug abuse. Yet, in many situations, employees can safely and efficiently perform job responsibilities while taking prescribed drugs. To keep all employees safe, employees are required to inform their supervisor before beginning work if they are taking any substance that might affect or impair job-related behavior, motor functions, or physical or mental ability. **The employee is not requested or required to report the name of the drug or the condition for which it was prescribed.** The Parish, through discussion with the employee, will evaluate whether the employee is fit for duty at that time. When necessary to the evaluation, the Parish may request a limited amount of relevant medical information related to the work-related effects of the medication.

Employees are also prohibited from possessing any paraphernalia connected with the use, storage, or sale of illegal drugs or the unlawful manufacture, distribution, and/or dispensing of a controlled substance. For purposes of this policy, “illegal” means any drug or substance that (a) is not legally obtained, (b) is being used, distributed, dispensed, and/or sold unlawfully, and/or (c) is not legal to possess under federal law or state law or both. At present, federal law states that the use or possession of marijuana is unlawful. For that reason, marijuana is considered illegal under this policy, regardless of the fact that Oregon law permits recreational and medical use marijuana. This policy may be reevaluated if federal law regarding marijuana is modified.

At any time and at the sole discretion of the Parish or Archdiocese, the Parish or Archdiocese's designated representative(s) may search any furniture, lockers, pocketbooks and/or related personal items on Parish or Archdiocese property, without prior notice, in order to ensure a work environment free of proscribed substances. **An employee does not have a reasonable expectation of privacy in these areas, regardless of whether he or she has any personal property on the premises.**

Any employee found to have such substances or drug or alcohol paraphernalia in his or her work area, personal area or anywhere else on Parish or Archdiocese property will be subject to immediate disciplinary action up to and including termination of employment.

Although moderate alcohol consumption may be permitted at Parish sponsored events, consumption is never a business obligation and any use of alcohol in these circumstances must be done with extreme moderation; moreover, you are at all times expected to conform to the Parish's performance and conduct standards.

An employee reasonably suspected to be in violation of this policy must submit to testing to determine the presence, use, or involvement with alcohol or drugs. The Parish reserves the right to determine whether reasonable suspicion exists. Possible testing methods include urine and blood analysis.

An employee who refuses to submit to testing, refuses to cooperate, or attempts to subvert the testing process will be subject to disciplinary action, which may include immediate termination of employment. In addition, the Parish reserves the right to involve law enforcement officials for any conduct that might violate state or federal law.

Employees who have a substance abuse problem can help themselves by enrolling in a rehabilitation program. Overcoming the problem will not only help in their personal lives, but will aid them in being more effective and productive workers. Depending on the circumstances of each case, an individual who admits to having a substance abuse problem and enrolls in a qualifying program may be eligible for FMLA/OFLA benefits. At the end of rehabilitation leave, the Parish will require proof that the employee successfully completed the program.

**It is the employee's responsibility to seek assistance before drug or alcohol problems lead to performance deficiencies, on-the-job safety or misconduct incidents, and/or a violation of this policy.** Further, an employee who seeks assistance for a substance abuse problem is still obligated to meet the same standards of performance, productivity, and conduct expected of all Parish employees.

## SECTION 4 TECHNOLOGY USE AND INTERNET POLICIES

### OVERVIEW

The Parish provides Internet and related technology services, including telephone and voice mail, to facilitate the official work of the Parish. Technology and the Internet are important resources for the Parish to provide improved communication services.

These services are provided for employees and authorized persons affiliated with the Parish (“users”) for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the Catholic Church. The use of these services must be consistent with this policy (including all security and confidentiality provisions set forth herein).

Parish property (telephones, computers, laptops, and other electronic devices) are available during work hours. Personal calls, texts, and/or other forms of personal communication on Parish property, when necessary, should be kept to a minimum. This policy covers personal calls or other methods of communication made on a personal device.

Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and development. The various technologies are Parish resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

The Archdiocese provides an email account for every active employee in the Archdiocese (with limited exceptions). The Archdiocesan IT Service provides instructions on activating these accounts as well as technical assistance. The Archdiocesan email accounts are the primary means of communications among Parish and Archdiocesan staff. Each site is required to ensure that every regular employee at that site is provided an “archdpx” email account.

All Parish policies and procedures apply to employees’ conduct on the Internet and with technology, especially, but not exclusively, relating to: intellectual property, confidentiality, information dissemination, standards of conduct, misuse of Parish resources, unlawful discrimination and harassment, and information and data security.

#### **Purpose**

This policy is intended to identify the principles of Acceptable Use and Unacceptable Use of the Internet and technology rights and to address Enforcement and Violations provisions.

#### **Principles of Acceptable Use**

The use of the Parish technology and Internet/Intranet access is for Parish business and authorized purposes only. Brief and occasional personal use of the electronic mail system, the Internet or operating system add-ons is acceptable as long as, in the judgment of the supervisor and/or the IT Department, it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense, service degradation, exposure to security breaches or viruses, or loss of data to the Parish. Internet and technology users are required to:

- Respect the work product of others. Users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other users, unless explicit permission to do so has been obtained
- Respect copyright and license agreements for software, digital artwork, and other forms of electronic data
- Protect data from unauthorized use or disclosure as required by state and federal laws and Archdiocesan regulations
- Respect the integrity of computing systems: for example, users shall not use or develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the hardware or software components of a computer or computing system
- Limit personal use of the Internet facilities and equipment (e.g., printers, scanners, etc.)
- Safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations. Passwords must be provided to the supervisor or Business Manager
- Follow all parish policies regarding unlawful discrimination and harassment. Any violations of these policies through the use of internet and technology may lead to disciplinary actions up to and including termination”
- Use parish e-mail, instant messaging, and other platforms for communication only for professional and appropriate purposes

### **Principles of Unacceptable Use**

Unless specifically granted in this policy under Principles of Acceptable Use, any non-business use of the Parish electronic systems is expressly forbidden. It is not acceptable to use Parish technology resources, including Internet access, for activities unrelated to the mission of the Catholic Church, including:

- Activities unrelated to official assignments and/or job responsibilities, except incidental personal use in compliance with this policy
- Any illegal purpose
- Transmitting threatening, obscene or harassing correspondence or materials
- Unauthorized distribution of Parish data and information
- Interfering with or disrupting network users, services or equipment
- For private purposes, whether for-profit or non-profit, such as marketing or business transactions unrelated to Parish duties
- For any activity related to political causes
- Advocating religious beliefs or practices contrary to Roman Catholic teaching
- For private advertising of products or services
- For any activity meant to foster personal gain
- Revealing or publicizing proprietary or confidential information
- Representing opinions as those of the Parish
- Uploading or downloading commercial software without prior authorization of the Parish and/or in violation of its copyright
- Downloading any software or electronic files without reasonable virus protection measures in place
- Intentionally interfering with the normal operation of any Parish Internet gateway

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”) that is unrelated to legitimate Parish purposes
- Violating the laws and regulations of state and federal law
- Deliberately propagating any virus, worm, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Parish networks or systems or those of any other individual or entity
- Using any language that would violate the Archdiocese’s anti-harassment and discrimination policy, including abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending, receiving, or accessing obscene or pornographic materials, including child pornography
- Maintaining, organizing, or participating in non-work-related Web logs (blogs), Web journals, (chat rooms), social networking sites (Facebook), or private/personal/instant messaging
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which the employee is assigned; negligently exposing the computer or system to inappropriate access or use
- Defeating or attempting to defeat security restrictions on Parish systems and applications
- Downloading and/or installing unapproved software
- Accessing unapproved websites such as those categorized as Alcohol or Tobacco

Parish guidelines may also apply in addition to those listed above. These guidelines will be published by either the Site Administrator (Pastor, Principal, or Business Manager) or the Archdiocese of Portland.

### **Archdiocese of Portland Rights**

The Archdiocese owns the rights to all data and files in any computer, network, or other information system used in the Archdiocese. System administrators have access to all mail and user access requests and will monitor messages as necessary to assure efficient performance and appropriate use. Messages or information relating to or in support of illegal activities will be reported to the appropriate authorities.

Employees must be aware that all information stored on, entered into, or transmitted in any way through the Archdiocese computers, network or information systems, including but not limited to electronic mail messages sent and received using Archdiocesan equipment and voicemail messages, are not private and are subject to viewing, downloading, inspection, release, and archiving by Archdiocesan officials at all times. The Archdiocese has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. With the exception of authorized IT personnel, no employee may access another employee’s computer, computer files, or electronic mail messages without prior authorization from either the supervisor or an appropriate Archdiocesan official.

- The Archdiocese reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space allotments
- The Archdiocese reserves the right to remove a user account from the network

- The Archdiocese will not be responsible for any damages resulting from the use of its computers, network or information systems. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained is at the user's risk. The Archdiocese makes no warranties, either express or implied, with regard to software obtained from the Internet
- The Archdiocese reserves the right to change its policies and rules at any time
- The Archdiocese makes no warranties (expressed or implied) with respect to Internet service, and it specifically assumes no responsibilities for:
  - The content of any advice or information received by a user through the Internet facilities or any costs or charges incurred as a result of seeking or accepting such advice
  - Any costs, liabilities or damages caused by the way the user chooses to use the Internet facilities
  - Any consequence of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Archdiocese
- The Archdiocesan technology resources, including Internet access, are provided on an as is, as available basis
- Employees are individually liable for any and all damages incurred as a result of violating the Archdiocesan security policy, copyright, and licensing agreements

The Archdiocese has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software and without express authorization from the Archdiocese.

### **Enforcement and Violations**

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of Internet facilities and is not intended to be exhaustive. Questions about either general or specific issues related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the user's supervisor. The Parish will review alleged violations of the Technology Use and Internet Policy on a case-by-case basis.

Violations of the policy will result in disciplinary action, up to and including termination. This policy is not intended to, and does not alter the at-will employment relationship between the employee and the Parish. Use of Parish resources for illegal activity will lead to termination and potential criminal prosecution. The Parish and the Archdiocese will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

### **SECURITY CAMERAS IN WORK AREAS**

Unfortunately, criminal actions such as break-ins and thefts occur even on Church property and there may be times when the Parish will need to install video-only security cameras in work areas to help protect employees and Parish property. If cameras are used,

they will not have the ability to record audio. The Parish will also comply with all state and federal laws regarding the use of cameras in work areas, including prohibitions, except in extremely rare situations, against the use of cameras in private, non-work areas such as restrooms and changing areas.

It is vital that employees conduct themselves appropriately at all times while working and in as transparent a way as possible, as though others could see what is being done even in closed offices. This is for the protection of employees as well as for the protection of those we serve. Accordingly, employees should not expect complete privacy in any work-related areas.

Employees who have questions about this policy should contact their Pastor, supervisor, or Principal.

### ***Photograph/Video Release Form***

Before a photograph or video of an employee is used on the Parish website or for any publicity purpose, the employee will be asked to sign a release form.

## **SOCIAL MEDIA AND SOCIAL NETWORKING**

In following Archdiocesan social media and social networking policy, the absence of, or lack of explicit reference to a specific site does not limit the extent of the application of the policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible, consulting with their Pastor, Principal or supervisor if they are uncertain.

When the administration and/or ministry of an employee's position is supported or enhanced by the use of social media and/or social networking, the Parish encourages the use of these forums for professional/ministerial/evangelization use. Under these circumstances, the following policies also apply:

- The employee must differentiate what is Parish work-related and what is personal.

Therefore, a social networking account, blog, web page or similar forum used for work should be created in the name of the Parish, using work contact information, not the personal contact information or in the name of the employee or volunteer holding the position.

- The forum and its contents remain the intellectual property of the Archdiocese, not the employee or volunteer who created the account, blog, web page or similar on-line forum. Access to the editorial rights to the forum is controlled by the Parish
- The author may not reference or cite Parish employees, parishioners, or parents of school children without their express written consent. The author is expected to be respectful. The author is expected to adhere to copyright laws, and reference or cite sources appropriately
- Once information is posted and on the internet, there is no expectation of privacy. The employee's online presence reflects on the Parish and the employee must exercise prudence and discretion because actions captured via images, posts, or comments can reflect on the local Church. Conduct in violation of the policies of the Parish or Archdiocese can lead to discipline up to and including termination

- Use of communication methods, such as e-mail, texting, instant messaging, posting, etc. to contact minors must be confined to professional purposes
- Employees may not “friend” or add minors they work with professionally through the parish or school as contacts on official parish or school social media sites

### **Personal Social Media and Social Networking**

Employees are not to use personal websites, social networking or social media sites for the work of the Archdiocese, Parish, or school. The following policies also apply to the use of personal social media or social networking sites:

- Personal social media activities must not interfere with work commitments
- Employees may not use a Parish business work address to set up a personal account
- Parish and school logos and trademarks may not be used
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone.
- The author should be clear and write in the first person, thus communicating implicitly that he/she is speaking for him/herself and not on behalf of the Archdiocese or Parish
- Supervisors may not “friend” or otherwise add subordinates as contacts on social media sites
- Employees may not “friend” or add minors they work with professionally through the parish or school as contacts on social media sites (with the exception of family members)
- Nothing in this policy is intended to limit the right of employees to engage in protected labor activities via the use of social media, or from discussing the terms or conditions of their employment

### **CELL PHONE POLICY**

While driving a vehicle (rental or personal) for Parish employment purposes, drivers are requested to pull off the road to a safe place before making a phone call.

Oregon law also requires that drivers use a hands-free device (an attachment or built-in feature to a mobile communication device, that, when used, allows a person to maintain both hands on the steering wheel.) Any violation of this policy will result in discipline, up to and including termination.

In addition, cell phones should be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls/texts disrupt normal workflow.

Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action, up to and including termination.

## SECTION 5 PERFORMANCE MANAGEMENT

Each employee performs a job that contributes to the overall mission of the Parish and Archdiocese. It is important that employees handle their duties with care and concern for quality, while taking pride in their service.

This section summarizes the performance management process, which establishes standards of performance, means of communicating about job performance through performance appraisals, verbal coaching, etc. The supervisor will provide an appraisal form and more detailed instructions to an employee when a performance appraisal is scheduled. For questions regarding parish and school performance management process, contact the Business Manager.

### PROGRAM PURPOSES

Performance management serves many important purposes:

**Performance feedback:** When a supervisor conducts a performance appraisal, employees receive important feedback on how well they are performing job duties. This illustrates the level of performance the Parish expects, describes whether an employee's work is meeting or falling short of those standards, and provides a means for a more open dialogue.

**Recognition:** Performance appraisals provide a significant opportunity to give recognition to employees. When an employee accomplishes an important task or project, knowing their employer appreciates their efforts is important.

**Performance improvement:** There may be occasions where an employee has not learned a job task properly or is, for some reason, performing poorly. The performance appraisal process provides a constructive way to help employees improve.

**Management decisions:** Performance appraisals also serve as an objective basis for management decisions; they can help determine the need for changes in job responsibilities, redesign job duties, transfers, promotions, or terminations.

**Training needs:** Performance appraisals also help identify training needs. If the supervisor notes performance problems or areas where new skills are needed, training may be the answer.

**Career planning:** The performance appraisal is an excellent opportunity to discuss career interests and ask about assignments to help employees achieve current and future goals.

Overall, performance management helps keep personnel decisions objective. Employees benefit from performance appraisals as they promote fairness, recognize efforts and contributions to the organization, and also provide direction.

### APPRAISAL SCHEDULE

Formal performance appraisals are typically scheduled once a year but may be held more often as needed. Further, informal sessions can be held at any time. Informal sessions are

usually shorter and may be documented by memo unless more structure is required due to the circumstances. To assess a new employee's progress, a formal appraisal may be held after 3 months of employment and again after 6 months, in addition to the annual review.

### **Disciplinary Action Process (Parish and Classified School Employees)**

Employment of Parish and classified school employees is at-will and, therefore, the Parish may, at their discretion, take disciplinary action to improve performance deficiencies or to deal with policy violations. Although 3 stages of disciplinary action are available, this is not a formal or required process. The Parish will decide whether to use it based on the severity of the offense, the employee's intent and motivation to change, and the context of the offense.

If job responsibilities are not being performed satisfactorily, disciplinary action usually involves a meeting between the supervisor and employee to discuss the areas of unsatisfactory service or ministry:

- Employees will be informed of how their performance needs to improve and the timeframe for effecting change
- The supervisor will write a memo for the personnel file confirming the meeting and the agreed change in performance

If job performance continues to be unsatisfactory, further action may be taken, as follows:

**Verbal and/or Written Warning(s):** An official warning may be oral at first, but is usually followed by a written version, with a copy kept in the employee's personnel file. If an employee does not agree with the warning, they may also add a statement to the file.

**Suspension:** Suspension with or without pay (also known as administrative leave) can be as short as a few hours or may last more than a week. If a situation occurs and the facts are unclear, an employee may be suspended pending an investigation, then reinstated with or without pay once the issue is resolved.

**Termination:** At-will employees may be terminated at any time for any reason. Termination need not be preceded by disciplinary action. Immediate dismissal without notice is typical for serious violations of the Parish's policy or violation of civil law.

### **Disciplinary Action Process (Administrators and Teachers)**

**Plan of Assistance:** Teachers and principals (and many other positions) have written contracts for at-will employment not to extend beyond the school year (finite duration); there is no promise of contract for the following school year; decisions on whether to offer a contract renewal are made each year. When observations and/or evaluation reports indicate that a teacher or a principal has professional difficulties that could result in a decision to not offer an employment contract for the next school year, the following process is suggested.

- **Teacher:** When a teacher appears to have performance issues in such areas as lesson preparation and presentation, classroom management and discipline, rapport with students, or unprofessional behavior, the Principal, in consultation with the Department of Catholic Schools, will prepare a Plan of Assistance. The Plan will

state in writing the areas of needed improvement, including a description of observable changes that must be made, suggested resources for making those changes, dates for regular review of the progress of the Plan, and criteria to determine growth. Notes from each review should be written and signed by the teacher and the principal. The final review will give the teacher an indication of the Principal's leanings with respect to renewal or nonrenewal of the employment agreement. If progress indicates that the Plan of Assistance should be continued to provide further growth for the teacher, it may be extended with new review dates set. The Plan is signed by the Principal and the teacher.

- **Principal:** If there are concerns about a Principal's performance, the Pastor should consult with the Department of Catholic Schools for assistance with the preparation a Plan of Assistance. The Pastor will meet with the Principal to implement the Plan, and follow up throughout the period that the Plan is in force.

## RECORDKEEPING

Completed performance appraisals are securely maintained in the personnel files located in a secure office.

## SECTION 6 ISSUE RESOLUTION

### OVERVIEW

Employees who do not have a specific written contract that states otherwise, are considered at-will employees. This means employment may end at any time for any reason or no reason. In an at-will employment relationship, there is no expressed or implied guarantee of employment.

The intent of Issue Resolution is to solve issues as quickly, fairly, and informally as possible before they reach detrimental proportions.

While acknowledging state and federal laws governing employment, the Parish also recognizes and affirms a unique relationship with Canon Law (church law) and the religious teaching and practice of the Roman Catholic Church. Any disciplinary action or other decision affecting employment terms and conditions for reasons of faith, morals, or religious teachings and practice of the Roman Catholic Church are within the discretion of the Parish and, ultimately, within the sole discretion of the Archbishop. Such actions and decisions are not subject to issue resolution, arbitration, or court action.

Issues not subject to issue resolution include:

- Issues described under Unlawful Discrimination and Harassment (an employee will have the opportunity to provide relevant information during the investigation of any reports of conduct that may constitute unlawful discrimination or harassment)
- Nonrenewal of an employment agreement
- Termination of employment

Actions that may be subject to issue resolution include:

- Application of policies, practices, rules, regulations, or disciplinary procedures believed to be to an employee's detriment
- Treatment an employee considers unfair
- Administration of benefits, promotions, retirement, holidays, performance appraisals, pay, or seniority believed to be improper or unfair
- Conflict with a coworker

The Business Manager is available as a resource for all parties throughout issue resolution. At its discretion, the Parish may use some or all of the following internal issue resolution procedures. An employee intending to use the Issue Resolution Process should initiate the process as soon as possible, but no later than 14 calendar days from the date the employee could reasonably have known of the issue. Responses are disseminated within the time frames stated below, however in the event of delay, employees may proceed to the next step of the issue resolution process. Any complaint not appealed in writing within the designated time at any point in the process will be considered settled, based on the last decision. Employees may withdraw a complaint at any level by submitting a written withdrawal to the Pastor, Principal, or Business Manager.

## INFORMAL RESOLUTION

If an employee has an issue with a coworker or supervisor, they should attempt to resolve it promptly by discussing the issue privately with the other person involved. (This direct resolution effort may not be feasible in all circumstances.) It is advisable to initiate a discussion within 14 calendar days of the issue at hand. The matter may hopefully be resolved with this step.

If the issue pertains to policies, practices, etc., employees should first attempt to resolve the concerns informally by discussing them with the appropriate individual. If a complaint concerns benefits, compensation, or promotion, for example, it should be discussed with the Pastor, Principal, or Business Manager. The process may end here if the employee is satisfied with the result. If efforts to resolve an issue informally are not successful or appropriate and an employee wishes to pursue the matter further, proceed as follows:

## FORMAL RESOLUTION

**1. Initial Written Complaint:** Employees must submit a written complaint to the Pastor, Principal or Business Manager no later than 14 calendar days from the date the employee should reasonably have known of the issue. The complaint should state the facts underlying the issue, other persons known to be involved (if applicable), and the desired remedy. The person to whom the employee submits the complaint will investigate the concerns expressed, meet with the persons involved, and attempt to resolve the issue within 14 calendar days. A written response will be provided (initial decision).

Ordinarily, Parish staff should file a complaint with the Pastor or with the Principal. If the concern relates to a Principal/school administrator or clergy (Priest or Deacon, not the Pastor), the initial written complaint should be filed with the Pastor. If the concern relates to the Pastor, the initial written complaint should be filed with the Vicar for Clergy. If the concern relates to the Principal the initial complaint should be filed with the Department of Catholic Schools.

If the concern is resolved, the process may end here. If the concern is not fully resolved to the satisfaction of the employee and they wish to proceed further, they may appeal the decision.

**2. Written Appeal:** Employees must file a written appeal with the Archdiocesan Human Resources Office within 14 calendar days from the date of the initial decision.

The appeal should state the facts underlying the issues, the objections to the initial decision, and the remedy sought.

**3. Conclusion:** The office receiving the appeal will review the matter and respond to the issue. Ordinarily, employees receive a written response within 14 calendar days after the appeal is received. This is the last step of the issue resolution process; all decisions will be deemed final.

## SECTION 7 COMPENSATION PROGRAM

The Parish strives to compensate employees based on the nature of the job performed by setting pay levels to attract and retain qualified, competent personnel. The Archdiocese monitors the compensation structures of comparable religious organizations, as well as nonprofit organizations, employing similarly skilled persons in our geographic area.

### COMPENSATION VALUES AND ELEMENTS

The Parish compensation program provides uniform, objective policies and procedures to administer compensation based on these values:

- Just and fair pay for work performance
- Equal pay for equal work
- Prudent financial stewardship and sensitivity to Parish resources
- Recognition and relationship to the secular community in which we live and serve
- Sufficient flexibility to attract and retain qualified and competent employees
- Recognition of continued commitment and performance

The compensation program consists of the following basic elements:

- Written job descriptions
- Wage and salary structures
- Compensation surveys

Compensation policies and procedures are reviewed periodically and revised when necessary to better serve Parish and employee needs. Supervisors usually meet with employees once a year to discuss pay status, ideally during a performance appraisal or in June before a new fiscal year begins.

### JOB CLASSIFICATION

Employees are normally hired at or near the range minimum depending on their level of education and prior experience. The Site Administrator (Pastor, Principal, or Business Manager) and supervisor are responsible for establishing the salary for a prospective employee. Employee salaries or pay rates are subject to change, up or down, as determined at the discretion of the Pastor, Principal, or Business Manager.

Each position within the Parish is placed in a pay grade, based on a detailed job description and/or Job Analysis Questionnaire. The Archdiocese Human Resources department provides parishes with relevant market salary data.

Positions are classified according to several specific factors established by the Archdiocese, including:

- Mission of the Church
- Job Knowledge
- Interpersonal Skills
- Work Independence
- Impact/Leadership
- Decision Making

Pay is set for new employees based on the pay grade as well as the employee's qualifications and experience. Position within the pay range for an existing employee is, in most circumstances, related to their length of service. Positions are classified based on 3 types of equity:

- **Internal equity:** the relationship of each position to others within the Parish
- **External equity:** : the relationship of the position to the external market
- **Individual equity:** appropriate placement of each position within the range

Employees are normally placed at a pay level within the range limits assigned to their position. Criteria such as education, certification, or degrees may be considered for initial range placement.

## PAY INCREASES

Increases for staff are subject to available resources. The 3 most common types are shown below, however, pay adjustments may also occur because of a change to the pay structure based on market research.

**Cost-of-living adjustments (COLA):** The pay range may be adjusted each year based on the Consumer Price Index (CPI). The amount is determined every year during the budgeting process, taking into consideration available resources as well as the current CPI.

**Promotion increases:** Promotions occur when an employee advances from a position in one pay grade to a different position in a higher pay grade. The size of the increase will be influenced by the difference between the old and new pay grades as well as the pay of peers, superiors, and any subordinates.

**Range placement:** Increases are based on longevity or a combination of longevity and performance and are usually granted on the anniversary date.

## PAY DECREASES

Generally, only 2 types of situations can result in a pay decrease, although extraordinary circumstances may also require such action:

**Position change:** If an employee changes to a position graded lower than a previous position due to a demotion or voluntary move, pay may be reduced. The reason for the change, work history, and difference between current pay and the new job's pay grade will be considered when setting the new pay rate. The Pastor or Principal will determine the new pay grade assignment based on the new job description.

**Reduction in hours:** Pay is reduced when scheduled work hours are reduced.

## RECLASSIFICATION REQUESTS

If an employee is concerned that their position has been improperly classified or has changed sufficiently to warrant a reevaluation, they must first consult with their supervisor

(if other than the Pastor or Principal), then submit a written request for review to the Pastor or Principal, including:

- A detailed, written explanation of concerns about the current classification
- Why another range would be more appropriate
- Proposed job description revisions

If the review process determines the position should be reclassified, an employee may receive an increase equal to the difference between the former and new range, unless that would place the employee's pay above the midpoint of the new range; in which case, the pay will be limited to the midpoint. If the process results in placing the position in a lower pay grade, pay will not be decreased unless that would place pay above the new grade maximum. Please note that reclassification changes are generally not retroactive.

## SECTION 8 PAY ADMINISTRATION

### AUTHORIZATION

Personnel Action Forms (PAFs) are used to document pay offers, increases, promotions, transfers, and any other changes affecting an employee's payroll status (including pay grade assignments). These forms are approved by the Pastor or Principal and retained securely in the employee's personnel file.

### PAY PERIODS

Pay is processed monthly, with paychecks available on the last workday of each month. All paychecks include a statement showing accrued sick and vacation time and gross wages, less any deductions required by state or federal law, or any deductions authorized by the employee.

Employees may request a mid-month advance for up to half of their net paycheck. Mid-month advances are paid on the 15th of each month; if the 15th falls on a weekend or holiday, the advances are paid on the last workday before the 15th. Requests for payroll advances should be made in writing to the Business Manager or authorized Payroll Administrator.

If another person is collecting a paycheck on behalf of an employee, prior written authorization from the employee must be provided to the Business Manager prior to the check being released.

### TIME RECORDS

The Parish maintains time records for non-exempt and exempt employees in accordance with federal and state wage and hour laws. For payroll purposes, all non-exempt employees are required to complete timesheets to record time worked, paid and unpaid absences, and to verify that rest breaks and uninterrupted meal periods were received.

For exempt employees, recordkeeping on timesheets should include only time off (paid and unpaid).

Timesheets are submitted monthly, then reviewed and approved by the supervisor and/or Business Manager.

All employees must complete accurate timesheets or other records before payroll is processed. Accurate time recording is critical to determining accurate pay, time off accrued and taken, and other benefits. Falsifying a timesheet or otherwise knowingly certifying incorrect information is grounds for termination.

## **OVERTIME**

Overtime is defined as hours worked in excess of 40 hours in a workweek. Overtime may not be worked without the prior approval of the supervisor. Unapproved overtime will be paid but may result in the employee being disciplined.

### **Non-Exempt Employees**

Non-exempt employees who work extra hours, with their supervisor's written permission, will be paid at their regular wage rate for all time worked up to 40 hours. They will be paid one and one-half times their regular wage rate for all hours beyond 40 hours in a pay week.

### **Exempt Employees**

Exempt employees are paid an annual salary for all work required by the job. While exempt employees are not paid for overtime, they may receive Flex Time as stated below.

## **FLEXIBLE HOURS**

### **Non-Exempt Employees**

Non-exempt employees are not eligible for "flex time" - see Overtime. In addition, Oregon Law does not permit the use of "comp time."

### **Exempt Employees**

Exempt employee compensation is by a preset amount that does not vary based on the number of hours worked per workweek. However, in setting that compensation, the Parish anticipates an approximate number of hours that employees will work to meet their current job responsibilities. Exempt employees may be occasionally asked to put in hours substantially over what would typically be anticipated for the position, and in these cases, "flex time" may be granted at the Pastor/Business Manager's discretion. This may mean a free afternoon, a day off, or an extended weekend. This time does not accrue, cannot be banked, and is in no way intended to be an hour-for-hour exchange. Any arrangement for time off must have timely, prior approval from the supervisor. There is no payout for "flex time" at separation.

## **"COMP TIME"**

Compensatory time, or "comp time," refers to paid time off in lieu of overtime pay. Oregon law does not permit the use of "comp time" unless the employer is a government agency.

## **MEAL PERIODS AND REST BREAKS**

Meal periods and rest breaks are typically scheduled and approved by an employee's supervisor; prior approval is required if a longer break is needed, and approval is at the supervisor's discretion.

### **Non-Exempt Employees**

Meal periods and rest breaks are controlled by state law. Full-time non-exempt employees are not permitted to work through a meal period without advance approval from a supervisor. Part-time non-exempt employees scheduled to work more than 6 consecutive hours must have a daily meal period of at least 30 minutes.

Non-exempt employees required to work more than 10 hours must have a second meal period within 6 hours of returning from their first meal period.

Non-exempt employees receive and are required to take a rest break of 15 minutes for every 4 hours of work not broken by a meal period. Time spent on rest breaks is considered work time, but an employee is not entitled to leave early if a break was not taken.

Meal periods and rest breaks may not be combined.

Meal periods and rest breaks may not be taken at the beginning or end of a workday.

Any non-exempt employee who believes they did not receive a meal period or rest break should notify their supervisor immediately.

If an employee is at their desk during scheduled lunch or breaks, it will be presumed that they are on personal time. Employees are not permitted to answer calls or emails, or do any other work activities, during lunch breaks. If an employee performs any work during their lunch period, it must be recorded as time worked. Employees who have a pattern of performing unauthorized work during lunch periods may be subject to discipline.

An employee's signature on their timesheet each pay period verifies that the hours worked are true and accurate to the best of the employee's knowledge. The signature also verifies that an employee received all required rest breaks and uninterrupted meal periods during the pay period.

### **Exempt Employees**

While the meal period and rest break rules do not apply to exempt employees, it is expected that exempt employees will take time to eat a meal. Exempt employees also may take rest breaks as their responsibilities allow them. Exempt employees are not paid hourly and their pay is unaffected in any way by meal periods or rest breaks.

## **LACTATION BREAKS**

Nursing mothers may take lactation breaks to express breast milk when needed. For non-exempt employees, lactation breaks are unpaid unless the employee combines this break with an existing paid rest break or meal period. The Parish will make reasonable efforts to provide an appropriate and private location for the expression of breast milk.

## **EDUCATIONAL AND PROFESSIONAL EVENTS**

When the Parish requests an employee's attendance at a professional or educational event, the employee will be paid for their time and any related expenses. If an employee would like to attend a professional or educational event, advance approval must be requested for time off and expense reimbursement and will be at the supervisor's discretion.

If the Parish does not request or approve an employee's attendance at a professional or educational event, they will not be responsible for time or expenses. In such cases, the absence may be covered by requesting either paid (if available) or unpaid leave (subject to the approval of the supervisor).

## **EXPENSE REIMBURSEMENTS**

Reimbursements for approved attendance at meetings, conventions, workshops, or other functions related to Parish work are normally approved through a check request.

Employees who use their own vehicle for business purposes, as authorized and approved by their supervisor, will be reimbursed for mileage at the current IRS rate.

All requests for reimbursement must be accompanied by documentation for the expense and approved by the supervisor.

## **GARNISHMENTS**

By law, the Parish must withhold funds from an employee's paycheck according to an established formula when garnishment orders are received. This information will be treated in a confidential manner. Withholdings will cease upon notification from the submitting organization.

## **STIPENDS**

A stipend is a monetary or non-monetary gift provided in exchange for a specific service. Depending upon the nature of the stipend, the gift may be considered reportable taxable income. Stipends may be provided for services rendered within the Archdiocese or to another diocese or organization. The following are Archdiocesan policies regarding payment and acceptance of stipends:

- An employee who uses their regular weekly work time to prepare and give programs, workshops, or consultations that are within the scope of their responsibility for any church, school or department within the Archdiocese, will not be provided a stipend. These services are considered part of the employee's regular responsibilities and are compensated in their regular salary.
- When an employee who uses their regular weekly work time to prepare and give programs, workshops, or consultations for any organization outside of the Archdiocese, any monetary stipend provided for this work belongs to the appropriate department or location and should be credited to the appropriate departmental budget.
- When an employee who uses time other than his/her regular weekly work time to prepare and give programs, workshops, or consultations for any organization outside of the Archdiocese, the stipend provided belongs to the employee.

Gifts, honoraria and awards provided to employees for reasons other than services rendered belong to the employees. Employees should take care not to accept any gift that might establish a conflict of interest, or the appearance of such a conflict, influence, or impropriety.

## SECTION 9 BENEFITS

The Parish participates in health benefits sponsored by the Archdiocese, through the Reta Trust, and offers several different types of benefits based on categories and work schedules. Benefits may increase if work schedules are expanded or decrease if they change from full to part-time or temporary. All eligible employees must participate in the insurance and retirement programs described in this section. If an employee is eligible for benefits and does not complete the online enrollment by the stated deadlines, they will automatically be enrolled in the default benefit plans.

This Handbook contains only a summary of insurance and retirement plans available to eligible employees. For more information, including enrollment deadlines, default coverage, and participation effective dates, see the Employee Benefits Guide, and the Guide to the Tax-Sheltered Annuity (TSA) Plan. Employees may access these guides and other plan information on the Archdiocese of Portland Benefits website, [benefitspdx.org](http://benefitspdx.org).

Benefits plans and definitions of eligible employees and family members described here are subject to change or cancellation for legal or other reasons. Check the website above for up to date information.

### **BENEFITS ELIGIBILITY**

Full and part-time lay employees are eligible for benefits if they meet any of the following criteria:

- Regularly scheduled employees working at least 20 hours a week, 52 weeks a year, or 12 months
- Regularly scheduled employees working at least 26 hours a week, 39 weeks a year, or 10 months
- Licensed or waived elementary or secondary classroom teachers scheduled to work at least 20 hours a week with an employment agreement for longer than 6 months

Temporary employees are eligible for benefits if the temporary assignment is expected to exceed 6 months and the employee is scheduled to work at least 20 hours or more per week.

Positions will be reclassified to benefits eligible status if an employee meets any of the above criteria.

Diocesan priests, religious order priests, and religious order men and women are not eligible for all of the plans and program features. Eligibility for these participants is determined by the Archdiocese.

Employees who do not meet the above criteria are not eligible for benefits other than those required by law.

## **ELIGIBILITY STATUS CHANGES**

All eligibility status changes will be documented by a completed Personnel Action Form (PAF) signed by the employee and employer.

## **TRANSFERS AND REASSIGNMENTS**

Should an employee accept a position at another Parish, sick and vacation time balances are not transferable. The terminating location will pay the employee any unused vacation time in their final paycheck. Unused sick time is forfeited when transferring. Employees will begin new accumulations at their new place of employment.

## **CREDIT FOR PRIOR SERVICE**

If there is a break in benefits eligible service of 12 months or less (between affiliated Archdiocesan employers), eligibility dates for certain benefits will be adjusted to reflect previous service. For additional information, consult the Business Manager.

## **DATES OF COVERAGE**

### **When Coverage Begins**

The date coverage begins will depend on the date an employee is hired. The elections made during initial enrollment will be effective the 1st of the month following the date of hire into a benefits eligible position. If an employee is hired on the 1st day of the month, benefits are effective on their first day of work.

The initial enrollment period is the employee's opportunity to make benefits elections. Employees will not be permitted to make changes to their benefits elections until the next annual open enrollment unless they experience a Qualifying Life Event (QLE) as defined by the IRS Section 125 Guidelines. The elections made during a QLE will be effective the 1st of the month following the QLE date unless the QLE takes place on the 1st of the month. If the QLE takes place on the 1st of the month, benefits will be effective on that date.

### **When Coverage Ends**

For employees who no longer meet the job status requirements stated above, benefits eligibility for Life, AD&D and Disability will end on the last day of work as an eligible employee. All other benefits will end on the last day of the month in which the change occurred.

Benefits will end August 31st for licensed or waived elementary and secondary classroom teachers with a work agreement of late August through mid-June who complete the school year and are not scheduled to return the following school year.

## **CONTINUATION of BENEFITS**

Benefits eligible employees may be able to continue certain benefits when reclassified to benefits ineligible or following termination.

When coverage ends, employees may be entitled to continue or convert some of the insurance plans in effect while eligible or employed. COBRA Control Services is responsible for sending information and procedures for continuation of coverage.

## **GROUP HEALTH and LIFE INSURANCE PLANS**

The Parish participates in Benefits sponsored by the Archdiocese, through the Reta Trust. For eligibility requirements, see above. Refer to the Employee Benefits Guide for dependent eligibility requirements.

Benefits eligible employees are required to enroll in health benefits. If an employee has coverage elsewhere, they may waive medical/prescription coverage; however, enrollment in dental/vision, and the retirement program is required. Employees can also enroll in the optional plans listed below (not available to members of religious orders):

- Supplemental Life Insurance/Accidental Death & Dismemberment (AD&D)
- Short-Term Disability Insurance
- Increased Levels of Long-Term Disability Insurance
- Dependent Care Flexible Spending Account (DCFSA)
- Healthcare Flexible Spending Account (HFSA)

Benefits costs will be managed for eligible employees through payroll deductions. The Monthly Employee Benefits Cost is included in the Employee Benefits Guide.

If initial enrollment is not completed within 30 days from the hire date into a benefits eligible position, the employee will automatically be enrolled in the “Default” Plans which cannot be changed until the next Open Enrollment period, unless the employee has a Qualifying Life Event. Please refer to the Mid-Year Changes page on [benefitspdx.org](http://benefitspdx.org) for details.

Employees may be eligible for additional benefits and health programs offered through the Reta Trust. See [benefitspdx.org](http://benefitspdx.org) for more information.

### **Employer Provided Basic coverage includes**

- Term Life and Accidental Death & Dismemberment (AD&D)— \$25,000 (reduces at ages 65 and 70)
- Long-term Disability (LTD) — up to 50% income replacement after a 90-day waiting period (not available to members of religious orders)
- Employee Assistance Program (EAP)

## **EMPLOYEE ASSISTANCE PROGRAM**

Benefits eligible employees, their spouses, and dependent children (under 26 years old) may access the Employee Assistance Program (EAP). All covered services are free of cost. Canopy administers the plan, which is part of basic coverage. Canopy is available 24 hours a day, 7 days a week for confidential, professional counseling services. They are available by phone at 1-800-433-2320 or online at [my.canopywell.com](http://my.canopywell.com). If using the website, enter the company name as Archdiocese of Portland. In addition, you may download the app by searching for Canopy EAP.

## **RETIREMENT PLAN**

The Parish participates in a 403(b) Church Plan (Tax-Sheltered Annuity program or TSA), sponsored by the Archdiocese, to contribute to the retirement needs of employees.

Contributions by the Parish for benefits eligible employees are as follows:

<b>Length of Service</b>	<b>Employer Contributions</b>
6 months up to 6 years	3% of eligible pay
6 years up to 10 years	5% of eligible pay
10+ years	7% of eligible pay

An eligible employee may elect to contribute to a TSA account at any time, following the latter of their date of hire or their benefits eligibility date. Diocesan priests may choose to self-contribute at any time.

All Parish and employee contributions to the TSA program are immediately vested with no waiting period. Withdrawals are taxed as ordinary income, with penalties for early withdrawals and certain other restrictions. For more information on TSA or retirement benefits, consult the Guide to the Tax-Sheltered Annuity Plan, or reach out to the TSA providers below (contact information may be found at [benefitspdx.org](http://benefitspdx.org)):

- AXA Equitable
- TIAA-CREF (not available at all locations)
- VALIC/AIG Financial Advisors
- VOYA Financial Advisors

Members of religious orders are not eligible for TSA accounts. Retirement contributions for religious staff members are added to the compensation paid to their religious order each month.

## **BENEFICIARIES**

Employees will designate beneficiaries at the time of initial enrollment.

Beneficiary designations for Term Life and Supplemental Term Life are stored in the MyEnroll system. Changes can be made online at any time, 24/7.

Beneficiaries for the TSA account are maintained directly with the chosen TSA provider. To change a TSA beneficiary, employees must contact the vendor directly.

## **CEMETERY BENEFITS**

Employees are eligible for a one-time discount on interment space at Mt. Calvary or Gethsemani Cemetery. For more information about this benefit, please contact Mt. Calvary at (503) 292-6621.

## **DEATH**

In the unfortunate event where an employee or dependent of an employee passes, the beneficiary or employee should contact the Archdiocese of Portland Human Resources Department for assistance.

## SECTION 10 ABSENCES AND TIME OFF

All time off is granted or accrued monthly and prorated if an employee works less than a full schedule.

Paid time off is based on eligibility requirements and prorated for eligible employees depending on operational needs. Part-time employees scheduled to work fewer than 20 hours/week on a 12-month basis, or 26 hours/week on a 10-month basis are not eligible.

Leaves of absence are provided for valid reasons, as listed below. Approval from the supervisor is required for all absences – paid or unpaid. Except as otherwise provided by statute, employees should submit requests in writing as far in advance as possible, including the date they intend to return.

### STATUS CHANGES and TIME OFF IMPACT

If an employee changes from full-time to a benefits eligible part-time status, the rate at which the employee previously accumulated time off will change, along with the time off maximums. All vacation previously accrued will remain available for use.

Benefits eligible part-time employees will continue to be eligible for prorated vacation, holidays, and sick time at the new rate. If schedule changes result in hours dropping below the benefits-eligibility minimum, employees will not accrue time off after the status change date. They will be paid out for any accrued vacation time, and accrued sick time up to 40 hours will remain available for use.

If an employee changes status to become benefits eligible, they will begin to accrue vacation and sick time from the date of eligibility. Any sick leave will remain available for the employee to use.

### HOLIDAYS

Full-time benefits eligible employees receive regular pay for holidays. Employees that are not benefits eligible will receive holiday pay only if the holiday falls on a normally scheduled workday. If an employee is not scheduled to work on a holiday, they will not receive holiday pay. Temporary employees or employees on unpaid leave are not eligible for holiday pay. To qualify for holiday pay, employees must be at work or on a preapproved absence (such as vacation) on the workday immediately before and after the day the holiday is observed.

Holidays that fall on a Saturday or Sunday are normally observed the preceding Friday or the following Monday. For other holidays, such as days of worship or commemoration, employees may request paid (if available) or unpaid time off for the occasion.

### VACATION TIME

Vacation allows employees (except 10-month school employees such as licensed and waived teachers and mid-level administrators) time off with no loss of income, based on their regular work hours. Vacation is accrued monthly based on anniversary dates, continuous service, and benefits eligibility date. Vacation is prorated for 10-month Parish

and classified school employees based on hours paid, and it is based on the current rate of pay immediately in place prior to the use of vacation time.

To request vacation time, employees should view their paystub to verify they have accrued enough time to cover the time off. Then, at least 2 weeks before the requested leave, submit a completed Time-Off Request form to the supervisor for approval. Requests will be approved based on several factors, including office operating and staffing requirements. The following guidelines apply to vacation:

- In general, paid vacation must be accrued before use
- Employees may accumulate up to twice their annual accrual (8 weeks maximum if they have 10 or more years of service)
- Principals are scheduled to work at least 210 days over 12 months with approximately 20 days of vacation during the summer break. This time does not accrue and is not carried over from year to year; principals are not paid for unused vacation time
- Any exceptions to these rules require approval from the supervisor

When employment ends any unused, accumulated vacation time is included in the employee's final paycheck.

The Parish reserves the right to determine or rearrange vacation schedules at any time, to select any period within the year for a vacation break, and to shut down completely all or part of the Parish or school for vacation purposes, as circumstances arise.

Any exceptions to these rules require approval from the supervisor. Employees will not be paid for unused vacation except when employment ends; any unused, accumulated vacation is included in the employee's final paycheck.

## **SICK TIME**

Full-time benefits eligible employees accrue sick time. For information about sick time for part-time employees who are not benefits eligible, see "Oregon Sick Time." Sick time allows employees to accrue time off to be used with no loss of income, based on their regular work hours for qualified absences due to illness or injury to them or an immediate family member. Some absences may qualify for leave time under the Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA). For more details, see the sub-section titled "Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)" located in this section.

Sick time is accumulated based on scheduled hours. For example, if an employee is scheduled for a 40-hour, 5-day work week, each sick day accumulated is 8 hours; for a part-time employee scheduled to work 4 hours a day, each sick day accumulated is 4 hours. Sick time may accumulate to a maximum of 60 workdays. Each fiscal year, staff may use 2 sick days as "floating" or personal days; however, these personal days do not accumulate or carry over from year to year. Sick time may not be used before it is accrued, other than for unforeseeable circumstances.

Sick time is not reimbursable and is forfeited when an employee leaves employment. However, forfeited sick time may be restored in limited circumstances when a former employee is rehired by the Parish within 180 days of the separation from employment.

- Where the rehired employee has more than 90 days of service as a Parish employee, then any previously accrued unused sick time that had been forfeited will be restored to the employee upon rehire by the Parish and will be available for use immediately.
- Where the rehired employee had not yet reached the 91st day of employment before leaving employment with the Parish, then any previously accrued unused sick time that had been forfeited will be restored to the employee upon rehire by the Parish but it will not be available for use until the employee reaches the 91st day of employment (combining the time before separation and after rehire).

Supervisors must approve an employee's use of foreseeable sick time, and as much advanced notice as an employee is able to provide is preferred. When the need to use sick time is unforeseeable, employees should notify their supervisor by phone as soon as possible under the circumstances. All absences over 3 days may qualify as protected leave under FMLA and OFLA. Before returning from sick time lasting longer than 3 consecutive workdays, employees may be required to provide a doctor's statement certifying their illness and/or their fitness to perform the duties and functions of their job safely.

## **OREGON SICK TIME LAW**

Employees not eligible for benefits are eligible to receive paid sick time under the Oregon Sick Time Law of 2016.

Sick time accrual starts when an employee begins work. Employees accrue one hour of sick time for every 30 hours worked or 1 – 1/3 hours for every 40 hours worked up to 40 hours of sick leave per year.

Supervisors must approve an employee's use of foreseeable sick time, and as much advanced notice as an employee is able to provide is preferred. When the need to use sick time is unforeseeable, employees should notify their supervisor by phone as soon as possible under the circumstances. Absences over 3 days may qualify as protected leave under FMLA and OFLA. Before returning from sick time lasting longer than 3 consecutive workdays, employees may be required to provide a doctor's statement certifying their illness and/or their fitness to perform the duties and functions of their job safely.

## **INCLEMENT WEATHER**

Employees are expected to report for work during inclement weather unless the Parish declares an emergency closing. All employees scheduled to work at that time will be paid for time missed due to short-term emergency closure of their workplace. Temporary employees are not eligible for inclement weather pay.

Employees need to use their best judgment about the hazards of their commutes; the Parish is not asking any employee to drive in weather conditions that are not safe.

- Non-exempt employee: If a non-exempt employee is unable to report due to the weather and the workplace does not close, the employee may use a vacation day or "floating" day (if available). If no vacation or "floating" days are available, the day missed will be considered an unpaid absence.

- Exempt employee: Federal and state wage and hour laws require an employer to continue an exempt employee's salary in most circumstances where the exempt employee is unable to report for work because of weather (but the employee will be required to use vacation for that missed time). There is an exception where the workplace closes for an entire work week and the exempt employee does not perform any work during that work week.

## UNPAID ABSENCE

Employees may request an unpaid absence in the event time off is needed and no paid time (vacation or sick) is available. An unpaid absence requires advanced authorization from the supervisor. Holidays are not paid during unpaid absences.

## TIME OFF SCHEDULES for BENEFITS ELIGIBLE STAFF

### 12-MONTH PARISH AND SCHOOL PERSONNEL

#### SCHEDULED HOLIDAYS

New Year's Day	Memorial Day	Labor Day
Martin Luther King, Jr. Day	Juneteenth	Veterans Day
Presidents' Day	Independence Day	Thanksgiving Day
		Christmas Day

#### SICK TIME

(Includes 2 "floating" days that may be used as personal leave with supervisor approval)

#### Length of Service

Hire date through 8 years  
Beginning of Year 9 and up

#### Annual Accrual

15 days, accrued at .0577 hours/hour paid  
18 days, accrued at .0693 hours/hour paid

#### Example

*Susan was hired on May 13, 2014, her sick time is accrued at the .0577 rate through May 12, 2022. As of May 13, 2022, the beginning of her ninth year of employment, Susan's sick time will accrue at the .0693 level.*

#### VACATION TIME

#### Length of Service

Hire date through 4 years  
Beginning of Year 5 through 9 years  
Beginning of Year 10 and up

#### Annual Accrual

10 days, accrued at .0385 hours/hour paid  
15 days, accrued at .0577 hours/hour paid  
20 days, accrued at .0770 hours/hour paid

#### Example

*Dave was hired on May 13, 2018, his vacation accrues at the .0385 rate through May 12, 2022. As of May 13, 2022, the beginning of his fifth year of employment, Dave's vacation begins accruing at the .0577 level. On May 13, 2027, the beginning of his tenth year, Dave's vacation will start accruing at the .0770 level.*

## 10-MONTH PARISH PERSONNEL

### SCHEDULED HOLIDAYS

New Year's Day	Memorial Day	Labor Day
Martin Luther King, Jr. Day	Juneteenth	Veterans Day
Presidents' Day	Independence Day	Thanksgiving Day
		Christmas Day

### SICK TIME

(Includes 2 "floating" days that may be used as personal leave with supervisor approval)

#### Length of Service

Hire date through 8 years  
Beginning of Year 9 and up

#### Annual Accrual

Granted at .0577 hours/hour paid  
Granted at .0693 hours/hour paid

#### Example

*Betty was hired on May 13, 2018, her sick time is accrued at the .0577 rate through May 12, 2026. As of May 13, 2026, the beginning of her ninth year of employment, Betty's sick time will accrue at the .0693 level.*

### VACATION TIME

#### Length of Service

Hire date through 4 years  
Beginning of Year 5 through 9 years  
Beginning of Year 10 and up

#### Annual Accrual

Accrued at .0385 hours/hour paid  
Accrued at .0577 hours/hour paid  
Accrued at .0770 hours/hour paid

#### Example

*If Bob was hired on May 13, 2018, his vacation accrues at the .0385 rate through May 12, 2022. As of May 13, 2022, the beginning of his fifth year of employment, Bob's vacation will begin accruing at the .0577 level. On May 13, 2022, the beginning of his tenth year, Bob's vacation will start accruing at the .0770 level.*

## 10-MONTH CLASSIFIED SCHOOL PERSONNEL

### SCHEDULED HOLIDAYS

New Year's Day	Memorial Day	Labor Day
Martin Luther King, Jr. Day	Juneteenth	Veterans Day
Presidents' Day	Independence Day	Thanksgiving Day
		Christmas Day

*Note: The holiday schedule for school employees is governed by the school calendar. Benefits eligible non-exempt employees are paid for holidays that occur during school breaks.*

### SICK TIME

(Includes 2 "floating" days that may be used as personal leave with supervisor approval)

#### Length of Service

Hire date through 8 years  
Beginning of Year 9 and up

#### Annual Accrual

Granted at .0577 hours/hour paid  
Granted at .0693 hours/hour paid

**Example**

If Meg was hired on May 13, 2018, her sick leave is granted at the .0577 rate through May 12, 2026. As of May 13, 2026, the beginning of her ninth year of employment, Meg’s sick leave is granted at the .0693 level.

**VACATION TIME**

10-month school employees are not eligible for vacation time.

**TEACHING STAFF and MID-LEVEL ADMINISTRATORS**

**SCHEDULED HOLIDAYS**

New Year’s Day	Memorial Day	Labor Day
Martin Luther King, Jr. Day	Juneteenth	Veterans Day
Presidents’ Day	Independence Day	Thanksgiving Day
		Christmas Day

*Note: The holiday schedule for school employees is governed by the school calendar. Benefits eligible non-exempt employees are paid for holidays that occur during school breaks.*

**SICK TIME**

(Includes 2 “floating” days that may be used as personal leave with supervisor approval)

Full-time 10 Month school personnel are granted 10 days of sick time for the school year each September.

**VACATION TIME**

10 Month teaching staff and mid-level administrators are not eligible for vacation.

**SCHOOL PRINCIPALS**

**SCHEDULED HOLIDAYS**

New Year’s Day	Memorial Day	Labor Day
Martin Luther King, Jr. Day	Juneteenth	Veterans Day
Presidents’ Day	Independence Day	Thanksgiving Day
		Christmas Day

*Note: The holiday schedule for school employees is governed by the school calendar.*

**SICK TIME**

(Includes 3 “floating” days that may be used as personal leave with Pastor approval)

Principals are granted 15 days of sick time for the school year each September.

**VACATION TIME**

Principals are scheduled to work at least 210 days over 12 months with approximately 20 days of vacation during the summer break. This time does not accrue and is not carried over from year to year; Principals are not paid for unused vacation time.

## **BEREAVEMENT LEAVE**

Regardless of benefits eligibility, all regularly scheduled employees receive up to 4 days off with pay upon the death of an immediate family member (in this case, parent, sibling, child, spouse, grandparent, parent-in-law, brother/sister-in-law, or step-relative). Employees are allowed up to 1 day off with pay to recognize the loss of other relatives or close friends. Additional paid time off provided under this policy specifically for bereavement leave must be used within 1 year of the date when the employee learned of the death.

The Oregon Family Leave Act (OFLA) includes bereavement leave, which is unpaid leave taken to grieve the death of a family member, to attend the funeral (or alternative to a funeral), or to make arrangements necessitated by the death of a family member. This leave is limited to two weeks per deceased family member, up to 12 weeks total per year, and must be completed within 60 days of the date when the employee learned of the death. Where both paid Archdiocesan bereavement leave and OFLA eligible unpaid bereavement leave are available, the two will run concurrently.

## **CRIME VICTIM LEAVE**

Under Oregon law, employees may be eligible for unpaid time off to attend criminal proceedings involving crimes in which they or immediate family member(s) were victims. The law defines a crime victim as:

- A person who has suffered financial, social, psychological, or physical harm as a result of a “person felony” or
- A member of the crime victim’s immediate family (in this case, spouse, domestic partner, parent, sibling, child, stepchild, or grandparent)

To qualify for crime victim leave, employees must have worked an average of 25 hours or more per week in the 180 days before the leave request. Crime victim leave is unpaid unless the employee uses any accrued vacation or personal time. If the employee has available paid time off, they are required to use it.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) AND OREGON FAMILY LEAVE ACT (OFLA)**

The Family and Medical Leave Act (FMLA) is a United States federal law, requiring covered employers to provide eligible employees with job-protected unpaid leave for qualified medical and family reasons. The Oregon Family Leave Act (OFLA) is a similar state law that also requires covered employers to provide eligible employees with job-protected unpaid leave for qualifying medical and family reasons. There are some differences between FMLA and OFLA. FMLA/OFLA guarantees that the Parish continues all contributions to employee health benefits during approved FMLA/OFLA leaves. Employees should contact their Pastor, Principal, or Business Manager for the Family Medical Leave request form to initiate the leave review process.

### **Eligibility Rules**

To be eligible for FMLA and/or OFLA, an employee must meet each of the following eligibility requirements for each statute.

## OFLA ELIGIBILITY

- **General Rule** - In general, to be OFLA eligible an employee must have been employed for 180 days and must have worked for the employer for an average of 25 hours/week within the 180 calendar days immediately preceding the date the leave begins. There are exceptions.
- **Parental Leave Exception** - Employees taking leave to care for a newborn, newly adopted or placed foster child only must meet the 180-day employment requirement (regardless of the number of hours worked).
- **Military Spouse/Domestic Partner Leave Exception** - Employees taking leave related to the active duty or call to active duty of a spouse or registered domestic partner are eligible if they work an average of 20 hours/week (regardless of length of employment).
- **Public Health Emergency Exception** - During a declared Public Health Emergency employees become OFLA eligible after 30 days of employment if they worked an average of 25 hours/week in the 30 days before leave.
- **Breaks In Service Of No More Than 180 Days** - OFLA eligible employees who terminate or are removed from the schedule but return to service within 180 days remain eligible for OFLA leave on their return. Employees who were not OFLA eligible at the time of separation but return to service within 180 days will receive credit towards OFLA eligibility for time worked before the separation.

## FMLA ELIGIBILITY

- To be FMLA eligible an employee:
  - Must have at least 12 months of service (52 weeks) with the current employer (need not be consecutive) within the last 7 years; and
  - Must have worked at least 1,250 hours during the preceding 12 months.

*Qualifying leave for employees who are both FMLA and OFLA eligible will run concurrently where applicable.*

## Qualifying Reasons

If an employee meets the eligibility requirements of FMLA and/or OFLA, they are entitled to take leave for the following qualifying reasons:

### OFLA QUALIFYING REASONS

- Employee's own serious health condition;
- Serious health condition of employee's "family member" (defined below);
- Pregnancy Disability Leave - Female employee's pregnancy-related serious health condition, prenatal care, or childbirth;
- Parental Leave - To care for a newborn, newly adopted or newly placed foster child;
- To care for a child 18 and over who is incapable of self-care due to an impairment;
- Sick Child Leave - To care for a child who does not have a serious health condition, but is ill and requires home care (provided another family member is not willing and able to care for the child);
- Public Health Emergency Child Care Leave - To care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official;
- Oregon Military Family Leave; or
- Bereavement Leave.

## **FMLA QUALIFYING REASONS**

- Employee's own serious health condition;
- Serious health condition of employee's "family member" (defined below);
- Female employee's pregnancy-related serious health condition, prenatal care, or childbirth;
- Military Caregiver Leave – To care for an injured service member (Armed Forces, National Guard and Reserves) who is the employee's spouse, child, parent or next of kin, with a serious injury or illness incurred on active duty and for a covered veteran undergoing medical treatment, recuperation or therapy for a serious illness or injury that was sustained any time up to five years preceding the treatment;
- Parental leave – To care for a newborn, newly adopted or newly placed foster child;
- Qualifying Exigency Military Leave – For a qualifying exigency arising out of the employee's spouse, child or parent's active duty, or call to active duty in the Armed Forces, National Guard or Reserves.

## **Serious Health Condition**

The term "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care (overnight stay) or continuing treatment by a health care provider. Continuing treatment includes:

- A period of incapacity of 3 days or more, plus subsequent treatment or incapacity for the same condition;
- Pregnancy related incapacity or prenatal care;
- Chronic serious health conditions requiring treatments or causing incapacity;
- Permanent or long-term incapacity due to a condition for which treatment may not be effective, which includes illnesses or injuries diagnosed as terminal or which possess an imminent danger of death and terminal stages of disease; or
- Multiple treatments for restorative surgery or a condition that, if not treated, would likely result in incapacity of more than 3 days.

## **Covered Family Members**

The term "family member" is defined more broadly under OFLA than under the FMLA. Whether an eligible employee may take leave for a qualifying purpose involving a family member depends on whether the leave would be covered by FMLA or OFLA or both. The following persons are covered "family members" under each statute.

### **OFLA FAMILY MEMBER INCLUDES THE EMPLOYEE'S**

- Spouse or domestic partner;
- Child (biological, foster, step-, or adopted);
- Child of a domestic partner;
- Parent;
- Parent of a domestic partner;
- Parent-in-law;
- Grandparent;
- Grandchild.

### **FMLA FAMILY MEMBER INCLUDES THE EMPLOYEE'S**

- Spouse;
- Child (biological, foster, or adopted);
- Parent;
- Next of kin (only for military leave).

## **Amount of Leave**

For most qualifying purposes, an eligible employee may take up to 12 total weeks of protected leave under FMLA and/or OFLA during any 12 months, measured from the date an employee first begins using the leave.

In some cases, FMLA/OFLA may provide more than 12 weeks.

- FMLA may provide up to 26 weeks for military deployment or injury, including caregiver leave, due to active duty. In other words, an eligible employee is limited to a combined total of 26 workweeks of leave for any qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave.
- OFLA may also provide up to 36 weeks per leave year for a combination of pregnancy disability leave, parental leave and sick child leave. Employees with questions should speak with the Business Manager or the Archdiocesan Human Resources Office.

Under FMLA, if an employee and their spouse work at the same location, they will share the 12 weeks to care for a new child. Under OFLA, each parent has 12 weeks, even if both work for the same employer. The shared 12 weeks would be counted as FMLA leave and the additional time would be counted as OFLA leave.

## **Concurrent Leave**

Time off that qualifies under OFLA and not FMLA will be designated as OFLA only leave.

Time off that qualifies under FMLA and not OFLA will be designated as FMLA only leave.

Time off that qualifies under both FMLA and OFLA will run concurrently and will be counted against the 12 weeks available under both laws.

## **Intermittent or Reduced Hour Leave**

If medically certified by an employee's health care provider, leave may be taken intermittently or on a reduced schedule basis. This applies for an employee's serious health condition, a pregnancy related disability, or for an employee's family member's serious health condition. The health care provider must indicate a schedule of time off for visits or treatments and the likely duration/frequency. An employee must:

- Make an effort to schedule the leave to minimize disruption of the Parish's operations;
- Submit a Time Off Request to their supervisor; and
- Notify Parish of this leave.

## **Medical Certifications**

A medical certification is due as soon as possible but no later than 15 days from the date an employee notifies the Parish of their request for leave. To qualify for FMLA/OFLA, a physician must complete a "Medical Leave Certification of Physician or Practitioner" form and certify that the employee or their family member's serious health condition prevents them from working. Medical certifications are considered confidential and are kept apart from the personnel file. The Parish may also require the employee to provide periodic recertification of the need for the leave.

For purposes of OFLA sick child leave, the Parish will require that an employee provide medical certification of the need for, and expected duration of, the leave after the employee

has taken three (3) such days (partial or whole) in any 12 month period. The cost of such certification will be paid by the Parish if the cost is not covered by the employee's insurance or other benefit plan.

### **Notice Requirements**

If the need for a medical leave is foreseeable, employees must provide at least 30 days' advance written notice to the supervisor using the "Request for Leave" form available from the business office. If it is unforeseeable, the employee must give notice as soon as possible and practical.

### **Pay and Benefits**

Employees will continue to receive pay during FMLA/OFLA only if they have paid leave (sick, vacation, or personal days) available to use – employees are required to use any accrued paid leave prior to moving to an unpaid status. Once an employee is on leave without pay, there will be no further accumulation of sick or vacation. Whether an employee is on paid or unpaid leave, a completed timesheet will still be required.

If an employee qualifies for both FMLA and OFLA, the Parish's contributions for employee benefits will continue for the allowed duration of FMLA/OFLA, even if on leave without pay. Retirement contributions, however, continue only during a paid leave. While on unpaid leave, employees are required to pay any benefit premiums normally deducted from their paycheck. The Business Manager will notify employees of the amount of premiums due for any benefits coverage.

If an employee returns to work during the time allowed under FMLA/OFLA, or the first workday immediately following the time allowed, coverage will continue uninterrupted. If any part of the leave was unpaid, TSA and any benefits that terminated while on leave will be reinstated when the employee returns to work.

If an employee does not return to work on the first workday immediately following the end of the allowed duration of FMLA/OFLA, approved FMLA/OFLA protected leave will end, and coverage will terminate on the last day of the month that FMLA/OFLA ends.

If an employee returns to work later or is rehired, they will be subject to new hire effective dates for all coverage, except as otherwise noted in this policy.

### **Reinstatement of Employment**

Employees who have been released to return to work from FMLA and/or OFLA generally have the right to be restored to the position of employment held when their leave began. If the position no longer exists, or if they are returning to work from FMLA only, they have the right to return to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment with the following exceptions.

- If the position has been eliminated through layoff, the employer will treat the employee the same as if they were not on OFLA and/or FMLA, and the same as similarly situated employee(s) following policy or applicable collective bargaining agreements.
- If the employee is a limited duration or temporary employee, the employer will return them to the position to the extent that the placement or position exists.
- If the position from which leave was taken still exists but the employee is unable to perform one or more essential functions of that position with or without

reasonable accommodation, the employee will be reinstated from FMLA/OFLA leave while the employer engages the employee in the interactive process to determine whether reasonable accommodation is needed and feasible.

Before an employee returns from leave, if leave was for their own illness or injury, they must first obtain a completed “Medical Release to Return to Work” form.

## **JURY DUTY LEAVE**

The Parish acknowledges the requirement that employees fulfill civic obligations and provides time off for jury duty. If called to serve on a jury, employees should notify their supervisor immediately.

Regularly scheduled employees serving on jury duty, including on a grand jury, will receive their regular base pay rate for a maximum of 10 workdays in any calendar year.

Employees are required to contact their supervisor on any days they are not required to serve the entire day. If not assigned to a jury or released before 1:00 PM on any day, employees must return to work to be entitled to jury duty benefits.

While receiving paid jury duty leave, pay an employee receives from the court must be turned over to the Parish to offset payroll expenses, along with verification of court attendance days. Employees may keep mileage reimbursements. While taking unpaid jury duty leave (even if also using vacation), an employee may keep pay received from the court.

## **MILITARY LEAVE**

Where employees who volunteer for or are ordered to take part in extended military training or active duty in the Armed Forces of the United States, the US Coast Guard, the US Public Health Service, or National Guard, their service falls within the scope of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. USERRA provides for an unpaid leave of absence for the length of military service, generally up to 5 years’ cumulative leave. USERRA also applies where an employee volunteers for or is ordered to take part in weekend, weekly, monthly, or annual training; the employee may take an unpaid leave of absence for the length of the training. Their supervisor should have advance written or verbal notice as soon as notice or orders are received, unless giving notice is impossible, unreasonable, or prevented by military necessity.

Employees with at least 1 year of employment will be eligible for up to 10 paid workdays in a calendar year, paid at the regular base pay rate, while serving in leave covered by USERRA. Military pay received for the first 10 days (up to the amount of regular pay) must be turned over to the Parish to offset payroll expenses, along with verification of the time served. Employees may keep pay for travel, meals, uniform allowances, etc. After 10 paid days of military leave, employees may choose to use accrued vacation or personal days while performing military duty (no part of military pay must be turned over to the Parish).

If an employee performs military duty of more than 30 days, Parish-sponsored health care coverage may be continued at the expense of the employee for up to 24 months. During service of 30 days or less, health care coverage will be provided as if employed. Spouse and dependent child(ren) can choose to continue coverage on their own even if an employee

does not, with a change in premium cost to reflect the modified coverage. USERRA allows for an employer to charge 102% of premium to cover administration costs; however, the Parish will only charge 100%.

These requirements apply:

- For service absences up to 30 days, employees are required to return to work at the beginning of the next workday on the first full date after release from service, taking into account safe travel home plus an 8-hour rest period. (In other words, for absences of 1-30 days, an employee is allowed time to travel home safely, plus 8 hours for rest upon returning home, and then must report to work on the next scheduled workday.)
- For service of 31 to 180 days, within 14 days of release from service employees must contact the Parish to request reemployment.
- For service of 181 days or more, within 90 days of release from service employees must contact the Parish to request reemployment.

If an employee does not report as stated above, and after a review of the circumstances to determine whether any special circumstances apply, the employee will be considered to have voluntarily resigned.

For questions about military leave, please contact the Business Manager.

## **PERSONAL LEAVE**

Full-time employees with at least 6 months of service may be eligible for unpaid personal leave for up to 30 calendar days a year. Several factors determine whether this leave will be approved, including:

- Reason for the request
- Overall length of service
- Prior performance, disciplinary, and attendance records
- Previous leaves and their length/purpose (but see note below)
- Commitment to return to service immediately following the leave end
- Parish needs

Previous statutory leaves or leave protected by statute (including but not limited to FMLA/OFLA, jury duty, and military leave) will not be a negative factor in the evaluation of the personal leave request.

Vacation and personal days must be used before unpaid personal leave can be granted. If the leave request is related to a health condition, the personal leave request will be evaluated to determine whether it should be converted into a request for FMLA/OFLA leave and/or a request for leave as a form of reasonable accommodation. Also, sick time must be used up in connection with a personal leave related to a health condition.

Health benefits and retirement contributions, as well as pre-tax and post-tax deductions, may be affected by an unpaid personal leave. For more details, access the Employee Benefits Guide and Guide to the Tax-Sheltered Annuity Plan ([benefitspdx.org](http://benefitspdx.org)) or contact the Business Manager.

Personal leaves must be requested in writing at least 10 workdays in advance; the writing must include the reason for the request and the proposed starting/ending dates. In emergency situations, the 10-day notice requirement does not apply and the request may be verbal.

Approval of personal leave is at the discretion of the supervisor. A personal leave may be extended beyond the 30-day maximum with prior written approval, but health care and other insurance benefits will end after an unpaid absence of 30 days or more.

## **RELIGIOUS RETREATS**

Exempt employees designated by the pastor may receive up to 5 days with pay for retreat or spiritual renewal, and employees may also be required to attend staff retreats. Time off for retreats must be used for that purpose only, and not for additional vacation or personal leave. Retreat leave does not accrue from year to year, and will not be paid out on final paychecks if unused.

Religious staff may request time off for religious order functions, etc. Once approved, this time off will be charged to personal days, vacation, or unpaid leave.

## SECTION 11 SEPARATION FROM EMPLOYMENT

Separation from employment occurs when an employee is dismissed or resigns. The primary difference between a dismissal and a resignation is who initiates the work relationship ending. Employees initiate a resignation; the Parish initiates a dismissal. Dismissal need not be preceded by any disciplinary actions. Notice of intent to dismiss may be given but is not required as referenced in At-Will Employment.

Although exit meetings are not required they provide a valuable opportunity for employees and the Parish to discuss separation details. When employment ends, employees are responsible for returning all Parish property, such as keys or equipment.

The Business Manager will advise whether the employee may be eligible to continue or convert some of the insurance plans the employee had while employed. Employees should contact their TSA provider with any questions about their accounts – contributions, withdrawals, and changes of address or beneficiary, etc. Employees must notify the Parish of their correct address to ensure delivery of the final W-2.

### RESIGNATION NOTICE

As a professional courtesy, if an employee intends to resign, please provide the Parish with at least 2 weeks' written notice before departing.

Time off may not be used during the notice period unless specifically requested in the resignation letter and approved by the supervisor.

### FAILURE TO REPORT

Employees who do not report to work for 3 consecutive workdays without notifying their supervisor will be considered to have voluntarily resigned as of the last day worked. See Attendance and Punctuality for details.

### SEPARATION PAY

Final paychecks are distributed in accordance with applicable wage and hour laws:

- If an employee resigns with at least 48 hours' notice (excluding Saturdays, Sundays, and holidays), they will receive their final paycheck on their last day worked; if the last day worked falls on a Saturday, Sunday, or holiday, the paycheck is due at the end of the next business day
  - If an employee does not give at least 48 hours' resignation notice, they will receive their final paycheck within 5 workdays, or on the next scheduled payday, whichever comes first
  - If an employee is dismissed, or if the termination is by mutual agreement, the final paycheck is due no later than the end of the first business day following termination
- Final paychecks include any unused vacation pay; they do not include unused sick time and personal days.

## **SEVERANCE PAY**

A separating employee does not have any right to severance pay and should have no expectation that severance pay will be offered.

If an employee is terminated because of a reorganization to meet Parish needs or elimination of the position, employees may be eligible for severance pay in addition to unused vacation pay. Where severance pay is offered the guideline on the amount is 1 week's regular straight time pay for each full year of continuous service for the Parish, to a maximum of 12 weeks.

Severance pay will not be offered to employees who:

- Leave employment voluntarily
- Retire under conditions not involving elimination of the position
- Are involved in a temporary (6 months or less) layoff
- Have been employed under a contract that is not renewed
- Are dismissed for cause

## **UNEMPLOYMENT BENEFITS**

Employees who separate from employment may be eligible for unemployment benefits. The unemployment insurance program is administered by the State of Oregon, and the Parish does not determine whether claims will be approved or the amount of benefits, if any, to be awarded. Former employees should contact the Oregon Employment Department to determine the status and procedures to follow.

## **REFERENCE REQUESTS**

If approached regarding former employees, the Parish policy permits for confirmation of employment dates only, regardless of the reason for separation.

## SECTION 12 RECORDKEEPING

Employers are required to maintain accurate records. Personnel files, which normally contain all initial hiring documents, as well as documentation regarding pay rates, positions held, performance, promotion, demotion, discipline, etc.

Personnel files are kept in secure locations, with access limited to those with a need to know.

Various employee records are maintained in files separate from the personnel files, including payroll records and medical records.

### PERSONNEL RECORDS

The employee has the right to inspect their personnel records during regular business hours and to obtain copies (after paying reasonable copying charges). If the employee wishes to do so a written request must be submitted to the Pastor/Business Manager.

The process may take up to 45 days. If the employee believes any material in their file is irrelevant or inaccurate, they may submit a written request for its removal or correction to the employer. Submitting such a request does not mean that the material will be removed or modified. The Parish will decide. The material may be removed or modified/corrected or an explanation provided about why the material will remain in the employee's file.

To keep personnel files current, the employee must notify the employer in writing of any changes to information in the file, such as changes in name, address, phone number, marital status, number of dependents, person(s) to notify in case of emergency, beneficiaries, etc. For changes in number of dependents or marital status, the employee also needs to complete a new W-4 form for income tax withholding. The Parish is not responsible for problems caused by erroneous or old data.

Generally, personnel information is released only in response to an employee's written requests and with the employee's written consent. Copies of personnel records also may be made available to comply with a judicial order or subpoena or as otherwise required by law.

# HANDBOOK RECEIPT AND ACKNOWLEDGMENT FORM



My signature below confirms that I have received a copy of the Employee Handbook for Parish and School Personnel and will discuss any questions with my employer or the Human Resources Office.

I understand that my employer subscribes to the policy of employment-at-will and that this Employee Handbook is not a contract of employment. Unless I have a written employment agreement/contract to the contrary, I can end my employment any time and for any reason. I also understand that in the same way my employer may end the employment relationship with or without cause, at any time, with or without advance notice, regardless of length of service.

The policies and procedures set forth in this Handbook are a guideline and that my employer reserves the right, in its sole discretion, to prospectively make changes to or discontinue policies or benefits at any time without prior notice to employees.

I have read, understand, and will comply with all policies and procedures in this Handbook, as now written or as they may be modified in the future. I understand that failure to follow these policies may result in discipline, up to and including the end of my employment.

I know I must comply with the Parish and Archdiocese's anti-harassment and anti-discrimination policies and that I am expected to report any harassment or discrimination that I witness or experience.

I know that I must comply with the Parish and Archdiocese's drug and alcohol policies and that a failure to comply may result in discipline, up to and including immediate discharge.

I also acknowledge that I have no expectation of privacy in the workplace and specifically consent to any and all searches of my personal work space and personal affects. I further consent to any drug screening or testing consistent with applicable law and requested by my employer.

If I am a non-exempt employee, I understand that I am entitled to a break period of 10 minutes for each four-hour shift that I work and that I am required to take those breaks. I understand that I am entitled to a lunch period of at least 30 uninterrupted minutes for every 6 hour shift that I work. If, on the rare occasion that my workload prohibits taking a 30 minute lunch period, or if my lunch period is interrupted by work activity, I will record the period as time worked on my time report. I will not return work-related phone calls or emails during my lunch period, and if work-related interruptions are common, I understand that I am required to inform my supervisor.

I understand this Handbook is intended only as a general reference and is not intended to cover every situation that may arise during my employment. I understand that this Handbook supersedes all prior Handbooks and that it is not intended as a full statement of every applicable work-related policy.

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# UNLAWFUL DISCRIMINATION & HARASSMENT COMPLAINT FORM



Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please describe as clearly as you can the events:

1) That lead you to believe you have been subject to unlawful discrimination and/or harassment, including sexual harassment, in violation of policy; OR

2) That you have witnessed and believe constitute unlawful discrimination and/or harassment in violation of policy.

Include dates, along with names of anyone who may have information relevant to your report (such as persons involved in the incident or who saw or heard what happened). Describe each incident separately. Use the back of this form or another sheet if you need more room. Submit this form to the Pastor, Principal, or Business Manager of the parish/school (whichever applicable) OR the Archdiocesan Human Resources Director.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_