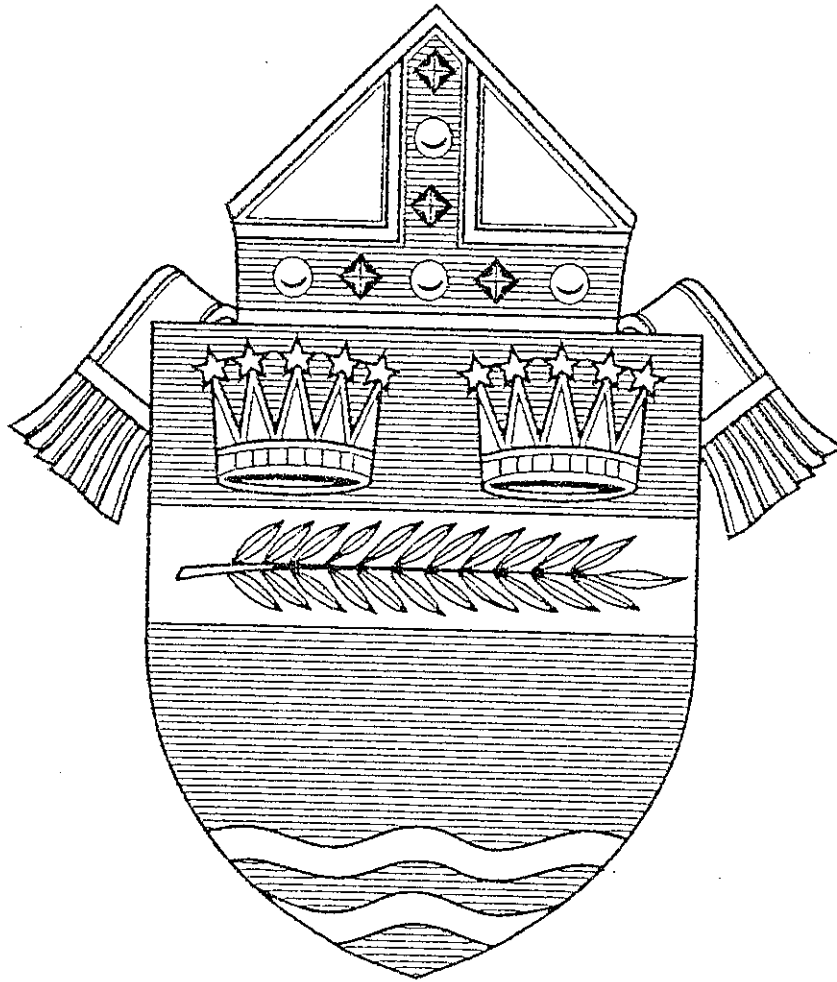


Diocese of Palm Beach



Personnel Policy Handbook

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THE DIOCESE

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. It does not cover employees of separate corporations nor teachers 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.

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.

POLICY MODIFICATION PROCESS

The policies, practices and procedures described in this handbook are subject to change

without notice. All decisions of the Diocese as to the interpretation or the application of such policies and procedures will be final and binding on the employee. The contents of this handbook are not, under any circumstances, to be considered a part of any employment agreement or contract, but merely outlines for the employee's information the current employment policies in effect in the Diocese.

If the policies, practices and procedures described in this handbook are inconsistent with the provisions of federal or state laws, the provisions of the law will govern.

WORKPLACE COMPLIANCE

AMERICANS WITH DISABILITIES ACT

The Diocese complies with the employment provisions of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities. Reasonable accommodations for persons with disabilities, who are otherwise qualified for the position, will be implemented unless the act of accommodation poses an undue hardship or the individual poses a direct threat to the health or safety of others in the work place.

EQUAL EMPLOYMENT OPPORTUNITY

The Diocese of Palm Beach is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotion, training, disciplinary action, termination, and benefits.

All employees are expected to show respect and sensitivity toward all other employees and to demonstrate a commitment to the Diocese's equal opportunity objectives. If an employee observes a violation of this policy, he/she should report it immediately to the appropriate supervisor or the Vicar for Pastoral Services.

Violation of this policy may result in discipline, up to and including possible termination.

FAMILY AND MEDICAL LEAVE ACT

The Diocese complies with the provisions of the Family and Medical Leave Act (FMLA) of 1993. Reasonable accommodations for persons who fall under this category will be implemented.

FLORIDA CLEAN INDOOR AIR ACT

~~The Diocese complies with the Florida Clean Indoor Air Act (F.S. 386.2011), effective October 1, 1985.~~

HARASSMENT

The Diocese is committed to providing a workplace free of harassment, including sexual harassment, as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, handicap, or veteran status. The Diocese strongly disapproves of and will not tolerate harassment of employees by supervisors or co-workers.

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 solicitation of sexual favors; unwelcomed sexual advances; or other verbal, visual or physical conduct of a sexual nature. Any incident of harassment, including work-related harassment by any Diocesan personnel or any other person, should be reported promptly to the employee's supervisor, who will investigate the matter. The employee is not required to complain first to his/her supervisor if that supervisor is the individual who is harassing the employee.

Every complaint of harassment that is reported to the supervisor will be investigated thoroughly, promptly, and in a confidential manner. In addition, the Diocese will not tolerate retaliation against any employee for making a complaint to the supervisor.

In the case of Diocesan employees, if harassment is established, the Diocese will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances.

NATIONAL CHILD PROTECTION ACT OF 1993

Any employee who deals directly or indirectly with children is subject to fingerprinting and a criminal background check.

If an employee is found to have committed a crime involving "moral turpitude," he/she is ineligible for employment in any position which requires direct contact with children.

TRANSMITTABLE DISEASES

The Diocese recognizes that diseases and persons with seropositive test results pose significant concerns for employees in the workplace. Accordingly, the Diocese has established the following guidelines for handling issues that may arise when an employee is affected by a disease:

1. The Diocese is committed to maintaining a safe and healthy work environment for all employees.

2. Consistent with this commitment, the Diocese will treat transmittable diseases the same as other illnesses in terms of all its employee policies and benefits, group and life insurance, disability leaves of absence, and other disability benefits.

3. Unless medical evidence and scientific opinion demonstrate that a disease can be transmitted in ordinary social or occupational settings or conditions, an afflicted employee may continue to work as long as he/she is able. The Diocese will provide employees afflicted with a non-transmittable disease with reasonable accommodations as long as they are medically able to perform their position's duties.

If an employee has any questions about this guideline, he/she should contact his/her supervisor.

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.

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 appropriate staff person in the Vicariate of Pastoral Services. 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.

Definitions

For purposes of this policy:

1. *"Prohibited Materials"* means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; or unauthorized alcoholic beverages.

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 a prohibited material(s) in violation of this policy, the employee will be subject to discipline, up to and including discharge.

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. The employee's supervisor shall be responsible for providing and disseminating safety information. Each employee must learn these 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. Supervisors are responsible for obtaining first aid and proper medical care.

EMPLOYMENT

EMPLOYMENT CLASSIFICATIONS

Exempt employees are defined as being *Professional, Administrative, or Executive* in nature if the applicable criteria of the Fair Labor Standards Act are met. As such, exempt employees are not subject to the minimum wage or overtime payment provisions as defined by the Act.

Non-exempt (hourly) employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

EMPLOYEE STATUS

Employee status is based on the number of budgeted work hours per week and the regular or temporary nature of employment.

CLASSIFICATION OF EMPLOYEES

1. *Full Time:* an employee whose budgeted work week is thirty seven and one half (37½) hours. Any time over thirty seven and a half (37½) to forty (40) hours will be paid at regular rate.
2. *Part Time:* an employee whose budgeted work week is less than thirty seven and one half (37½) hours.
3. *Temporary:* an employee hired for a period of six (6) months or less.

EMPLOYMENT OF RELATIVES

Relatives of present employees may be hired by the Diocese only if (1) the individuals

concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, or safety. "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, or otherwise pose difficulties for supervision, security, or safety. 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.

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 report changes in any of the following:

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

An employee may examine his/her personnel file by scheduling an appointment with the employer.

ORIENTATION

All new employees will be oriented 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.

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 work day, his/her supervisor must be notified as soon as possible, prior to the start of the work day. 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 work days, 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*

Whenever a supervisor believes absences due to illness or injury have become excessive, a physician's documentation of the illness or injury 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 is subject to 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.

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.

PAYDAY

Each Diocesan entity will determine its schedule for paydays.

PAY ADVANCE

Employees are not permitted to borrow on their earnings in advance of pay day.

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 is eligible for compensatory time.

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. One's supervisor must be notified two (2) days prior to the scheduling of compensatory time.

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

STANDARDS OF CONDUCT

Employees are expected to conduct themselves in a moral and ethical manner consistent with Catholic principles. They are 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. And lastly, they are expected to report for work regularly and on time and to avoid excessive or unnecessary absences.

All employees should note that, because of the Church's particular function in society, certain conduct could lead to disciplinary action, including dismissal, 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.

CONFIDENTIALITY OF INFORMATION

Very often the nature of an employee's work requires confidentiality. An employee may be required to sign a guarantee of confidentiality when employed. Failure to observe this may

result in immediate dismissal.

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 will result in discipline, up to and including dismissal.

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 Florida Department of Labor and Employment Security. 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 is to 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.

There is a seven (7) day waiting period on all lost-time cases. 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 programs to help ensure the financial security of its employees. (Please see *Diocese of Palm Beach Employees Benefits Handbook* for information on health insurance, life insurance, disability insurance, and pension plans.)

HOLIDAYS

Each Diocesan entity will establish a schedule of paid holidays.

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. 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 day the holiday is observed.
5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
6. Holiday pay will not count as hours worked for the calculation of overtime.
7. Part time employees are eligible for holiday pay only when the holiday falls on a 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 accumulation process. A maximum of thirty (30) days may be retained for future use during a period of illness. Accumulated days may not be utilized as *personal days* for non-illness related purposes. Unused sick days are non compensable and will be forfeited if not used

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 3rd year	10 days
4 th year through 7 th year	15 days
8 th year and beyond	20 days

- o The vacation days noted above are the number of vacation days per calendar year.
- o 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.
- o 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 Payroll or Human Resources for consideration no later than October 1 of any calendar year.
- o Part Time employees will be entitled to vacation days on a pro-rated basis.
- o An employee may **not** elect to work instead of taking vacation and be paid for such vacation not taken.
- o 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.

A part time Diocesan employee will be granted up to three (3) days leave without pay.

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

Purpose

A Leave of Absence is designed to provide time off for medical, family, or personal reasons. Leave is granted consistent with the operational needs of the Diocesan entity.

Definition

A *Leave of Absence* is defined as an absence, authorized in advance, for a period of thirty (30) days or more.

A Leave of Absence implies that the employee intends to return to fill a position.

Eligibility

A Personal or Medical Leave will not be granted unless the employee has completed his/her initial six (6) month probation period. Employees medically disabled due to pregnancy are entitled to time away from the job for the period of disability, irrespective of length of service.

The following general provisions apply to all leave requests:

1. Requests for extensions must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension, not to exceed six (6) months leave.
2. Failure to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the Diocesan group benefits plan will be continued on the following basis: *Employees will be required to pay the entire contribution for continued coverage during the portion of an approved leave of absence.*
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days.
5. Employees on leave of absence will be subject to lay off on the same basis as

employees who are active at work.

6. Employees on leave of absence must communicate with the Diocesan entity on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees on leave of absence who seek or accept other employment, without the Diocesan entity's prior written approval, will be subject to disciplinary action, up to and including possible termination.
8. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.
9. All leaves of absence must be approved in advance, in writing, by the employee's supervisor and employer.

Approval of a recommended leave shall depend on the following:

- * *Recommendation of the supervisor*
- * *Purpose of the leave*
- * *Length of leave requested*
- * *Length of the employee's service at the Diocesan entity*
- * *Employee's expected length of service upon return*
- * *Problems incurred in obtaining a temporary replacement, if needed*

Benefits Participation for Those on Leave

Upon receiving approval for a leave, the employee must contact the Benefits Coordinator in the Vicariate of Pastoral Services to arrange for continuation of the Health Benefit Plan, Life Insurance, and other coverages for which he/she is eligible.

FAMILY AND MEDICAL LEAVE

An eligible employee is entitled to take up to twelve (12) weeks of family or medical leave in any twelve (12) month period.

Eligible Employees

Employees who have been employed for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period are eligible for unpaid family or medical leave. If a leave is requested for an employee's own serious health condition, the employee must first use all of his/her accrued vacation leave, sick leave, personal leave, or short term disability leave. If leave is requested for any other reason listed below, an employee must first use all of his/her accrued paid vacation or personal leave. The remainder of the leave period will then consist of unpaid leave.

Reasons for Leave

An employee who meets the applicable eligibility requirements will be granted a total of up to twelve (12) weeks of unpaid leave for the following reasons:

- * *The birth of the employee's child and time to care for that child*
- * *The placement of a child with the employee for adoption or foster care*
- * *The care for a spouse, child, or parent who has a serious health condition*
- * *A serious health condition that renders the employee incapable of performing the functions of his/her job*

Entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of birth or placement. If a husband and wife 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. However, if the leave is taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his/her own serious illness, then each employee is eligible for twelve (12) weeks of leave.

Notice of Leave

An employee intending to take family or medical leave must notify the Diocese at least thirty (30) days before the leave is to begin. If an employee's leave begins within thirty (30) days, the employee must give notice to his/her supervisor as soon as the necessity for the leave arises. The employee's notice must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Medical Certification of Leave

A leave based on the "serious health condition" of the employee or the employee's spouse, child, or parent must be accompanied by a "*Medical Certification Statement*" completed by the health care provider. The certification must state the date on which the serious health condition commenced, probable duration of the condition, and the appropriate medical facts regarding the condition. If an employee is requesting leave to care for a spouse, child, or parent with a serious health condition, the medical certification must state an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the medical certification must state that the employee cannot perform the functions of his/her job.

The Diocese will require medical certification to be submitted within fifteen (15) days after the leave starting date. In addition, recertification of medical necessity may be required every two (2) weeks.

Benefits Coverage During Leave

During a family or medical leave, the employee will be retained on the Diocese's health plan under the same conditions that applied before the leave began. To continue health coverage, the employee must continue to make any contributions that he/she made for group insurance before taking the leave. Failure of the employee to pay his/her share of the health plan contribution may result in the loss of coverage.

An employee who takes family or medical leave will not lose any previously accrued seniority or employment benefits, but those benefits will not continue to accrue during the leave.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the Diocese for payment of health plan contributions during the family or medical leave. However, reimbursement will not be required if the employee does not return to work because of a serious health condition or other circumstances beyond the employee's control.

Restoration to Employment

An employee who completes a family or medical leave will be returned to the same position held when the leave began or to a position equivalent in pay, benefits, and other terms and conditions of employment.

Return from Leave

The Diocese will require an employee taking a family or medical leave to report every two (2) weeks on his/her status and intent to return to work upon completion of the leave. Employees returning from a medical leave are required to provide certification from a health care provider indicating that the employee is able to resume work with no limitations. Employees who do not return to work upon the expiration of a family or medical leave will be treated as having voluntarily terminated their employment. An employee who requests an extension of family or medical leave must submit his/her request for an extension in writing and include the reasons for the requested extension.

Although each Diocesan entity is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties, will normally be returned to their former job classification if an opening exists; or, if there is no such opening, they will be considered for a comparable position if one is available.

PERSONAL LEAVE

Personal Leave is a leave of absence for a compelling personal reason that is not medically related.

Employees who have completed at least six (6) months of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of three (3) months. A written request must state the reason for the leave, as well

as the beginning and ending dates of the leave.

Requests for personal leaves will be granted at the sole discretion of each Diocesan entity, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists; or, if there is no such opening, they will be considered for a comparable position if one is available.

MILITARY DUTY

Military Duty Leave is a leave of absence to serve in the U.S. armed forces.

The Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), prohibits discrimination against any employee or prospective employee on the basis of application for or membership in a uniformed service. It also enhances protection for disabled veterans. Generally, USERRA requires employers to grant those who take military leave the same rights as other employees on leaves of absence. The law entitles those employees returning from military service the same benefits they would have received if they had remained continuously employed.

Right to Employment

Members of the uniformed services returning from duty have a right to reemployment. However, if reemployment is impossible; if it causes an undue hardship on the Diocese; or if the initial employment was brief or non-recurrent, without a reasonable possibility of continuing, the Diocese is not obligated to reemploy the employee. Employees are eligible for reemployment if they have been released under honorable conditions and the following criteria are met:

1. The employee gives advance notice of service where possible.
Lack of timely notification that does not result in harm to the employer is not a sufficient basis to deny reemployment rights, and employees are not required to decide before leaving for duty whether they will seek reemployment upon release from service.
2. The service does not exceed five years.
The cumulative period of service may exceed five years under rare circumstances. In addition, the service limitation excludes statutorily mandated National Guard and reserve training requirements, as well as service performed on active duty during periods of national emergency or war.

Unless they are injured or disabled during service, employees must apply for reemployment as follows:

1. **Service up to 30 days.**
Employees must report for the next regularly scheduled work shift, but must be allowed a reasonable time to arrive home, rest, and travel to work.
2. **Service from 31 to 180 days.**
Employees must report no later than 14 days after completion of service.
3. **Service of more than 180 days.**
Employees must report no later than 90 days after completion of service.

The Diocese may request documentation from returning service members proving that they have made timely application for reemployment, have not exceeded service limitations, and have been released under honorable conditions. Also, reinstatement cannot be denied if the requested documentation does not exist or is not readily available. USERRA allows for claims for lost wages in cases of undue delays in reinstating employees.

Benefit Rights

Under USERRA, employees are entitled to the continuation of their benefits during their military service. For such benefits, please refer to the Pension and Health Plan handbooks.

JURY DUTY

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

Employees who are called to serve jury duty will be paid the difference between regular pay and all monies paid to them by the court.

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.

GENERAL INFORMATION

ACCESS TO DIOCESAN PROPERTY

The Diocese reserves the right to access employee offices, work stations, telephones, filing cabinets, desks, computers and diskettes, and any other Diocesan property at its discretion, with or without advance notice or consent.

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, employee 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 only when the court appearance is on behalf of the Diocese.

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, Vicar for Pastoral Services, 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 communication 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 ELECTRONIC MEDIA

The use of any Diocesan owned electronic media (including, but not restricted to, the following devices: telephones, facsimile machines, modems, computers, photocopying machines, scanners, televisions) is restricted to business relating to the operational functioning of the Diocesan entity in which it is located.

Employees are to exercise discretion when using electronic media for personal emergency situations, and they are restricted to reasonable time and resource limitations when using such media for personal reasons.

Violation of this policy is considered a serious situation which will result in disciplinary action.

EMPLOYMENT AT WILL

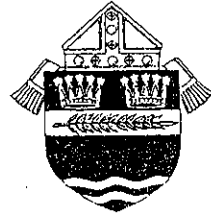
Employment is with the mutual consent of the employee and the Diocese. Consequently, both the employee and the Diocese have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout one's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

This employment at will relationship may not be modified by any oral or implied agreement, or by the contents of this handbook.

ACKNOWLEDGMENT AND STATEMENT OF UNDERSTANDING

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; and
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 an appropriate diocesan official.

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 notice to me and without a written amendment, as required by prudent management of the office or institution by which I am employed.

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: _____