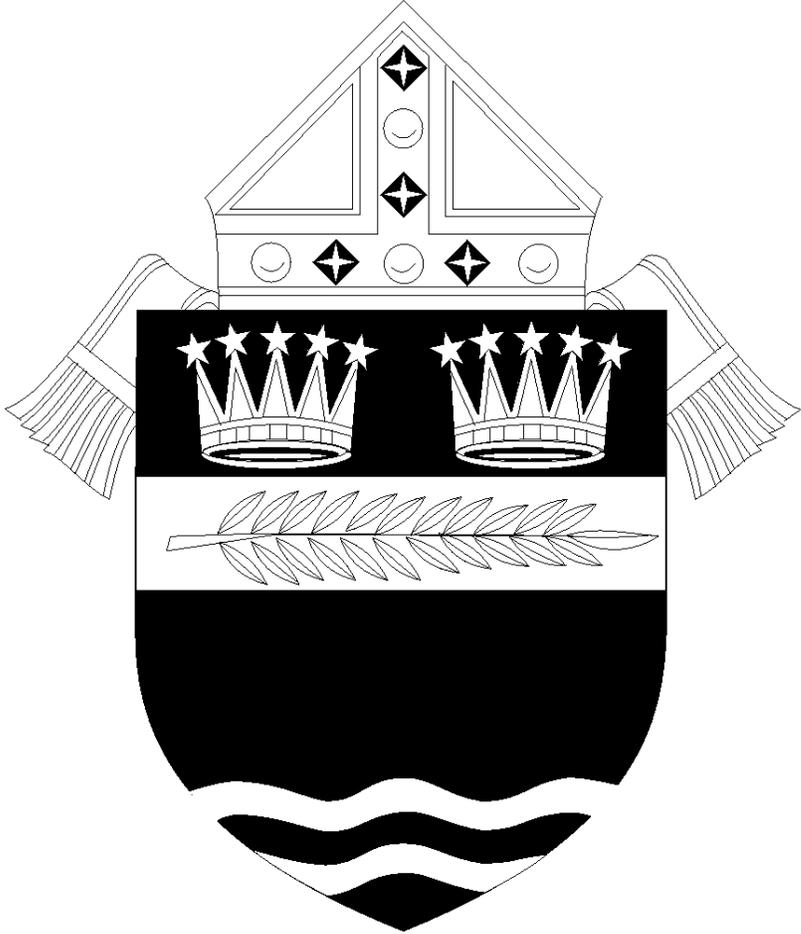


Diocese of Palm Beach



Personnel Policy Handbook

September 2016

TABLE OF CONTENTS

THE DIOCESE OF PALM BEACH	4
INTRODUCTION	4
MISSION STATEMENT	4
EMPLOYMENT POLICIES	5
<i>DISCRIMINATION</i>	5
<i>HARASSMENT</i>	5
<i>COMPLAINT PROCEDURE</i>	5
<i>CRIMINAL BACKGROUND CHECK</i>	6
<i>DISCLOSURE OF CRIMINAL ARRESTS OR CONVICTIONS</i>	6
<i>INDIVIDUALS WITH DISABILITIES</i>	7
<i>PROOF OF RIGHT TO WORK</i>	7
WORKPLACE SAFETY	7
<i>DRUG FREE WORKPLACE</i>	7
<i>PROHIBITED MATERIALS ON DIOCESAN PREMISES</i>	7
<i>SAFETY AND SECURITY</i>	8
<i>SMOKING POLICY</i>	9
EMPLOYMENT	10
EMPLOYMENT CLASSIFICATION	10
<i>FLSA CLASSIFICATION</i>	10
<i>EMPLOYMENT STATUS</i>	10
<i>EMPLOYMENT OF RELATIVES</i>	10
<i>EMPLOYMENT OF MINORS</i>	11
<i>PERSONNEL RECORDS</i>	11
<i>ORIENTATION</i>	12
WORK SCHEDULE	12
<i>ATTENDANCE AND PUNCTUALITY STANDARDS</i>	12
<i>HOURS OF WORK AND WORK SCHEDULE</i>	13
<i>SECONDARY EMPLOYMENT</i>	13
COMPENSATION	13
<i>PAYROLL DEDUCTIONS</i>	13
<i>PAY DAY</i>	13
<i>OVERTIME</i>	14
<i>COMPENSATORY TIME</i>	14
PERFORMANCE	14
<i>JOB PERFORMANCE</i>	14
<i>PROMOTION AND TRANSFER</i>	14
<i>PERSONNEL MEMO</i>	15
EMPLOYEE CONDUCT	15
<i>STANDARDS OF CONDUCT</i>	15
<i>PERSONAL APPEARANCE</i>	15
<i>CONFIDENTIALITY OF INFORMATION</i>	16
<i>CONFLICT OF INTEREST/ETHICAL BEHAVIOR</i>	16
<i>WHISTLE BLOWER POLICY</i>	16
<i>VOLUNTEER SERVICES</i>	17
<i>EMPLOYEE GRIEVANCE</i>	17
<i>PROGRESSIVE DISCIPLINARY PROCESS</i>	18
<i>RESIGNATION</i>	19
<i>EXIT PROCESS</i>	19
<i>TERMINATION</i>	20

BENEFITS	21
SOCIAL SECURITY	21
UNEMPLOYMENT COMPENSATION.....	21
WORKERS' COMPENSATION.....	21
GROUP BENEFIT PLANS	21
HOLIDAYS	21
SICK DAYS	22
VACATION POLICY.....	23
BEREAVEMENT PERIOD	25
EDUCATIONAL ASSISTANCE AND PROFESSIONAL MEMBERSHIPS	25
LEAVES OF ABSENCE	25
<i>FAMILY AND MEDICAL LEAVE</i>	25
<i>MILITARY LEAVE OF ABSENCE</i>	28
<i>JURY DUTY</i>	29
<i>DOMESTIC VIOLENCE LEAVE</i>	29
<i>PERSONAL LEAVE OF ABSENCE</i>	29
GENERAL INFORMATION.....	30
WORKPLACE SEARCHES	30
BUSINESS EXPENSE REPORTING.....	30
COURT APPEARANCE	30
GARNISHMENT AND TAX LEVIES	30
PERSONAL PROPERTY	31
SOLICITATION, DISTRIBUTION, AND BULLETIN BOARD	31
TELEPHONE COURTESY	31
USE OF INFORMATION TECHNOLOGY	32
<i>PERSONAL WEBSITES AND BLOGS</i>	34
USE OF MOBILE TELEPHONES AND RELATED DEVICES.....	35
EMPLOYMENT AT WILL	36

THE DIOCESE OF PALM BEACH

INTRODUCTION

This employee handbook is intended to be a convenient and helpful source of information about employment with the Diocese of Palm Beach. This handbook covers all lay employees of the Diocese, as well as those in the parishes and other Diocesan entities including Our Lady Queen of Peace Catholic Cemetery. It does not cover employees of other separate corporations nor teachers under contract who are governed by other duly adopted policies. For policies governing areas not specifically addressed or expressly reserved for local Diocesan entities, the employee should consult with his/her Diocesan entity supervisor.

Please read this handbook thoroughly and retain it for your records. The policies stated in this handbook are guidelines only, with the exception of the policy on at-will employment, and are subject to change at the sole discretion of the Diocese of Palm Beach, as are all other policies, procedures, benefits or programs of the Diocese.

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. In fact, either the employee or the Diocese of Palm Beach or any affiliated entity may terminate your employment at any time, for any reason, with or without cause or notice.

The policies, practices and procedures described in this handbook are subject to change at any time, with or without notice.

MISSION STATEMENT

The Mission of the Roman Catholic Church of Palm Beach, which comprises the People of God in the counties of Palm Beach, Indian River, Martin, Okeechobee and St. Lucie, in the State of Florida, in communion with the Universal Church, whose visible head is the Roman Pontiff, the Vicar of Christ, and in communion with the Diocesan Bishop, is to proclaim the Good News of Jesus Christ.

This message of salvation is addressed to all Christ's Faithful and to all people.

With stewardship of our God-given human and material resources, the Church of Palm Beach will strive to discern God's will in satisfying the spiritual, moral, sacramental, educational and basic needs of all people, with justice, respecting the dignity of each person.

By planning and implementing pastoral, sacramental, charitable, educational and administrative services, the Church of Palm Beach, to the best of its ability and with the grace of God, will promote faith, hope and love.

EMPLOYMENT POLICIES

DISCRIMINATION

The Diocese provides equal employment opportunities for all employees and applicants for employment without regard to race, color, gender, national origin, age, disability, genetic information, citizenship, marital status, familial status, veteran status, or any other protected characteristics in accordance with all applicable employment laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, benefit compensation and training.

HARASSMENT

The Diocese is committed to providing a workplace free of harassment, including sexual harassment, as well as harassment based on any protected characteristics. The Diocese will not tolerate harassment of employees by supervisors, co-workers or even a nonemployee with whom the employee is involved through its employment.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes a solicitation of sexual favors; unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, all employees are responsible for respecting the rights of their coworkers.

Any incident of harassment or discrimination, including work-related harassment by any Diocesan personnel or any other person, should be reported promptly to the employee's supervisor, department head, if applicable, or the director of human resources. This policy applies to all incidents of alleged discrimination or harassment, including those which occur off-premises or off-hour.

The Diocese takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing a complaint of harassment or discrimination. Employees may file a complaint with their supervisor, or may proceed directly to human resources. If an employee believes that a member of human resources is involved in the alleged discrimination or harassment, the employee can make a complaint directly to the Chancellor.

Every reported complaint of discrimination or harassment will be investigated thoroughly and promptly. To the fullest extent practicable, the Diocese will keep complaints and the terms of their resolution confidential. Every employee has a duty to report any conduct that they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation pursuant to this policy.

If the Diocese determines that an employee is guilty of harassment or discrimination against another individual, appropriate disciplinary action will be taken against the offending employee, up to and including an unpaid suspension or termination.

The Diocese prohibits any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint, the Diocese determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding a complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including an unpaid suspension or termination.

CRIMINAL BACKGROUND CHECK

To ensure the safety and well-being of children and vulnerable adults, all employees will be required to undergo a criminal background investigation as a condition of employment and continued employment including a Level II background check with the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

Any person refusing to cooperate in such screening or refusing to submit the information necessary to complete the screening shall be disqualified or terminated from employment. All employees will be rescreened every five (5) years. Consistent with Diocesan Policy, *Creating and Maintaining a Safe Environment for Children and Vulnerable Adults in the Diocese of Palm Beach*, if rescreening reveals a disqualifying offense the individual is not eligible for continued employment. All employees must complete an Affidavit of Compliance for Pre-Hire Reference Check form. (Please see <http://www.diocesepb.org/safe-environments> for additional information on the background screening procedures and requirements).

DISCLOSURE OF CRIMINAL ARRESTS OR CONVICTIONS

Each employee has the obligation to immediately disclose to human resources any criminal arrests or convictions that occur during their tenure as an employee of the Diocese regardless of whether the arrest or conviction is unrelated to their employment duties. The disclosure obligation of any member of human resources will be to the Chancellor. An employee's failure to make a proper and timely disclosure consistent with this policy may result in disciplinary action, up to and including termination. Moreover, an arrest or conviction may result in corrective or disciplinary action depending on a review of the relevant factors involved including the nature and severity of the alleged offense, and any resultant circumstances that may adversely affect the employee's attendance.

INDIVIDUALS WITH DISABILITIES

The Diocese complies with the Americans With Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with a disability. The Diocese also provides reasonable accommodation for such individuals in accordance with the laws. Qualified individuals with a disability should make a request for a reasonable accommodation to human resources. Upon receipt of a request, human resources will likely meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Diocese can make to help overcome those limitations.

PROOF OF RIGHT TO WORK

Under federal law, all new employees must produce original documentation establishing their identity and right to work in the United States. They must also complete INS Form I-9, swearing that they have a right to work in the United States. Documentation must be produced within three (3) business days of hire, or on the first day of any employment that is less than three (3) days. Reverification may be necessary when an employee's employment authorization documentation expires. Employees may be required to present additional documentation to establish continued employment authorization. Failure to comply with the reverification process may result in disciplinary action up to and including termination.

WORKPLACE SAFETY

DRUG FREE WORKPLACE

In accordance with the Controlled Substances Act, effective October 1, 1988, each supervisor will ensure that his/her respective workplaces are free from the illegal use, possession, or distribution of controlled substances, as defined by this Act.

Any violation of this provision shall be brought to the immediate attention of the Chancellor. Disciplinary procedure will be followed in accordance with the facts of each individual case.

PROHIBITED MATERIALS ON DIOCESAN PREMISES

Purpose of Policy

The Diocese believes that maintenance of a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of its mission. Accordingly, the Diocese has established the following

policy concerning the prohibition of such materials on Diocesan premises. This policy applies to all employees of the Diocese.

Policy

It is forbidden for any employee to be in possession of a “prohibited material(s)” on Diocesan premises or while on Diocesan business.

Definitions

For purposes of this policy:

1. “Prohibited Materials” means explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; unauthorized alcoholic beverages; or firearms or other weapons except as permitted under Fla. Stat. 790.251.
2. “Diocesan premises” includes all premises and locations owned or leased by the Diocese of Palm Beach and/or any institution or entity under the control of the Diocese of Palm Beach or entered into by its employees for employment purposes, including, but not limited to, parking lots, lockers, and storage areas.
3. “Possession” means having the property on one’s person or otherwise under one’s control.

Disciplinary Action

If an employee is found to be in possession of prohibited material(s) in violation of this policy, the employee will be subject to discipline, up to and including termination.

Disposition of Prohibited Materials

The Diocese reserves the right to contact local law enforcement authorities regarding a violation of this policy. It also reserves the right to dispose of the prohibited materials in whatever manner that it deems to be in the interest of safety to its employees.

SAFETY AND SECURITY

The Diocese is committed to providing a safe work environment for all employees. However, safety in the workplace is everyone’s responsibility. It is accomplished only through the cooperation of all employees. Each employee must learn appropriate safety practices and follow them. This includes complying with all safety rules and using all appropriate safety devices. If in doubt about a health or safety matter, employees should promptly consult their supervisor.

In cases of emergency, all employees are instructed to report immediately such emergencies/accidents to their supervisor and/or emergency medical personnel, if necessary.

The responsibilities of all employees of the Diocese include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment or practices to supervisory personnel;
4. Using safety equipment and personal protective equipment, if appropriate; and
5. Observing all safety rules and regulations at all times.

SMOKING POLICY

To maintain a safe and comfortable working environment and to ensure compliance with the Florida Clean Indoor Air Act, smoking in offices and facilities is strictly prohibited.

Smoking includes inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product. In addition, for purposes of this policy, it also applies to electronic cigarettes (or e-cigarettes), electronic vaping devices, personal vaporizers (PVs) or electronic nicotine delivery systems (ENDS).

EMPLOYMENT

EMPLOYMENT CLASSIFICATION

FLSA CLASSIFICATION

1. Exempt Employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty (40) hours in a workweek but whose salary represents payment for all hours they may be required to work in any given workweek. Executives, professional employees and certain employees in administrative positions are typically exempt.
2. Non-exempt (hourly) Employees: Employees who are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hours laws.

EMPLOYMENT STATUS

1. Full Time: Employees whose budgeted scheduled workweek is at least thirty seven and one half (37½) hours. Such employees may be “exempt” or “nonexempt” from the FLSA’s overtime requirements. Any time worked by “nonexempt” employees between thirty seven and a half (37 ½) and forty (40) hours will be paid at the regular rate of pay. Full Time Employees may be eligible for various employee benefits.
2. Part Time Regular: Employees whose budgeted scheduled work week is less than thirty seven and one half (37½) hours but at least thirty (30) hours per week. Part Time Regular employees who regularly work at least thirty (30) hours per week may be eligible for various employee benefits. Such employees may also be “exempt” or “nonexempt” from the overtime pay requirements.
3. Part Time Irregular Employees: Employees whose budgeted scheduled workweek is expected to average twenty-five (25) hours or less per week. Part Time Irregular Employees are generally not eligible for benefits except for participation in the Diocese of Palm Beach, Inc. 403(b) Plan, if eligible pursuant to its terms, and any other legally mandated employee benefits.
4. Seasonal Employees: Employees whose customary annual employment does not exceed six (6) months and whose work begins at approximately the same time each year. Full Time Seasonal Employees are generally not eligible for benefits except for participation in the Diocese of Palm Beach, Inc 403(b) Plan, if eligible pursuant to its terms, and any other legally mandated employee benefits.

EMPLOYMENT OF RELATIVES

Relatives, those in a dating relationship or members of the same household, of present employees may be hired by the Diocese only if (1) the individuals concerned will not work in a direct supervisory relationship, (2) the employment will not pose difficulties for supervision, security, or safety, and (3) there is no actual or perceived conflict of interest. “*Relatives*” are defined as spouses, children, sisters, brothers, mothers, or fathers. Present employees who marry will be permitted to continue employment with the Diocese only if they do not work in a direct supervisory relationship with one another, do not otherwise pose difficulties for supervision, security, or safety and do not create an actual or perceived conflict of interest. If employees who marry do work in a direct supervisory relationship with one another, the Diocese may attempt to reassign one of the employees to another position for which he/she is qualified. After proper disclosure, this policy may be waived by the Chancellor.

EMPLOYMENT OF MINORS

In order to be considered for employment, an applicant must be at least sixteen (16) years of age. Some positions under federal and state laws require an applicant to be eighteen (18) years of age or over.

PERSONNEL RECORDS

Each Diocesan entity maintains personnel records for each employee. These records are the property of the Diocese and are strictly confidential. Basic employee records are established at the time of employment and orientation. It is the employee’s responsibility to promptly report changes in any of the following to human resources:

- a. Home address
- b. Telephone number
- c. Driver’s License
- d. Marital status
- e. Number of dependent children
- f. Group Insurance Plan (coverage, beneficiaries and covered members under group life, health and dental plans and retirement plan.)
- g. Name of person to be notified in case of an emergency
- h. Federal Income Tax Withholding Form (W-4)
- i. Immigration Reform and Control Act (I-9)

An employee may examine his/her personnel file by making a written request to the Office of Human Resources or with the Diocesan entity in which they are employed with at least twenty-four (24) hours advance notice.

ORIENTATION

New employees will be oriented by their appropriate supervisor (or designee) to their duties and responsibilities; their department's function and purpose; and all policies, procedures, rules and regulations as they apply to their employment.

WORK SCHEDULE

ATTENDANCE AND PUNCTUALITY STANDARDS

The Diocese of Palm Beach expects employees to come to work consistently and on time and to avoid excessive or unnecessary absences.

1. Attendance

Regular attendance on the job is a basic requirement for satisfactory performance. If an employee's absence record is excessive, he/she may be subject to disciplinary procedures. An employee may be terminated whenever satisfactory attendance is not achieved and maintained.

2. Reporting Absences

If the employee is unable to report to work at the start of the workday, his/her supervisor must be notified as soon as possible, prior to the start of the workday. When an illness extends beyond a single day, one must call his/her supervisor daily, under normal circumstances. An employee's absence for three (3) consecutive workdays, without notification or approval by the supervisor, will, under normal circumstances, be considered abandonment of one's position.

3. Return to Work

When the employee returns from an absence due to injury or an illness of more than five (5) days duration, the employee must present written clearance from a physician before reporting to work.

4. Physician Documentation

At the diocese's discretion, medical documentation certifying an absence may be required.

5. Punctuality

An employee is considered late if he/she is not in the work area ready to work at the start of his/her scheduled shift. Excessive lateness may warrant disciplinary action and/or termination.

HOURS OF WORK AND WORK SCHEDULE

Each Diocesan entity establishes hours of work and work schedules designed to provide an efficient operation and reasonableness and fairness for all. The workweek for each Diocesan entity runs from 12:01 a.m. Mondays through Midnight the following Sunday.

SECONDARY EMPLOYMENT

Employees are not to engage in outside activities which conflict with their working hours, necessary overtime hours, or time required to complete Diocesan assignments and responsibilities. Additionally, employees shall not engage in outside activities which might affect the objectivity and independence of their judgment and/or conduct in performing their duties for the Diocese, or which might reflect in a negative manner upon the Diocese.

COMPENSATION

PAYROLL DEDUCTIONS

Payroll deductions that are required by law include federal income tax, Medicare tax, and social security taxes. Any other deductions from one's paycheck, not required by law, must be authorized in writing by the employee.

Each employee's paycheck stub itemizes the amounts that have been withheld. It is important that one keep this information for tax purposes. The Diocese complies with applicable state and federal laws regarding the garnishment and assignment of wages.

PAY DAY

Employees are normally paid by direct deposit on a bi-weekly basis. Each Diocesan entity is separated into one of two payroll groups – Payroll A and Payroll B. Each payroll group is processed every two weeks. All required deductions, such as for federal, state and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks.

OVERTIME

If a situation requires that an employee work overtime, the employee's supervisor may schedule the employee to remain on the job until the work is completed. All overtime must be justified and authorized in advance by the supervisor. Overtime will be paid to non-exempt employees at a rate in accordance with established wage and hour law.

COMPENSATORY TIME

An employee's job classification may describe him/her as *exempt* under the Fair Labor Standards Act. If so, the employee is expected to perform his/her responsibilities without regard for the specific number of hours or amount of time required. However, the Diocese recognizes that on occasion extraordinary job demands and time requirements exist. When these conditions occur for an *exempt* employee, the employee may be eligible for compensatory time at the Diocesan entity's discretion.

Compensatory time is defined as assigned work time in excess of a forty (40) hour work week.

The accrual of compensatory time is limited to a maximum of two (2) days and shall be taken within thirty (30) days of accrual. Compensatory time may not be used for unscheduled absences. Employees must request and receive approval from their supervisor at least two (2) days in advance of scheduling of compensatory time.

PERFORMANCE

JOB PERFORMANCE

Each Diocesan entity shall establish guidelines concerning employee performance which is based upon a job description which includes the following:

- a. Job classification (title) which accurately conveys the function of the position
- b. Minimum requirements and qualifications
- c. Duties and responsibilities
- d. Supervisor
- e. Physical Requirements

PROMOTION AND TRANSFER

It is the intent of the Diocese to give qualified Diocesan employees preference in applying for job openings within the Diocese. However, because of the experience, skills, and educational requirements of many positions, promotions from within the Diocese are not always possible. Employees' past performance, experience,

behavior, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

PERSONNEL MEMO

Personnel Memos are to be used for commendation, counseling on poor job performance with recommendations for improvement, and disciplinary action if any is to be taken or noted for the future. Personnel Memos should be signed by both the person writing the report and the person about whom it is written. The employee's signature on the form does not mean the employee necessarily agrees with it. It merely means the form has been discussed with the employee. The employee is entitled to write a rebuttal to this report. If the employee refuses to sign, a notation to that effect will generally be made before placing the Personnel Memo in the employee's personnel file.

EMPLOYEE CONDUCT

STANDARDS OF CONDUCT

Employees are expected to conduct themselves in a moral and ethical manner consistent with Catholic principles. They are expected to treat co-workers, supervisors, volunteers, and all persons with respect, regardless of their human diversity. In addition, they are to be attentive to issues involving sensitive or confidential information.

All employees should note that, because of the Church's particular function in society, certain conduct that conflicts with that function or the overall mission of the Diocese could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Diocese.

PERSONAL APPEARANCE

A person's appearance reflects not only on the person as an individual, but on the place of employment, as well. Employees should present a positive business-like image when representing the Diocese of Palm Beach.

Employees are expected to wear clothing suitable for business. Each Diocesan entity will develop a dress code according to its required needs. A violation of this policy or the dress code may subject employees to disciplinary action, up to and including termination.

CONFIDENTIALITY OF INFORMATION

Very often the nature of an employee's work requires confidentiality. Employees are required to sign a guarantee of confidentiality when employed. Failure to observe this may result in immediate termination.

CONFLICT OF INTEREST/ETHICAL BEHAVIOR

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Diocese. A conflict of interest exists where the employee's loyalties or actions are divided between the Diocese's interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Where a conflict of interest exists, the employee should fully disclose this fact to his/her supervisor. Employees unsure whether a certain relationship or activity constitutes a conflict of interest should consult their supervisor for clarification.

Failure to adhere to this policy may result in disciplinary action, up to and including termination.

WHISTLE BLOWER POLICY

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Diocese will investigate any suspected fraudulent or dishonest misuse of the Diocese's resources or property by employees, board members, contractors or volunteers. Employees, board members, contractors and volunteers are encouraged to report suspected fraudulent, dishonest or illegal conduct, pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent, dishonest or illegal use or misuse of resources or property should be reported to his or her supervisor, or if suspected by a volunteer or contractor, to the responsible staff member. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor, the person may report the concerns directly to the Chancellor.

Whistleblower Protection

The Diocese will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the Diocese can conduct an effective investigation, determine what action, if any, should be taken based on the results of such investigation, and in appropriate cases, with law enforcement personnel.

Employees of the Diocese may not retaliate against a whistleblower for informing management about an activity which that person believes in good faith to be fraudulent, dishonest or contrary to law. Whistleblowers who believe they have been retaliated against may file a written complaint with the Chancellor. Any complaint of retaliation will be promptly investigated and appropriate corrective action may be taken.

Whistleblowers reporting allegations that are baseless and not made in good faith may result in disciplinary action, up to and including termination.

VOLUNTEER SERVICES

If an employee provides volunteer work for the Diocesan entity in which they are employed, the employee must receive prior written approval from the entity's administrator/Director and cannot engage in the same or similar work in which they are employed. An employee's volunteer work shall not in any way overlap or relate to the employee's job duties. For questions concerning this policy, please contact the Office of Human Resources.

EMPLOYEE GRIEVANCE

The Diocese recognizes the right of every employee to a resolution of his/her complaints about problems relating to employment. It is expected that most complaints will be handled informally by the employee and the immediate supervisor. When this is not successful, a formal procedure will be provided for the resolution of complaints.

A *grievance* is defined as an expression of dissatisfaction relating to wages, hours of work, the administration and/or interpretation of personnel policies, perceived unfair or inequitable treatment or discipline, or the conditions of employment.

The following steps will generally be utilized in processing a grievance complaint. Any complaint which the employee does not pursue through to the next step will be considered settled on the basis of the last answer given.

- Step I - Every reasonable effort should be made by the supervisor and the employee to resolve any questions, problems, and misunderstandings that

have arisen. Accordingly, the employee should first discuss any complaints or questions the employee may have with his or her immediate supervisor. The employee is urged to initiate such discussion at the time the dissatisfaction or question arises.

If an employee believes that a discussion with their supervisor is inappropriate, they may proceed directly to Step II.

- Step II - If a satisfactory resolution is not reached with the supervisor, the employee should prepare a written complaint, stating the problem and a suggested solution to the problem, and present the written complaint to the Director of the department in which he/she is employed. Upon receiving the complaint, the Director will generally investigate the complaint and schedule a meeting with the employee and the supervisor. The Director will generally present a decision to the employee within ten (10) working days from the date of the meeting.
- Step III - If the employee is not satisfied with the response of the Director, he or she may submit the written complaint to the Chancellor. At this step, the opportunity for a meeting with all parties concerned may take place. If no acceptable solution is agreed upon, the Chancellor may make arrangements for a presentation of the grievance to the Personnel Committee.
- Step IV - The Personnel Committee will convene an impartial Hearing Panel chaired by the Chancellor. The members of this committee will be appointed by the Chancellor. Committee members will generally consist of employees outside the employee's department. Generally, the committee's recommendation will be communicated to the Chancellor in writing within ten (10) working days. After reviewing the committee's recommendation, the Chancellor will render the final decision.

PROGRESSIVE DISCIPLINARY PROCESS

An employee whose conduct or job performance interferes with the orderly and effective operation of the workplace will be subject to disciplinary action which may include termination.

The following process will generally be observed in situations requiring corrective action:

1. Verbal Warning

A counseling or corrective interview is usually held by the supervisor with the employee to explain the basis of the need for corrective action. A time frame for correction of the performance problems(s) should generally be determined

during the meeting. This verbal warning will generally be documented by the supervisor in the employee's personnel file.

2. Written Warning

The employee's immediate supervisor will conduct a disciplinary interview during which a written summary of performance problems(s) will usually be provided to the employee. In addition to this warning, a written record of the interview will also ordinarily be provided to the employee outlining the contents of verbal interaction. A copy of both the warning and interview summary will usually be placed in the employee's personnel file. These written documents will contain a description of the employee's conduct or performance problem; the change(s) necessary; consequences of non-compliance; and a time frame for correction. The supervisor and the employee will sign each document. (Signature does not imply agreement by the employee.)

3. Suspension/Termination

If improvement is not evidenced within the specified time frame (as determined by the employee's supervisor in accordance with job requirements) or additional violations occur, the employee will be suspended without pay and/or dismissed from employment. (A resignation may be requested as an alternative to termination.)

Certain actions will result in the employee being subject to immediate termination as outlined in the following section entitled "Termination."

RESIGNATION

In order to receive accrued, unpaid vacation pay, an employee is required to give notice regarding resignation. An employee must give his/her supervisor a minimum of ten (10) working days written notice. In the letter of resignation, the employee must state the reasons for leaving. Those responsible for the supervision of other employees are required to give a minimum of twenty (20) working days advance notice in writing.

EXIT PROCESS

An exit interview will generally be scheduled for the employee by the supervisor.

A Property Acknowledgement Form is to be completed by the employee. This incorporates the return of keys and other Diocesan property before an employee's last day of employment.

TERMINATION

Termination is a last resort and generally occurs after the employee has received written notice from the appropriate administrator/supervisor. Such notice is not required if the situation requires immediate termination. The notice should be signed by both parties and a copy should be placed in the employee's personnel file. The reasons for termination may include, but are not limited to, one or more of the following:

- Failure to support the goals and objectives of the Diocese, department, or program;
- Failure to comply with Diocesan policies;
- Theft or unauthorized use of property or funds belonging to the Diocese or other employees;
- Unsatisfactory work performance or failure to carry out the duties and responsibilities of the employee's job description;
- Flagrant misconduct (e.g. insubordination or intimidation, reporting to work under the influence of alcohol or drugs);
- Conduct contrary to or detrimental to the religious and professional character of the Diocese or its policies;
- Violating confidentiality;
- Criminal conduct;
- Falsification of records;
- The sale, possession, or use of alcohol and/or controlled substances on Diocesan premises;
- Carelessness or negligence in duties that could cause injury to persons or property;
- Negligent conduct that results in injury to persons or damage to property;
- Possession of any weapon on Diocesan premises unless duly authorized by the appropriate law enforcement agency;
- Violation of the Diocesan harassment policy;
- Improper or immoral conduct on Diocesan premises;
- Unauthorized possession, use, copying or reading of Diocesan records or disclosure of confidential information contained in such records to unauthorized persons; or
- Administrative reasons.

BENEFITS

SOCIAL SECURITY

Both the employee and the Diocese contribute equally to the retirement fund provided by the Federal Social Security Act. The Social Security Tax (FICA) is deducted from all wages the employee receives up to the maximum set by law.

UNEMPLOYMENT COMPENSATION

The employee's eligibility for benefits under the Unemployment Compensation Law is determined by the State of Florida Agency for Workforce Innovation. Claims are made through one's local unemployment compensation field office.

WORKERS' COMPENSATION

The Diocese provides full coverage and protection for its employees in accordance with the Worker's Compensation Law. This coverage provides compensation for time lost as a result of on-the-job injuries or for certain specific job-related illnesses. If an employee has an injury while at work, no matter how minor, the employee must report it immediately to his/her supervisor and complete an *Accident Report* which is to be submitted to the Worker's Compensation carrier office within 48 hours.

The amount of compensation is determined by the Florida Worker's Compensation Law.

GROUP BENEFIT PLANS

The Diocese of Palm Beach offers a comprehensive package of benefits program to assist in providing financial security to its eligible employees. (Please see <http://www.diocesepb.org/benefits> for information on health benefits, life insurance, disability insurance, and retirement plans.)

HOLIDAYS

Each Diocesan entity will establish a schedule of paid holidays. For a list of holidays for the Pastoral Center, please view the "News & Events" section of the Diocesan website found at <http://www.diocesepb.org>.

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the Diocesan entity for observance.
2. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
3. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
4. Non-exempt employees will be paid for all hours worked on a holiday and will also receive holiday pay.
5. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the date the holiday is observed.
6. Employees on unpaid leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
7. Holiday pay will not count as hours worked for the calculation of overtime.
8. Part-time employees are eligible for holiday pay on a pro-rated basis only when the holiday falls on their regularly scheduled workday.

SICK DAYS

Full-time Diocesan employees will be entitled to sick days from the initial date of employment at the rate of one (1) per month or twelve (12) per year. Two (2) of these days may be used as *personal days* for non-illness related purposes, but employees must receive prior approval for their use from their immediate supervisor.

Part-time employees will be entitled to sick/personal days on a pro-rated basis.

Unused sick days are transferable from one anniversary year to the next through an accrual process. A maximum of thirty (30) days may be accrued for future use during a period of illness. However, accrued sick days may not be used for personal days or for non-illness related purposes. Any unused sick days beyond the maximum accrual of 30 will be forfeited and may not be carried over from one calendar year to the next. In addition, no payments will be made for accrued unused sick days at the end of any calendar year or in the event of termination.

VACATION POLICY

Full-time Diocesan employees will be entitled to vacation days from their initial date of employment. The following schedule outlines the rate of accrual:

Length of Service	Number of Vacation Days per Calendar Year
Date of Hire through 3 rd year	10 days
4 th year through 7 th year	15 days
8 th year and beyond	20 days

- The vacation days noted above are the number of vacation days per calendar year.
- The Diocese strongly encourages all employees to use their allotted vacation each year, so the employee will have an opportunity to refresh him/herself and have time away from the workplace.
- Employees will not be allowed to carry over vacation from one calendar year to the next. Employees must use their vacation each calendar year or it will be forfeited. If an employee feels he/she has exceptional circumstances which may warrant deviation from this policy, a written request outlining these circumstances should be forwarded to (a) your Pastor, if you work at a Parish; (b) your Principal, if you work at a school; or (c) Human Resources, if you work at the Pastoral Center, for consideration no later than December 1 of any calendar year.
- Part-time employees will be entitled to vacation days on a pro-rated basis and will be paid only for the number of hours they would normally be scheduled to work during the vacation period.
- No payments will be made for unused vacation days at the end of a calendar year. In addition, an employee may not elect to work instead of taking vacation and be paid for such vacation not taken.
- If an employee is hired prior to July 1 of a calendar year, that calendar year is considered to be the employee's first year of employment for vacation time calculations.
- If an employee is hired on or after July 1 of a calendar year, the next calendar year is to be considered the employee's first year of employment for vacation time calculations.
- Employees terminating employment for any reason may be entitled to payment for all accrued, unused vacation time, calculated on a pro-rated basis.

- Administration of vacation during the calendar year of hire, and during the year of separation (termination of employment) will be on a pro-rated schedule as follows:

Year of Hire: If 1st month of work is _____, employee will be awarded _____ vacation days that calendar year.	
January	10
February	9
March	8
April	7
May	6
June	5
July	4
August	3
September	2
October	1
November	-0-
December	-0-

Year of Separation: If month of separation is _____, employee will be awarded _____ vacation days that calendar year.			
	10 days per year	15 days per year	20 days per year
January	-0-	-0-	-0-
February	-0-	1	2
March	1	2	4
April	2	4	6
May	3	6	8
June	4	8	10
July	5	10	12
August	6	11	14
September	7	12	16
October	8	13	18
November	9	14	19
December	10	15	20

BEREAVEMENT PERIOD

Full-time Diocesan employees will be eligible for up to three (3) days away from work, with pay, to arrange and/or attend the funeral of an immediate family member.

Immediate family includes: a parent or guardian, grandparents, parents-in-law, sister, brother, child, grandchild, sons and daughters-in-law.

Employees who require more than three (3) days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the Diocesan leave of absence policy.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

Part-time Diocesan employees will be granted up to three (3) days leave with pay on a pro-rated basis.

EDUCATIONAL ASSISTANCE AND PROFESSIONAL MEMBERSHIPS

When it can be demonstrated that the Diocesan entity will benefit from an employee's participation in an educational program or professional organization, the related expenses may be paid by the Diocesan entity. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the employee's supervisor.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE

This policy applies to employees who qualify for leave under the Family and Medical Leave Act of 1993 ("FMLA"). The Diocese will grant an unpaid leave of absence to eligible employees for the care for a child after birth or adoption or the placement of a child with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, and in the event of an employee's own serious health condition. An employee must have completed at least one (1) full year of service with the Diocese and have worked a minimum of 1,250 hours in the twelve (12) month period preceding the leave to be eligible for such leave. Employees may not perform work of any nature on a self-employed basis or for others during a Family and Medical Leave. An eligible employee is entitled to take up to twelve (12) weeks of Family and Medical leave in the twelve (12) month period.

1. Leave of absence to care for a child or family member. If a leave of absence to care for a child after birth or adoption, or after placement of a child in one's home for foster care or to care for a covered family member with a serious health

2. condition is requested, the employee will be granted unpaid leave under the following conditions:
 - a. If the leave is planned in advance, the employee must provide at least thirty (30) days' notice prior to the anticipated leave date by contacting the Office of Human Resources.
 - b. If the leave is unexpected, the employee should notify his/her supervisor by completing an Absence Request Form as far in advance of the anticipated leave date as is practicable. Normally, this should be within at least two (2) business days of the time at which the employee becomes aware of the need for the leave. Entitlement to leave for the birth or placement of a child will expire twelve (12) months from the date of birth or placement of the child.
 - c. All benefits that operate on an accrual basis (e.g., vacation or sick time) will cease to accrue during any period of FMLA leave which is unpaid.
 - d. Employees will be required to use all accrued, unused vacation, personal and sick days during any period of unpaid leave. Once such benefits are exhausted, the balance of the leave will be without pay.
 - e. All group health benefits will continue during the leave period provided the employee continues regular employee contributions to these plans, where applicable. Failure to pay the employee share of the health plan contribution may result in loss of coverage.
 - f. Employees requesting leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reason that the employee is required to care for this family member. While this certification may be necessary, the Diocese does not seek disability-related or genetic information about the employee or his/her family members as part of this request in compliance with the ADA and the Genetic Information Nondiscrimination Act (GINA).
 - g. If two spouses both work for the Diocese, the aggregate leave taken by both employees is limited to a total of twelve (12) weeks if the leave is taken for the birth or placement of a child or to care for a parent with a serious health condition. If, however, the leave is taken by either spouse to care for the other spouse who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious health condition, then each employee is entitled to twelve (12) weeks of leave.
3. Leave of absence to care for employee's own serious health condition. If the employee requests a leave of absence for his/her own serious health condition, an unpaid leave will be granted under the following circumstances:

- a. If the leave is planned in advance, the employee must provide at least thirty (30) days' notice prior to the anticipated leave date by contacting the Office of Human Resources.
 - b. If the leave is unexpected, the employee should notify his/her supervisor by completing an Absence Request Form as far in advance of the anticipated leave date as is practicable. Normally, this should be within at least two (2) business days of the time at which the employee becomes aware of the need for the leave.
 - c. Any time that the employee expects to be or is absent for more than three (3) consecutive workdays as a result of his/her own serious health condition (including pregnancy), the employee will be required to contact the Office of Human Resources for FMLA coordination and may be required to submit appropriate medical certification from a physician. Such certification, at a minimum, should include the date the disability or need for leave began, a diagnosis and the probable date of return to work. The employee may also be required to provide medical certification for a leave of less than three (3) days or for individual absences in the Diocese's sole discretion. Moreover, during the leave, the employee may also be required to provide the Diocese with additional physical statements attesting to continued need for leave and inability to work. While these certifications may be necessary, the Diocese does not seek disability-related or genetic information about the employee as part of this request.
 - d. All benefits that operate on an accrual basis (e.g., vacation or sick time) will cease to accrue during any period of FMLA leave which is unpaid.
 - e. Employees will be required to use all accrued, unused vacation, personal and sick days during any unpaid period of leave. Once such benefits are exhausted, the balance of the leave will be without pay.
 - f. All group health benefits will continue during the leave period provided the employee continues regular employee contributions to these plans, where applicable. Failure to pay the employee share of the health plan contribution may result in loss of coverage.
4. Leave Entitlement. Eligible employees are entitled to leave for up to twelve (12) weeks in the twelve (12) month period. The Diocese uses a rolling, look-back method to calculate the amount of leave available to employees. A leave taken to care for a child after birth, adoption or placement in the employee's home for foster care must be taken in consecutive workweeks. Leave taken for the employees' or a covered family member's serious health condition may be taken consecutively, intermittently or on a reduced work/leave schedule based on certified medical necessity.

5. Reinstatement Rights. Eligible employees are entitled to return from leave and to be reinstated to their former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the position is no longer available due to job elimination).
6. Failure to Return to Work. If the employee fails to return to work after the expiration of leave, the employee will be required to reimburse the Diocese for payment of health plan contributions made on his/her behalf during the leave. However, if the employee does not return to work because of a serious health condition or other circumstances beyond the employee's control as determined by the Diocese, reimbursement may not be required. An employee who does not return to work upon the expiration of a qualified leave period will be treated as having voluntarily terminated employment. An extension of qualified leave may be requested for consideration by the Diocese.

MILITARY LEAVE OF ABSENCE

1. Family Military Leave. Eligible employees are allowed to take up to twelve (12) weeks of job-protected leave in the applicable twelve (12) month period for any "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. Eligible employees are also allowed to take up to twenty-six (26) weeks of job-protected leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness. All benefits that operate on an accrual basis will cease to accrue during any period of Military Family Leave that is unpaid.
2. Military Duty. The Diocese complies with the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees who participate in the National Guard or Reserve should provide as much advance notice as possible. Failure to provide notice could result in a denial of the protection of USERRA. Please contact the Director of Administration and Compliance for additional information on this type of leave.

At an employee's request, excused time without pay may be granted for up to five (5) days prior to the leave of absence to take care of personal affairs. If an employee has accrued Paid Time Off, it may be granted prior to the leave of absence at the discretion of the Diocese, or the employee may choose to work until the leave begins. A lump-sum payment of earned Paid Time Off may also be distributed. An employee may elect to defer Paid Time Off until this/her return from active duty and then schedule Paid Time Off as appropriate.

An employee who is out on an eligible military leave of absence will retain his/her health insurance coverage for the first thirty (30) days of uniformed service. Employees out on military leaves of absence which extend beyond the thirty (30) days will be eligible for continuation of health benefits for up to twenty-four (24) months.

If the employee chooses to continue receiving benefits for the employee and family, he/she must pay the premium cost on a monthly basis. Coverage will cease if the employee fails to pay the monthly premium as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare

JURY DUTY

Jury Duty Leave is a leave of absence to serve jury duty.

Generally, employees who are called to serve jury duty will be paid their full regular wages as long as any payments paid to them and issued by the court system are surrendered to the finance office.

Upon completion of jury duty, a *Verification of Attendance Form* must be presented to the Diocesan entity. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would cause a great inconvenience at work, the employee can be asked to request a later date that would be more convenient for the Diocesan entity.

DOMESTIC VIOLENCE LEAVE

In accordance with Fla. Stat. § 741.313, employees who have worked for the Diocese for at least three (3) months, may request and take up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is a victim of domestic or sexual violence. For more information about this type of leave and your eligibility, please contact human resources.

PERSONAL LEAVE OF ABSENCE

For those employees who are not eligible for Family and Medical Leave, an unpaid personal leave of absence may be available at the discretion of the Diocese. For more information about this type of leave, please contact human resources.

GENERAL INFORMATION

WORKPLACE SEARCHES

To safeguard the property of employees, visitors and the Diocese, and to help prevent the possession, sale and use of illegal drugs on Diocesan premises, the Diocese reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, purses, handbags, briefcases, lunchboxes, or any other possession or articles carried to and from the property. In addition, the Diocese reserves the right to search any employee's office, work station, telephone, filing cabinet, desk, computer and diskette, and any other Diocesan property or article on Diocesan premises at its discretion, with or without advance notice or consent. Employees should not have any expectation of privacy for these articles or items on Diocesan property. In addition, it should be noted that all offices, desks, files and personal property of the Diocese are issued for the use of employees only during their employment with the Diocese and remain the personal property of the Diocese.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports. Employees are required to submit these reports within thirty (30) days to ensure proper accounting and prompt reimbursement.

COURT APPEARANCE

Unless required by law, employees will not receive pay when absent for court appearances if he/she is a victim of or a witness to a criminal action or civil action that is unrelated to Diocesan business. The employee will be paid when the court appearance is on behalf of the Diocese or the employee elects to use available paid time off.

GARNISHMENT AND TAX LEVIES

The Diocese is required by law to honor legal garnishments and tax levies. An employee will be notified of a garnishment or tax levy (a claim on an employee's pay levied by the Federal Government) received by the Diocesan entity. The local Diocesan entity will explain to the employee the necessary procedures to be followed.

PERSONAL PROPERTY

Employees should not bring large sums of money, jewelry, or other valuables to work. The Diocesan entity will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

SOLICITATION, DISTRIBUTION, AND BULLETIN BOARD

Employees may engage in solicitation on Diocesan premises only during their nonworking time and only with the permission of the pastor, school principal, Chancellor, Executive Director, or other unit head. Nonworking time means during meals and breaks and before or after work.

Employees may distribute or circulate authorized literature only during nonworking time and only in nonwork areas. For authorization of literature, an employee should consult his/her supervisor. An employee should also consult his/her supervisor if he/she is not certain whether an area is a work or nonwork area.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Diocesan property at any time. Similarly, solicitation or distribution of literature for any purpose by nonemployees is strictly prohibited on Diocesan property at any time.

The Diocese and its entities maintain bulletin boards for the purpose of communicating with employees. Postings on these boards are limited to Diocesan related material. All posting requires prior approval. For approval of postings, an employee should consult his/her supervisor.

TELEPHONE COURTESY

Employees represent the Diocese when they make calls or answer telephones while on duty. Good telephone etiquette should be followed at all times. The following telephone procedures should be used:

- Answer promptly
- Clearly give one's name and department
- Transfer calls tactfully
- Give precise answers
- Be courteous and polite
- Always advise caller when placing call on "hold"
- Keep caller advised of status of call
- Take messages accurately (name of caller, telephone number, etc.) if the call has to be returned
- Hang up carefully

USE OF INFORMATION TECHNOLOGY

Objective

The objective of this policy is to define standards of conduct when accessing and using information technology resources made available by or through the Diocese of Palm Beach. These computer resources include, but are not limited to, computers, computer files, networks, software, as well as electronic mail, voice mail, and the Internet and/or Intranet, that is made available by and through the Diocese of Palm Beach (collectively “information technologies”). This policy applies to all Diocesan employees, contractors, vendors and agents with Diocesan owned or personally owned computer or workstation used to connect to the Diocese of Palm Beach network.

Permitted Use

The Diocese of Palm Beach expects all employees to use the Diocese of Palm Beach’s information technologies for the benefit of the Diocese.

Right and Ability to Monitor

All information technologies, including the e-mail system, are the property of the Diocese of Palm Beach. All electronic data and information, including electronic messages, on or within the Diocese of Palm Beach’s information technologies are the property of the Diocese of Palm Beach.

Employees should not assume that their use of any information technologies, including but not limited to electronic mail, data, and Internet usage, are confidential or private. The Diocese of Palm Beach (or its designated representatives) maintains the right and ability, with or without notice to the employee, to access and review any information contained on its information technologies, even if protected by private password. Those individuals using Diocesan information technologies have no expectation of privacy in connection with the use of such information technologies or transmission, receipt, or storage of information through the use of such information technologies.

The Diocese of Palm Beach specifically reserves the right to monitor all Internet usage and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the Diocese of Palm Beach’s system can be intercepted on the local system and on the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages of any type, including e-mail messages sent or received through the Diocesan e-mail account or through a private web-based e-mail account accessed using Diocesan information technologies.

Prohibited Uses

The following uses are strictly prohibited:

- Excessive personal use of Diocese of Palm Beach information technologies determined by your supervisor's discretion.
- Using information technologies to violate the Diocese of Palm Beach Confidentiality Policy, including but not limited to the disclosure or dissemination of confidential information of the Diocese of Palm Beach to any third party without express authorization.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocese of Palm Beach.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocese of Palm Beach or the end user does not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using information technologies to engage in any conduct that violates any federal, state or local law, or any Diocese of Palm Beach policy, including but not limited to, using Diocesan information technologies to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through Diocesan information technologies.
- Any commercial use or any use for personal gain.
- Obtaining and/or using another user's passwords without their knowledge and consent.
- Attempting to gain access to files and resources to which you have not been

granted permission.

- Making copies of another user's files without their knowledge and consent.
- Stealing, vandalizing, or obstructing the use of computing equipment, facilities, or documentation.
- Installing any software on your computer without prior approval.
- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Posting, uploading, or downloading of pornographic or vulgar messages, photos, images, sound files, text files, video files, newsletters, or related materials.

This list is by no means exhaustive, but attempts to provide a framework for activities that fall into the category of unacceptable use of the Diocese of Palm Beach information technologies. Any employee who uses the Diocese of Palm Beach information technologies in an inappropriate manner will be subject to discipline, up to and including termination. Further, any employee aware of any activity by another employee that violates this policy is required to notify his/her supervisor and the Information Technology department immediately. If you are unsure as to an item's appropriateness, consult the Information Systems department.

PERSONAL WEBSITES AND BLOGS

Blogging or other forms of social media including but not limited to video or web postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters have become prevalent methods of self-expression in our culture. The same principles and guidelines found in the Diocese's policies and beliefs apply to online activities. Ultimately, employees are solely responsible for what they post online. Employee online conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects coworkers, clients, volunteers, others who work on behalf of the Diocese or the Diocese's legitimate business interests may result in disciplinary action up to and including employment termination.

Using social media at work: Employees are prohibited from reading, writing, or otherwise contributing to blogs, chat rooms, online message boards or online discussion groups during work hours, or from using any organizational provided equipment or systems unless such activity is directly related to and necessary for an employee to perform his or her job. Employees should not use Diocesan email addresses to register on social networks, blogs or other online tools utilized for personal use.

Be respectful: Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including employment termination. Employees should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages coworkers, clients or volunteers or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, gender, disability or any other protected characteristic.

Post only appropriate content: Employees should be honest and accurate when posting information or news. Employees should not post any information or rumors that they know to be false about the Diocese, employees, or volunteers. Employees must maintain confidentiality consistent with HIPAA and FERPA. Employees should also not represent themselves as a spokesperson for the Diocese. Employees should indicate to readers that the views expressed are their own and that they do not reflect the views of the Diocese or any related entity.

USE OF MOBILE TELEPHONES AND RELATED DEVICES

The Diocese of Palm Beach is aware that many employees use mobile telephones and other wireless communication devices in carrying out their daily duties and responsibilities. The Diocese of Palm Beach is also aware of the potential distractions that may arise when mobile phones are used while operating a moving vehicle. To maintain a safe and healthful workplace and to minimize the safety risks for our employees, passengers, and the public at large, the Diocese has adopted the following policy with respect to the use of mobile telephones while operating a moving vehicle. This policy applies regardless of whether the employee is operating a company-owned vehicle or the employee's own vehicle in the course of their employment.

Definitions

For purposes of this policy, "use" of a mobile phone includes talking or listening on a mobile phone, sending messages through the use of a mobile phone such as emails or text messages, or searching the web or other mobile phone features.

"Hands-free" devices, include any attachment, add-on or addition to a mobile phone, whether or not permanently installed in the vehicle, that when used allow the operator of the vehicle to maintain both hands (or prosthetic devices or aids in the case of a disabled person) on the applicable steering device of the vehicle.

Policy

Employees are required to familiarize themselves and comply at all times with the laws of the state/locality in which they are operating a vehicle with respect to the use

of mobile phones. For example, where a local law prohibits the use of a mobile phone by anyone operating a moving vehicle, employees are also prohibited by this policy from using a mobile phone.

No employee is permitted to use a mobile phone while operating a motor vehicle that is in motion, unless such mobile phone is equipped and used with a hands-free device. (The only exception to this policy is where a phone call is made in a bona fide emergency, such as to call "911" or a similar emergency number--e.g., to call an ambulance or the fire department.)

Even with a hands-free device, mobile phone use should be kept to a minimum; conversations should be as brief as possible and, again, even with a hands-free device, mobile phone calls should be made when the vehicle is not in motion.

EMPLOYMENT AT WILL

Employment is with the mutual consent of the employee and the Diocese. Consequently, both the employee and the Diocese have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout one's employment with the Diocese unless it is specifically modified by an express written agreement signed by the employee and the Diocese of Palm Beach.

The employment at-will relationship may not be modified by any oral or implied agreement, or by the contents of this handbook or any other document or publication issued by the Diocese.

Acknowledgement Regarding Receipt of Diocese of Palm Beach Personnel Policy Handbook

Diocese of Palm Beach
Office of Human Resources



I acknowledge that I have received, read, and understood, or have had a satisfactory explanation of the personnel practices and conditions of employment under which I am to work. I understand that:

1. The Diocese of Palm Beach Personnel Policy Handbook contains guidelines regarding Diocesan policy;
2. The Diocese of Palm Beach Personnel Policy Handbook is not a contract between the Diocese of Palm Beach and the employee; and
3. The employment relationship is at will, and may be terminated by either party, for any reason, with or without cause or warning.

If a rule or regulation is unclear to me, I will be responsible for seeking clarification from Human Resources. I understand that I am responsible for adhering to all of the policies and procedures of the Diocese, whether set forth in this handbook or elsewhere.

I further understand that from time to time, these practices may be changed because of requirements under the law or government regulations. I also understand that changes may be made without advance notice to me and without a written amendment, as required by prudent management of the office or institution by which I am employed. Thus, the Diocese reserves the right to modify this handbook or amend or terminate its policies, procedures, or employee benefit programs whether described in this handbook or not at any time.

I understand that I am expected to take proper precautions to care for Diocese/church/school property and that upon separation; I am expected to return all property to the employer prior to the last day of work. I understand that failure to return the employer's property may be considered to be theft and may lead to criminal prosecution.

I agree to follow the rules and regulations in the Diocese of Palm Beach Personnel Handbook.

Employee's name (printed): _____

Signature of Employee: _____

Date: _____