

**ST BENEDICT THE MOOR
PARISH/SCHOOL
Policy
Guidelines
2018 - 2019**

**Archdiocese of Cincinnati
Department of Human Resources
Revised 2017**

Revised 2017

ARCHDIOCESE OF CINCINNATI

**HUMAN RESOURCES HANDBOOK FOR ST BENEDICT THE MOOR
PARISH/SCHOOL**

PLEASE PRINT

Employee Name:

Last

First

Middle Initial

Job Title:

Parish

Verification Statement

I verify that I have read and understand the policies and procedures outlined in the Human Resources Policy Handbook for St. Benedict the Moor Parish/school. I understand that my employment is at will, which means that I am free to leave employment at any time and the Parish is free to terminate employment at any time, and that nothing in the handbook creates or is intended to create a contract of employment. I further understand that my at-will employment relationship with the Parish can only be modified by an agreement, in writing, signed by both myself and the Pastor. I agree to abide by these policies and procedures and also understand that the Parish may amend or change the policies at its discretion without notice.

Employee Signature

Date

RETURN FORM TO: Pastor _____

Revised 2017

CONTENTS

	Page	
1.0	Employment Policy	3
1.1	Selection of Personnel	3
1.2	Hiring Practice	3
1.3	Employees Affected by the Policies	3
1.4	Types of Employment	4
1.5	Provisional Employment	5
1.6	Employment Procedure	5
2.0	Working Conditions	6
2.1	Office Hours	6
2.2	Lunch Periods	7
2.3	Overtime	7
2.4	Reimbursement for Job-Related Expenses	7
2.5	Dress Code / Personal Hygiene	8
3.0	Job Performance	8
3.1	Job Classification and Description	8
3.2	Performance Evaluation	8
3.3	Human Resources Records	8
3.4	Health Problems	9
4.0	Employee Benefits	9
4.1	Paid Absence Benefits	9
4.1.1	Holidays	9
4.1.2	Vacation	10
4.1.3	Family and Medical Leave Act	11
4.1.4	Sick Days	11
4.1.5	Emergency Days	12
4.1.6	Civic Duty	12
4.1.7	Maternity/Paternity Leave	12
4.2	Unpaid Absence Benefits	12
4.3	Archdiocesan Benefit Plans	13
4.3.1	Group Health Care Plan	13
4.3.2	Group Life Insurance	13
4.3.3	Retirement Benefit – 401(k) Plan	14
4.3.4	Group Long Term Disability	14
4.4	Government Programs	15
4.4.1	Unemployment Compensation	15
4.4.2	Worker's Compensation	15
4.4.3	Social Security	15
4.5	Voluntary Benefit Programs	15
4.5.1	Dental Insurance	15
4.5.2	Term Life Insurance	15
5.0	Termination	16
5.1	Dismissal	16
5.2	Procedure for Dismissal of Employees	16
5.3	Layoff	16
5.4	Resignation	16
5.5	Retirement	17

6.0	Administration	17
6.1	Administration of the Policies	17
6.2	Reference Checks/Requests for Information	17
6.3	Problem Resolution	17
6.4	Harassment	18
6.5	Information Technology	18
6.6	Fit for Duty	19
6.7	Conflict of Interest Policy	19
6.8	Ethics and Conduct Policy	19
6.9	Records and Retention	20
6.10	Gifts and Gratuity	20
6.11	Weapons in the Workplace	20
6.12	Reporting to Work	21
6.13	Corrective Counseling	22
6.14	Solicitation & Distribution	22
6.15	Social Media Policy	22
6.16	Extra Salary Compensation Policy	23
6.17	Workplace Violence Prevention Policy	23
6.18	Association with Programs	23
6.19	Issuance of Statements	24
6.20	Telephone Usage	25
6.21	Driving Policy	25
6.22	ADA Compliance and Requests for Accommodation	25
7.0	Volunteers	25
INDEX		26

1.0 EMPLOYMENT POLICY

1.1 Selection of Personnel

St. Benedict the Moor School/Parish is an Equal Opportunity Employer. It is the policy of the Parish to promote equal opportunity in the areas of recruitment, employment, training, development, and promotion where appropriate. Employment in the Parish and subsequent development or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability or national origin, except where religion, sex or ordination is a bona fide occupational qualification. By the very nature of many parish teaching and ministerial positions, a faith commitment may be a necessary requirement for employment.

Because the defense and promotion of human rights is inseparable from the Gospel mandate, the Parish will ensure equal opportunities for protected classes including, but not limited to, the disabled, minorities and women.

1.2 Hiring Practice

The Parish/School (when necessary and appropriate) advertises position openings, takes applications, screens applicants and considers the qualified candidates for further interview. Prior to starting work, eligibility for employment must be verified according to the Immigration Reform & Control Act of 1986. The appropriate forms must be completed by the prospective employee and the employer and be kept on file.

Details of the employment procedure used by the Parish may be found in 1.6, Employment Procedure.

1.3 Employees Affected by the Policies

The life styles of those who make up the staff of the Parish vary considerably and generally consist of lay people, deacons, priests, and men and women religious. This situation creates rather complex relationships, insofar as the application of human resources policies is concerned. In some instances there may be prior relationships, such as that of bishop to priest, which may take precedence. But in the interest of consistency and fairness in administration, these policies apply to all employees unless otherwise stated.

The very nature of a given position may require certain other conditions of employment. Any conditions or circumstances contrary to, or in addition to, these policies will be specified in the role description, the hiring letter or similar document.

Your employment classification determines which pay policies and benefits are applicable to you. The Fair Labor Standards Act, which is the federal law governing wages and hours, sets standards for an employee's classification. St. Benedict the Moor School and Parish complies with these regulations by assessing the job duties, level of authority and compensation of each of its employees against the standards set forth in the Act as follows:

1. **Exempt Employees**

Exempt employees are those salaried employees holding executive, administrative, professional or outside sales positions who are not covered by the Act.

2. **Non-Exempt**

Those employees not included in the categories above are Non-Exempt. Non-Exempt employees are generally paid by the hour and are eligible for overtime pay (at one and one-half times base) for hours worked in excess of 40 per week. Non-Exempt employees must work in concert with their supervisor regarding expectations of the hours to be worked each week and overtime hours, if any. Overtime hours must be approved in advance by the employee's supervisor. Violation of this policy may result in disciplinary action, up to and including termination of employment.

While the Parish/School strives to pay employees correctly, sometimes mistakes can occur. If a mistake has been made, the Parish/School, once notified, will promptly make the necessary correction. Therefore, if an employee has questions or concerns about any deductions from their salary, immediately contact your supervisor, without fear of reprisal. Retaliation will not be tolerated. Reports of alleged improper deductions will be promptly investigated. If it is determined that an improper deduction took place, the employee will be promptly reimbursed for any such improper deduction.

1.4 Types of Employment

1. Regular full-time: An employee who is regularly scheduled to work at least 40 hours per week and is eligible for full employee benefits.
2. Regular part-time: An employee who is regularly scheduled to work less than 40 hours per week.
 - a. A regular part-time employee who is regularly scheduled to work at least 20 hours per week is eligible for prorated sick leave, vacation, holiday, and benefits, including long-term disability (LTD) insurance, life insurance, 401(k) Plan and workers' compensation, if the employee satisfies the eligibility requirements of each of these plans or programs.
 - b. A regular part-time employee who is regularly scheduled to work fewer than 20 hours per week is not eligible for paid sick leave, vacation and holidays, but is eligible for workers' compensation.

3. Temporary or Seasonal: An employee who is hired to work for a limited length of time (less than 3 months) to perform a specific task. This employee is not eligible for vacation or other Parish benefits, but is entitled to coverage under Workers' Compensation Insurance.

COMMENTARY: Local Parish customs will dictate the provisions for other benefits such as holidays.

All employees must be in full compliance with the Decree on Child Protection.

1.5 Provisional Employment

All new employees are hired on a provisional basis. The period of provisional employment is three months. At the end of the provisional period, or at any time during the provisional period, the employee may be released if performance is unsatisfactory. If performance is satisfactory, the employee will be transferred to regular status at the end of the period. While a provisional employee, vacation time may not be taken. Completion of the provisional employment period does not alter the "at will" status of employment. The employee is eligible for all other benefits from the date of hire, depending upon the status as a full-time or part-time employee.

1.6 Employment Procedure

1. Advertising the Position

When a position becomes vacant, or a new position is created, the Parish/School makes known the position with the requirements and qualifications needed. Notice may be placed in any of the following when it is appropriate for the position: the Parish bulletin, neighborhood or local newspapers, Archdiocesan website or publications, or information may be sent to placement offices of local colleges or schools depending on the type of position available. Such ads/information will include the title of the position, whether it is a full or part time position, a brief description of responsibilities and duties, the deadline for application and where the application should be sent.

2. The Application Process

- a. A procedure has been established for the application process. For certain positions like a principal of a school, a search committee which includes Parish representation may be formed. The Pastor or his designate will chair the search committee.

Applicants for all other positions should follow a standard application process which includes:

1. Completion of an application form.
2. Pre-employment interview.
3. Assessment of the applicant's experience. A transcript of grades or copies of degrees, certificates or licenses may be required.
4. Reference checks.
5. Objective work related tests where applicable; e.g. typing, spelling, etc.

Present employees should be given the opportunity to apply for the position in order to utilize their training and expertise.

- b. New employees will be selected by one person the hiring Committee. When a candidate is hired, the hiring agent notifies the candidate in writing, stating the position title, salary, name of supervisor and starting date.
 - c. If the candidate accepts employment with the Parish, the Pastor or designate places the information (see item b above) in the employee's human resources file along with the candidate's application form and reference information.
3. Post-Hiring Procedures/Orientation

When the new employee reports to work, he/she will be given the necessary forms to complete and given an explanation of employee benefits as they apply to his/her type of employment, by the Business Manager.

New employees will also be given a complete job description and a copy of the Human Resources Policies of the Parish/School.

2.0 WORKING CONDITIONS

2.1 Office Hours

The normal work week is 40 hours for a full-time employee. School office hours are generally 7:30 a.m. to 2:50 p.m., the Parish office is opened from 10:00am to 2:00pm. Monday through Friday.

As a general rule, regularly scheduled work hours should not be interrupted by personal appointments or medical appointments. When an appointment must be scheduled during work hours, the employee should consult with the supervisor for approval of the time arrangements.

COMMENTARY: Parishes may wish to alter these hours according to their own situation.

2.2 Lunch Periods

Employees should schedule lunch in consultation with the supervisor to insure adequate coverage of the job.

2.3 Overtime

The Fair Labor Standards Act establishes minimum wage, overtime pay, and equal pay provisions for employees. Some employees are excluded from the minimum wage and/or overtime provisions by specific exemptions based on the salary/wage they earn and the type of work they do. Only those who are classified as non-exempt per the overtime provisions of the Act are entitled to overtime pay. Exempt employees are those salaried employees holding Executive, Administrative, Professional or Sales positions. To qualify for the Executive, Administrative and Professional exemption an employee must be paid at least a minimal salary of \$455.00 per week or \$23,660.00 annually.

Authorized overtime of non-exempt employees is compensated at the regular rate of pay up to 40 hours. Non-exempt employees will be paid 1.5 times the regular rate for hours worked in a week above 40 hours.

It is permissible, however, when an employee works extra hours during one or more days to provide time off during the same week at straight time, as long as total hours actually worked do not exceed 40 in the work week. For purposes of counting overtime hours, holidays, vacation, sick leave and other paid time off are not counted toward actual hours worked in a week for calculating required overtime payments. (e.g., an employee whose total hours equal 48 hours during a week but includes 8 hours sick time is not entitled to any overtime pay). This is not applicable to teachers in the school setting.

All overtime must have the prior approval of the supervisor.

2.4 Reimbursement for Job-Related Expenses

Employees will be reimbursed for expenses incurred in the performance of job-related duties. Local transportation to and from meetings, etc., will be reimbursed at the rate established by the Internal Revenue Service each year. Local transportation does not include traveling to and from home to work.

With prior approval of the supervisor, by filling out the request for me, the cost of attending meetings, conferences, or other official business also will be reimbursed. Original receipts are required for reimbursement of expenses. For mileage reimbursement, travel to/from the location needs to be clearly identified on the expense reimbursement form along with the business reason for the travel and the number of miles driven.

2.5 Dress Code/Personal Hygiene

An employee's attire during work hours and work related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals, and to the probability of public contact. Employees are required to use good habits of grooming, personal hygiene, and dress that are consistent with the responsibilities of one's position and service to the Roman Catholic Church. Resolution of questions concerning dress is at the discretion of the Pastor/Principal.

3.0 JOB PERFORMANCE

3.1 Job Classification and Description

Job classification refers to the title of the position. Job description refers to the list of duties and responsibilities of a given position. Individual job descriptions shall include the following and be provided to the respective employee:

A job classification (title) which accurately conveys the function of the position.

The minimum requirements and qualifications for the position.

The duties and responsibilities of the position.

The relationship of each classification to other classifications as it applies to lines of authority, responsibility, channels of communication and accountability.

3.2 Performance Evaluation

An employee's immediate supervisor will periodically evaluate the employee's performance. This evaluation may occur on an annual basis or at other time intervals. The purpose of the evaluation session is to allow the employee and the supervisor to set goals for the future, evaluate the success with which previously set goals have been met, commend the employee for work well done, and help improve performance when necessary. The job description is a useful guide for goal setting and evaluation.

Both employee and supervisor will sign the evaluation to signify that it has been read and discussed. The employee will receive a copy and a copy will be placed in the human resources file of the employee.

3.3 Human Resources Records

A cumulative human resources record is maintained for each employee in the office of the Pastor or in the office of his delegate. It contains: the employment application form; references; confirmation of employment; work

assignments; written evaluations; correspondence; record of salaries and increments; sick leave, vacation and leave accrued and taken. All human resources records are confidential and available only to the employee and appropriate supervisory personnel. All medical records must be maintained separately from the Human Resource file per Americans with Disabilities Act (ADA) requirements. No information is released without authorization of the Pastor or his representative or without the written approval of the employee.

It is required that all employees keep their respective supervisors and the Pastor or Business Manger promptly informed of any change in address, telephone number, marital or dependency status.

Human resources records are available to employees for review provided they make a timely and reasonable request and that the viewing of the file is done during business hours. Human resources records are the property of and remain the property of the Parish/School.

3.4 Health Problems

The Pastor or supervisor will request a physician's statement with an absence of three or more consecutive days, or when frequent short absences due to illness interfere with the ability to perform the duties of the job.

4.0 EMPLOYEE BENEFITS

4.1 Paid Absence Benefits

4.1.1 Holidays

St. Benedict the Moor School/ Parish observes the following holidays:

January 1
Martin Luther King Day
Memorial Day (last Monday in May)
July 4
Labor Day
Thanksgiving Break
Christmas Eve Break School
Christmas Day Break School
New Year's Eve Parish

When January 1, July 4 or December 25 falls on Saturday, it will be observed on the previous Friday. When any one of these dates falls on Sunday, it will be observed on the following Monday. When Christmas Eve and New Year's Eve fall on Saturday, the employee will be eligible for one additional holiday to be taken later. (not applicable to school)

If, due to parish needs, an employee is required to work on a holiday, an additional day with pay will be granted.

Regular full-time employees are eligible for all holidays with pay. Regular part-time employees will be paid for those holidays which fall on their normal work days. If the holidays do not fall on normal work days, no additional time or compensation will be paid. Employees on lay-off, or leaves of absence, are not entitled to holiday pay.

4.1.2 Vacation

The length of vacation time is determined by years of employment. Full-time employees are eligible for paid vacation as follows:

- 1 week vacation – after six months of employment*
- *(To be taken prior to first anniversary date)
- 2 weeks vacation - after 1 year of employment
- 3 weeks vacation - after 5 years of employment
- 4 weeks vacation - after 10 years or more of employment

Vacation time is accumulated from the date of hire. A regular part-time employee is eligible for vacation pro-rated in relationship to normal weekly hours regularly scheduled versus the normal work week. This is not applicable to teachers

Vacation schedules must be approved by the supervisor in order to ensure that the Parish duties will be covered at all times. Vacation pay will be included in the regular pay schedule. Any other arrangement for vacation pay must be authorized by the Pastor and or Business Manager.

An annual vacation is important for rest and renewal. Vacation may be taken at any time following the employee's anniversary date that is convenient for the Parish/School. Vacation time may not be accumulated from year to year except under unusual circumstances, and only with the supervisor's permission. Accrued vacation time not taken by the anniversary date of hire is forfeited.

If an employee leaves the employ of the Parish, unused earned vacation days will not be compensated.

4.1.3 Family and Medical Leave Act

St. Benedict the Moor School/Parish provides eligible employees up to 12 weeks of job-protected leave in compliance with the Family and Medical Leave Act (FMLA). FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family and medical reasons.

Family Medical Leave of Absence is available for eligible employees for up to twelve weeks during a twelve-month period for the following reasons: (i) the birth of the employee's child and to care for the newborn child; (ii) the placement of a child with the employee for adoption or foster care; (iii) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; (iv) when the employee is unable to perform the functions of his or her position because of a serious health condition (as defined by the FMLA); or (v) for Military Family Leave (a qualifying exigency or care for an injured service member). The complete text of the Family & Medical Leave Policy is available online at: [Family and Medical Leave Policy](#).

4.1.4 Sick Days

Sick days for regular full-time employees are accumulated at the rate of one and one-quarter days per month (15 days per year) from the date of hire. Sick leave is cumulative to 130 working days (26 weeks). Sick leave for regular part-time employees scheduled to work at least 20 hours per week is accumulated on a pro-rated basis.

In the case of prolonged absence due to illness, including the inability to work for physical reasons associated with pregnancy and childbirth, a position (either the one held at the time leave began or a comparable position at a comparable rate of pay) will be held for 130 working days once in any 52-week period. The employer reserves the right to the School/Parish requires written verification of illness from a doctor or other health care provider after (3) three conservative days.

A maximum of 10 days per calendar year may be used for instances in which the employee is needed to care for the illness or injury of a spouse, child, parent, or close personal relation who depends upon the employee for care.

All absences due to illness are to be reported to the immediate supervisor prior to the start of the employee's work day. Careful records should be kept by the immediate supervisor of absences due to illness and placed in the employee's human resources file. Unused sick leave is not reimbursed with pay, and sick leave is not to be used as extra vacation time.

Contracted personal are allowed (2) two of 14 sick days to be taken for personal days must be approved by the Pastor and or Business Manager (3) three days in advance.

4.1.5 Emergency Days

Up to five of the fifteen sick leave days may be used each year for emergency reasons; i.e. flooded basement, car problems, or death in the immediate family.

4.1.6 Civic Duty

If selected to serve on a jury, an employee will be paid the difference between the compensation received from the court and the regular base pay. The employee must give the supervisor a copy of the notification of jury duty selection and a statement from the court showing the rate of compensation paid by the court. On any day that court is excused, the employee is expected to report for work at the Parish.

Employees who are subpoenaed by a court for personal or family matters may use an emergency leave day. Employees who are subpoenaed in connection with their work as an employee of the Parish will be paid their regular base pay for their time away from work to comply with the subpoena.

4.1.7 Maternity/Paternity Leave

In order to assist parents bringing newborn/adopted children into their homes, employees of the Parish/School will be provided with three weeks paid maternity/paternity leave, commencing with the birth/adoption of the child. The leave must be completed within twelve weeks of the birth/adoption of a child. This leave must be used minimally in weekly increments. Further time off may be requested in accord with the provisions of FMLA Section 4.1.3. In order to qualify for a paid maternity/paternity leave, the employee must have completed one year of employment with the Parish/School.

4.2 Unpaid Absence Benefits

[Leaves of Absence](#)

An employee may make a written request to the Pastor for a leave without pay for up to one year. The request must be for a compelling medical reason acceptable to and approved in writing by the above. Re-employment at the conclusion of a one year leave is dependent on the availability of an appropriate position. After six months of unpaid leave an employee's position may be filled. The employee may continue on unpaid leave for up to twelve months.

Leaves covered by the FMLA are addressed in Section 4.1.3.

Military Leave

Employees inducted into the military, or who are members of the National Guard will be granted duty leave without pay and without loss of accumulated service as, and to the extent, provided by law. See section 4.1.3.

4.3 Archdiocesan Benefit Plans

Eligible employees who regularly work 30 or more hours a week or teach 15 classroom hours a week and meet other eligibility requirements are entitled to Medical, Dental and FSA benefits, as well as Group Life Insurance, Long Term Disability (LTD) Insurance, and the 401(k) Plan. All employees who are scheduled to work 20 or more hours per week but less than 30 hours per week are eligible for Group Life Insurance, Long Term Disability (LTD) Insurance, and the 401(k) Plan. The eligibility and other terms and conditions of each of these benefit plans are established and governed by the insurance policies and formal plan documents which set forth their terms and conditions. The Archdiocese of Cincinnati reserves the right to amend or terminate any of the benefit plans described in Sections 4.3 – 4.5.2 at any time as permitted by law.

4.3.1 The Health Care Plan of the Archdiocese of Cincinnati

Parish employees participate in the Archdiocesan self-insured, comprehensive, major medical plan, presently administered by the Anthem Blue Access (PPO Plan). The Archdiocese of Cincinnati voluntarily complies with federal PPO regulations.

For an eligible employee not covered on another plan, the Parish pays the cost for single health care coverage less the employee contribution. If the spouse or child(ren) of a full time employee is not eligible for other group health coverage, the cost (less the employee contribution) will be paid by the Parish for the family coverage. A married employee whose spouse and/or child(ren) are eligible for coverage under another employer group plan, but chooses to cover his/her spouse and/or child(ren) under the Archdiocese of Cincinnati Health Care Plan, will be required to contribute a monthly premium for dependent coverage. Please note: there is no coordination of benefits, and participants can be on only one plan.

4.3.2 Group Life Insurance

Eligible employees are covered by a group life insurance policy. The premiums are paid entirely by the Parish. For further details, please refer to the plan booklet.

4.3.3 Retirement Benefit – 401(k) Plan

The Archdiocese of Cincinnati offers a 401(k) Plan that provides eligible employees the opportunity to make voluntary contributions with investment choices that have favorable tax advantages. The Archdiocese of Cincinnati will make quarterly contributions to the Plan equal to 4% of the employee's quarterly earnings. The Plan is intended to help employees supplement their retirement savings. For more information: [401\(k\)](#)

Effective January 1, 2016, if you are a new or rehired Eligible Employee, you are subject to **"automatic enrollment"** in the Plan at a rate of 4% of your compensation. After you satisfy the Plan's general eligibility rules (i.e., age 21 and 30 days of employment), you will automatically be enrolled in the Plan as of the next administratively feasible calendar quarter (January 1, April 1, July 1 or October 1) with 4% of your paycheck deducted and contributed to the Plan as a Pre-Tax contribution. If you do not want to enroll in the Plan at the 4% contribution rate and you would like to contribute a different amount or no amount of your paycheck, you must timely complete the online enrollment process upon receipt of your PIN letter and instructions from Fifth Third Bank.

The 401(k) Plan replaces the Defined Benefit Plan and the 403(b) Plan. As of December 31, 2010 both Plans were frozen. The frozen assets of the Defined Benefit Plan will continue to be administered by UMR. Effective January 1, 2011 no additional benefit credit could be earned for future service or compensation. Also, current employees who have not yet vested in the Defined Benefit Plan can still become vested by achieving the required vesting period through continued employment.

Religious are covered by congregational retirement plans. The Parish contributes to these plans according to the schedule agreed upon by the Archbishop and the Major Superiors of Congregations of Religious serving in the Archdiocese of Cincinnati.

4.3.4 Group Long Term Disability

Lay employees are also covered by a long term disability plan to indemnify wages against loss during periods of total disability. The cost of the plan is paid entirely by the Parish. For details of eligibility and benefits, please refer to the plan booklet. Although religious men and women are not covered under this plan, an equivalent amount should be paid to the religious congregation.

4.4 Government Programs

4.4.1 Unemployment Compensation

The Ohio Unemployment law provides for the temporary assistance to employees who are lay persons or permanent deacons who have lost their jobs through no fault of their own. Though exempt from this law for employees, the Archdiocese of Cincinnati voluntarily provides coverage. Premiums are paid entirely by the Parish. An equal percentage is paid to the congregation for men and women religious. The fund is presently administered by T & W Employer Services, Inc.

4.4.2 Worker's Compensation

All employees of the Parish are covered under Ohio law for job-related illness or injury. Premiums are paid entirely by the Parish. Job-related illness or injury must be reported immediately to the supervisor/business manager.

4.4.3 Social Security

Parish lay employees are covered under the Federal Social Security program for retirement benefits and other survivor and disability benefits. The Parish contributes the amount required for each lay employee as established by this program. An equal percentage is paid to the congregation for men and women religious.

4.5 Voluntary Benefit Programs

4.5.1 Dental Insurance

Parish employees who qualify are eligible to enroll in a voluntary dental plan. The cost of the plan is the responsibility of the employees. The Parish will utilize payroll deductions.

4.5.2 Term Life Insurance

Parish employees who qualify for benefits are eligible to enroll for voluntary term life insurance during open enrollment or when newly hired. The cost for this insurance is the responsibility of the employees. The Parish will utilize payroll deductions.

5.0 Termination

5.1 Dismissal

An employee may be dismissed for unsatisfactory work performance, habitual or excessive absences or tardiness, violation of Parish policies or other inappropriate behavior. The decision to dismiss an employee shall be made upon correction with the Business Manager, Pastor and Principal or the immediate supervisor. Dismissal may occur after the employee has received a written warning and has been given an opportunity to improve performance or conduct. The warning statement is to be signed by both employee and supervisor and a copy is to be placed in the employee's human resources file. However, in some situations immediate dismissal may be appropriate. The reasons for immediate dismissal may include, but are not limited to, one or more of the following:

1. Insubordination or intimidation;
2. Condition unfit for duty such as reporting to work under the influence of alcohol or drugs;
3. Theft or misappropriation of property or funds belonging to the Parish, to employees, or to parishioners;
4. Conduct contrary to or detrimental to the religious and professional character of the Parish or the policies;
5. Serious breach of confidentiality.
6. Other inappropriate behavior of a significant nature or degree.

In the case of teachers of the school setting a contract may not be renewed.

Procedure for Dismissal of Employees

A discharged employee will receive written notice of discharge and a copy will be placed in his/her human resources file. Unused accumulated vacation pay will be given along with earned wages. The employee will also be given written notification regarding other benefit status.

5.3 Layoff

The Parish has the right to reorganize its work force and/or to reduce its work force, either permanently or temporarily, in its sole discretion. If the Parish makes the determination to reduce its work force, it will do so on the basis of its assessment of job requirements, performance, length of service, and any other factors deemed relevant by the Parish in its sole discretion.

If an employee is released as a result of a reduction in work force, the date of termination will be set with at least four weeks severance pay and any unused vacation pay. Severance pay shall be at the employee's regular rate of pay.

5.4 Resignation

Employees are requested to give their supervisor a minimum of two weeks written notice of the intent to terminate.

5.5 Retirement

The Parish does not have a mandatory retirement age. For the normal retirement age with full retirement benefits, refer to the Archdiocesan Lay Employee Pension Plan and/or 401(k) Plan. The formal plan documents govern eligibility and other terms and conditions of the plan.

6.0 Administration

6.1 Administration of the Policies

The Pastor has the responsibility for the administration of the policies contained in this manual and is also responsible for interpretation of these policies.

6.2 Reference Checks/Requests for Information

Requests for information about employees will be handled with discretion. Only the name, employment dates and position title will be provided. Reference checks will be directed to the pastor. An example of an exception to this policy would be the record of a terminated employee, discharged for activity resulting in a criminal conviction. If factual information must be released in order to secure a loan or proceed with a business transaction, the employee must first sign a written authorization. Written requests for information from the Social Security Administration, agents who administer unemployment compensation and other government agencies and as required by law may be answered without the employee's written authorization.

6.3 Problem Resolution

Parish human resources policies are intended to promote equitable treatment of all employees. On occasion, however, claims that an employment condition is unjust or inequitable, or that a provision of the human resources policies has been improperly, unjustly, or inequitably applied may arise. In the event that these situations cannot be resolved to the mutual satisfaction of employee and employer, a procedure for resolution of the situation may be initiated.

Process for Reconciliation

1. The employee prepares a formal complaint and a suggested solution in writing to his/her immediate supervisor.
2. If the problem is not resolved at this level, the employee presents the complaint to the Pastor. The Pastor has three days to meet with the employee to discuss the problem.
3. If the problem is not resolved at this level, the employee may request the formation of an independent panel of three persons. This panel is composed of one representative of the employee, one representative

of the Pastor, and one representative chosen by mutual agreement of the other two panel members.

4. This panel of three meets as soon as possible to review the situation, hearing from all necessary parties.
5. The panel arrives at a decision within one week after the hearing. The decision of the panel is final. The review panel has no authority to add to, subtract from or modify the policy. The panel has no power to award a monetary settlement.

6.4 Harassment

Introduction

St. Benedict the Moor School/Parish is firmly opposed to any form of harassment in the workplace. Specifically forbidden is harassment based on race, color, religion, gender, national origin, age, disability and sexual harassment. Not only is harassment offensive to the individual, it is offensive to the values of the Gospel and the Church's teachings on the dignity of the human person. Any employee should be able to work in an atmosphere free of harassment and intimidation.

The complete text of the Harassment Policy is available online at: [Harassment Policy](#).

6.5 Information Technology

All computer systems (including electronic mail and all word-processing equipment and materials) and the voice mail system are property of the Parish. The Parish reserves the right to monitor, inspect, or access an employee's computer, voice mail system or electronic media at any time with or without notice. The Parish also may retrieve any information or material retained in any such system. There is no expectation of privacy in any matter created, received, stored, or sent from any computer system or the voice mail system. Additionally, the recording of any conversations, whether in person or over the telephone, is prohibited unless it is by mutual consent. The complete text of the Information Technology Policy is available online at: [Information Technology Policy](#).

All employees are required to sign the [Information Technology Disclosure Statement](#). Failure to comply with any of the provisions of the Information Technology Policy will be grounds for discipline, up to and including termination.

6.6 Fit for Duty

The Parish expects all employees to report for work in a condition that will allow them to perform the essential functions of their job without jeopardizing the safety and security of the working environment for themselves and others. The Fit for Duty Policy provides a list of general warning signs that indicate that an employee may be unfit for duty and provides uniform procedures that must be followed when management determines that an employee is unfit for duty. The complete text of the Fit for Duty Policy is available online at: [Fit For Duty](#). Failure to comply with any of the provisions of this Fit for Duty Policy will be grounds for discipline, up to and including termination.

6.7 Conflict of Interest

The Parish expects responsible individuals to avoid conflicts of interest by not allowing outside obligations, financial interests or other activities to interfere with their obligations and commitments to their work. Responsible individuals are those who hold decision-making or policy setting positions or significantly influence decisions with respect to investments or purchases of any other goods. Such employees have the responsibility to report any personal, family or business relationships that may conflict with their parish duties. The complete text of the Conflict of Interest Policy is available online at: [Conflict of Interest](#).

Responsible individuals are required to sign a [Conflict of Interest Disclosure Statement](#). Failure to comply with any of the provisions of this Conflict of Interest Policy will be grounds for discipline, up to and including termination.

6.8 Ethics and Conduct

Employees of the Parish are held to the highest ethical standards and accountability. Each employee (exempt and non-exempt) must sign a statement assuring that he/she will adhere to the laws of government and ethical principles of the Church, will demonstrate the highest level of integrity, honesty and conduct and will not misuse his/her power and authority. The complete text of the Ethics and Conduct Policy is available online at: [Ethics and Conduct](#)

All employees are required to sign the [Ethics and Conduct Disclosure Statement](#). Failure to comply with any of the provisions of the Ethics and Conduct Policy will be grounds for discipline, up to and including termination.

The Archdiocese of Cincinnati has established a hotline to provide employees a simple, risk-free means for reporting financial misconduct by calling 1-888-389-0381 or logging into a direct link to EthicsPoint:
https://secure.ethicspoint.com/domain/en/default_reporter.asp

6.9 Records and Retention

The purpose of this policy is to ensure that necessary records and documents of the Parish are adequately protected and maintained to ensure that records no longer needed by the Parish are discarded at the proper time. This policy aides employees in understanding their obligations in retaining records, which include, electronic documents (email, Web files, text files, PDF documents, word processing documents, spreadsheets, databases, database data, backup tapes and other formatted files). The complete text of the Records and Retention Policy is available online at: [Records and Retention](#). Failure to comply with any of the provisions of the Records and Retention Policy will be grounds for discipline, up to and including termination.

6.10 Gifts and Gratuity

Employees of the Parish are prohibited from conducting business with customers or vendors on the basis of gifts or favors. No employee shall receive any improper payment or gratuity from any business enterprise which is a vendor, supplier or customer of the Archdiocese of Cincinnati or its affiliates. A business gift is anything of value received as a result of a business relationship and for which the recipient does not pay fair market value. Parish employees receiving gifts from vendors must complete and sign the Gifts and Gratuities Transaction Log. The complete text of the Gifts and Gratuity Policy is available online at: [Gifts and Gratuity Policy](#). The Gifts and Gratuity's Transaction Log is available online at: [Gifts and Gratuity Transaction Log](#).

Failure to comply with any of the provisions of this Gifts and Gratuities Policy will be grounds for discipline, up to and including termination.

6.11 Weapons in the Workplace

The Archdiocese of Cincinnati and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) are committed to providing a safe workplace for their employees and all those who enter their property or premises. The term "premises" includes all buildings or land owned by the Archdiocese/Affiliates. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan/Affiliate property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by a management official of the Archdiocese/Affiliate, the possession, transfer or

use of weapons is prohibited while on Archdiocesan/Affiliate property or premises, including without limitation, while in Archdiocesan/Affiliate-owned vehicles.

This policy shall not prohibit the following persons from carrying a firearm on Archdiocesan/Affiliate property or premises provided the person possesses valid photographic identification: (1) law enforcement officers; and (2) security personnel employed by or contracted with the Archdiocese/Affiliate and who have been granted written permission by a management official of the Archdiocese/Affiliate to carry a firearm while on duty. Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, objects indistinguishable from firearms, ammunition look-alike's (dummies or duds), explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people.

Nothing in this policy prohibits an employee or other person who possesses a valid license that permits the carrying of a concealed weapon from transporting or storing a firearm and ammunition in his or her personal vehicle on Archdiocese/Affiliate premises where the vehicle is permitted to be, such as a parking lot. If the employee or other person is outside of the vehicle, the firearm and ammunition must be locked in a trunk, glove box, or other enclosed compartment within or on the vehicle.

Any Archdiocesan/Affiliate employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan/Affiliate property or premises and may be prohibited from future entry to the Archdiocesan/Affiliate property or premises. Additionally, any violation of this policy that results in damage or injury may not be covered by Archdiocesan/Affiliate insurance.

6.12 Reporting to Work

Employees of the Parish are expected to report to work as scheduled and to maintain a consistent record of good attendance. Office hours and work schedules have been established based on the needs of the various locations and departments. Employees who have a chronic problem with reporting to work will be subject to the corrective counseling process which may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The complete text of the Reporting to Work Policy is available online at: [Reporting To Work](#)

6.13 Corrective Counseling

The conduct of employees who work for the Parish is governed by established fundamental principles from church teachings and traditions. The excellent work record and reputation of the Archdiocese is dependent upon employees maintaining an orderly and harmonious working environment.

Employees failing to meet Archdiocesan standards will be subject to corrective counseling which focuses on encouraging the employee to meet expectations. Corrective counseling may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The Archdiocese has established thirty-five rules and regulations that employees must adhere to or receive corrective counseling. The list is not all inclusive. The complete text of the Corrective Counseling Policy is available online at: [Corrective Counseling Policy](#)

6.14 Solicitation & Distribution

It is the policy of the Parish to prohibit employees, volunteers and non-employees from unauthorized solicitation of employees and/or distribution of materials on Parish premises unless approved by the pastor/administrator.

This policy was developed to prevent individuals from disrupting employees during their "work time." "Work time" is defined as any time when the employee is doing the soliciting or the employee being solicited is scheduled to be working. Lunch time and break periods are not considered "work time" for purposes of this policy. The complete text of this policy is available online at: [Solicitation and Distribution Policy](#)

6.15 Social Media Policy

The Archdiocese of Cincinnati and its Affiliates recognize that in today's environment, with the increasing prevalence of the internet, employees, clerics and volunteers will use the internet to conduct ministry work and to communicate with associates and friends. The internet provides various ways for individuals to interact and has changed the way we communicate and share information. The Archdiocese of Cincinnati and its Affiliates view the internet as an important educational and evangelizing tool to promote school and ministerial programs. The Social Media Policy was written to ensure that social networking tools will be used safely, without compromising their effectiveness. The policy sets forth language and boundaries to govern their use.

The complete text of the Social Media Policy is available online at: [Social Media Policy](#)

6.16 Extra Salary Compensation Policy

Employees of the Archdiocese of Cincinnati and its Affiliates qualify for extra salary compensation when an employee is approved to perform work that is: 1) Truly necessary 2) For a limited period of time 3) Does not interfere with the employee's current work schedule and 4) Does not fall within the scope of the employee's responsibilities. If all four of these "Required Working Conditions" are met, the employee may apply for extra salary compensation/stipend.

The complete text of the Extra Salary Compensation Policy is available online at: [Extra Salary Compensation Policy](#)

6.17 Workplace Violence Prevention Policy

The Archdiocese of Cincinnati and its Affiliates are committed to providing a safe workplace environment and protecting the safety of our employees, volunteers, the public and our operations. Prevention of violence in the workplace is a goal and responsibility that we all share. Aggressive or violent behavior, threats, harassment, stalking, bullying, verbal or physical abuse and other hostile or destructive acts are prohibited by the Archdiocese of Cincinnati and its Affiliates.

The complete text of the Workplace Violence Prevention Policy is available online at: [Workplace Violence Prevention Policy](#)

6.18 Association With Programs

No Office or Department of the Archdiocese or its Affiliates shall sponsor a program (i.e. lecture, seminar, conference, etc.) or otherwise lend the name of the Archdiocese to any program without the permission of a Department Director who will keep the Archbishop informed. Prior to the permission from a Department Director, that Office or Department shall be responsible for being familiar with the entirety of the program and shall investigate to ensure that speakers at the sponsored programs uphold the teachings of the Catholic Church.

If any speaker at the program is a Catholic from outside the Archdiocese, (cleric, religious brother, religious sister or lay person) an acceptable letter of good standing must be obtained from his/her Diocesan official or religious superior/provincial. The letter is to be obtained by the Office or Department associated with the program. If the information in the letter of good standing is not acceptable, this fact should be brought to the attention of a Department Director.

6.19 Issuance of Statements

1. With regards to statements on issues, Offices and Departments are encouraged to craft their own when possible rather than signing on to those written by other groups. In situations where Offices and Departments think it important to join other groups in signing a common statement, the Office or Department should at a minimum participate in the drafting of the common statement. In all instances, the Department Director is to be kept informed.
2. Any Office or Department of the Archdiocese of Cincinnati or its Affiliates which wishes to prepare a statement for issuance in its own name, or for joint issuance with the Archbishop or with a Commission, Committee or Agency of the Archdiocese, or for issuance by the Archbishop alone, must present the statement in writing to the Archbishop for study.
3. If the Archbishop wishes to issue a statement as Archdiocesan policy, or jointly with the Office or Department, or as a statement of his own, he will do so using whatever channels seem appropriate.
4. If the Archbishop chooses not to make the prepared statement his own, or issue it jointly with an Office, Department, Commission, Committee or Agency, he may nevertheless permit the Office, Department, Commission, Committee or Agency to issue the statement in its own name. Each statement when issued in writing or orally must contain the following identification:

This statement represents the position of (Office, Department, Commission, Committee or Agency.) It is issued with the consent of the Archbishop of Cincinnati, but the position it espouses is not necessarily that of the Archbishop.

5. All such statements should be in accord with Church teaching and Archdiocesan policy, should serve a clear purpose which is consonant with the purpose of the Office, Department, Commission, Committee, or Agency after timely consultation with the Archdiocesan Communication Office.
6. If the Archbishop does not choose to make this statement his own, or to issue it jointly with the Office, Department, Commission, Committee or Agency, or to permit its issuance as a statement of the Archdiocesan Office, Department, Commission, Committee or Agency, the statement is not to be issued.

6.20 Telephone Usage

The purpose of this policy is to establish guidelines for employees of the Parish regarding the use of telephones and cell phones while conducting Parish business. The office telephone and the cell phone play a vital role in our business operation, but it is necessary in today's work environment to have guidelines regarding their safe and productive use both within the office and outside of the office. The complete text of the Telephone Usage Policy is available online at: [Telephone Usage Policy](#)

6.21 Driving Policy

The purpose of this policy is to establish guidelines for employees of the Parish regarding the use and/or operation of vehicles while conducting Parish business; to ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and promote a safe driving culture within the organization. The complete text of the Driving Policy is available online at: [Driving Policy](#)

6.22 ADA Compliance and Requests for Accommodation

It is the policy of the Parish to comply with the Americans with Disabilities Act (ADA) protecting qualified individuals with disabilities. The Parish provides reasonable accommodations for known physical or mental disabilities to qualified individuals to the extent required by law, provided that the requested accommodations do not create undue hardships for the Parish and/or do not pose direct threats to the health or safety of the requesting individuals and/or others in the workplace.

If an accommodation is required to perform the essential functions of one's job, the Archdiocesan Human Resources (HR) Department must be notified. The HR Department will then work with the employee and the employee's supervisor to identify possible accommodations enabling performance of the essential functions of the job. Equal opportunity is extended to qualified persons with disabilities in all aspects of the employer-employee relationship, including recruitment, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, and termination of employment.

Instances of non-compliance with this policy noted by the employee should be referred to the immediate supervisor or office/department director and/or the HR Department. The Parish prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who submits an ADA compliance request.

7.0 Volunteers

Volunteers are a vital part of parish life, providing a variety of services otherwise unavailable to the Parish. Although they are not employees of the Parish, a certain relationship is established, and it is important for both the Parish and the volunteer to understand the policy aspects of this relationship.

Because volunteers are not employees, they are not covered under the Archdiocesan benefit plans, including workers' compensation, unemployment, social security, health and life insurance, pension and long term disability. These plans are established for employees and therefore exclude volunteers.

Volunteers should be made aware of the liability they accept when volunteering for Parish work. The Archdiocesan liability insurance does provide some coverage for volunteers if they are sued for unintentional negligence while engaging in the volunteer activity. Some aspects of potential liability are not covered. This should be communicated to the volunteer. Specifics in this area may be obtained from the Archdiocesan Finance Office.

All volunteers must be in full compliance with the Decree on Child Protection.

INDEX

401(k)	14, 17
ADA Compliance and Requests for Accommodation	27
Administration of the Policies	18
Administrative Personnel	2
Anthem Blue Access (PPO Plan)	13
Application Process	4
Association with Programs	25
Civic Duty	12
COBRA	17
Conflict of Interest Policy	20
Corrective Counseling	23
Dental Care Plus	16
Dental Insurance	16
Dismissal	17
Dress Code	7
Driving Policy	27
Electronic Systems	19
Emergency Days	12
Employment Policy	1
Employment Procedure	4
Equal Opportunity Employer	1
Ethics and Conduct Policy	20
Evaluations	8
Extra Salary Compensation Policy	24
Fit for Duty Policy	20
Family & Medical Leave Act (FMLA)	11
Full-time Employee	3
Gallagher Bassett	15
Gifts and Gratuity	21
Harassment	19
Health Care Plan	13
Health Problems	9
Holidays	9
Holy Days	10
Human Resources Records	9
I-9 Form	1
Immigration Reform & Control Act	1
Information Technology	19
Issuance of Statements	26
Job Description	8
Job-Related Expenses	7
Layoff	17
Leave of Absence	12
Life Insurance	14, 16
Long Term Disability	15
Lunch and Rest Periods	6
Maternity Leave	12
Military Leave	13
Minors	6
Office Hours	6
Orientation	5

Overtime	6
Part-time Employee	3
Paternity Leave	12
Pension	14
Performance Evaluation	8
Problem Resolution	18
Process for Reconciliation	18
Professional Personnel	2
Provisional Employment	4
Records and Retention	21
Reporting to Work	23
Resignation	17
Retirement	17
Retirement Benefit	14
Seasonal Employee	3
Sick Days	11
Sick Leave	11
Social Security	15
Social Media Policy	24
Solicitation & Distribution	23
T & W Employer Services, Inc.	15
Telephone Usage Policy	27
Temporary Employee	3
Term Life Insurance	16
Termination	16
UMR, Inc.	14
Unemployment Compensation	15
Vacation	10
Voluntary Benefit Plans	16
Volunteers	27
Weapons in the Workplace	22
Worker's Compensation	15
Workplace Violence Prevention Policy	24