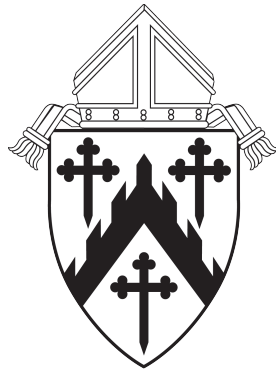


STAFF HANDBOOK FOR DIOCESAN ENTITIES IN THE DIOCESE OF DAVENPORT



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Diocese of Davenport - Staff Handbook for Diocesan Entities

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EMPLOYMENT PHILOSOPHY

"As the sun in shining looks on all things, so the work of the Lord is full of glory."

Ecclesiasticus 42:16

"For when people work, they not only alter things and society, they develop themselves as well. They learn much, they cultivate their resources, they go outside of themselves and beyond themselves.

" (#35)

Gaudium et Spes (The Church in the Modern World), Second Vatican Council, 1965.

"Work remains a good thing, not only because it is useful and enjoyable, but also because it expresses and increases the worker's dignity. Through work we not only transform the world, we are transformed ourselves, becoming 'more a human being.'" (#9)

Laborem Exercens (On Human Work), Pope John Paul II, 1981.

"Work is fundamental to the dignity of a person. Work, to use an image, "anoints" us with dignity, fills us with dignity, makes us similar to God, who has worked and still works, who always acts..."

General Audience, Pope Francis, May 1, 2013.

"All work has a threefold moral significance. First, it is a principle way that people exercise the distinctive human capacity for self-expression and self-realization. Second, it is the ordinary way for human beings to fulfill their material needs. Finally, work enables people to contribute to the well-being of the larger community. Work is not only for one's self. It is for one's family, for the nation, and indeed for the benefit of the entire human family." (#97)

Economic Justice for All, United States Conference of Catholic Bishops, 1986.

PREAMBLE

The mission of the Diocese of Davenport:

As a Eucharistic community, we live out Jesus' call to go and make disciples of all nations and to love God and neighbor.

In the Diocese of Davenport, hereafter referred to as the Diocese, we are called to live the Good News in our own lives and the communities of faith in which we work. While the Diocese and Diocesan entities are independent corporations, we are unified by our call to live the Gospel of Jesus Christ by sharing our concern for the welfare of employees and volunteers, hereafter referred to as staff, as coworkers in the vineyard.

The following guidelines and policies attempt to respect that individual vocation to service and build up the community of workers who share in an intimate way in the work of the Church. This handbook is not intended to create a contractual relationship of any kind. The Diocese reserves the right to change or modify the guidelines and policies at any time with or without notice. The only recognized deviations from the stated policies are those authorized and signed by the Bishop of Davenport. Once a change is approved by the Bishop it will become effective immediately unless otherwise indicated. The benefits included in this handbook are strongly recommended. However, each Diocesan entity may adjust the benefits they may offer. All other parts and sections of this handbook apply to all Diocesan entities.

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DEFINITIONS

Bishop.....	The Bishop of Davenport
CEO.....	The Chief Executive Officer of the diocesan entity. For parishes this is the pastor or parish life coordinator; for schools this is the Principal. For the Chancery this is the Moderator of the Curia.
Diocese.....	The Roman Catholic Diocese of Davenport
Diocesan Entity.....	Includes all Catholic corporate entities within the Diocese of Davenport which are listed in the Official Catholic Directory or the Diocesan Directory that have the Bishop of Davenport as their President.
Diocesan CFO.....	The Chief Financial Officer of the Diocese of Davenport
Employee.....	Paid staff member
Exempt Employee.....	An employee who, due to his/her duties and federal law, is not entitled to overtime pay
Non Exempt Employee....	An employee who is entitled to overtime pay after working 40 hours in a work week
Staff/Staff Member.....	Employees and volunteers
Staff Handbook	Staff Handbook for Diocesan Entities

COMPLIANCE WITH STATE AND FEDERAL LAWS

Equal Employment Opportunity Statement

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws. We comply with laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Subject to this, we may give preference to Catholics in teaching, school administration, and catechetical positions.

We expressly prohibit any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, marital or veteran status. Improper interference with the ability of employees to perform their expected job duties is absolutely not tolerated.

EMPLOYMENT CATEGORIES

Employment status categories have two primary purposes. Categories that refer to the amount of time a person is scheduled to work (e.g., full-time, part-time) address eligibility for benefits. Categories that describe the type of job being filled (administrative, exempt, support staff, nonexempt) address legal requirements to pay overtime and maintain timekeeping records. Actual duties and wages, rather than title, are the determining factors in classifying exempt and non-exempt employees.

Exempt Employees

An exempt employee is any employee who is paid on a salaried basis and is engaged in a bona fide executive, administrative, professional, or skilled computer capacity. Such an employee is exempt from the overtime provisions of the Fair Labor Standards Act. Licensed teachers are exempt employees by law from the minimum pay requirement. The exempt status of an employee is determined by analyzing the employee's pay rate and entire set of responsibilities against exemption tests set by the Department of Labor's Wage & Hour Division. Details can be found in the Employer Procedure Manual for Diocesan Entities in the Diocese of Davenport.

Nonexempt Employees

A nonexempt employee is any hourly employee, who, by virtue of his/her assigned job responsibilities and/or weekly pay rate, must be compensated in accordance with the provisions of the Fair Labor Standards Act with respect to overtime payment.

The nonexempt status of an employee is determined by analyzing the employee's weekly pay rate and the entire set of responsibilities against exemption tests set by the Department of Labor's Wage & Hour Division. Positions normally classified as nonexempt include: bookkeeper, cook, cafeteria worker, day care worker, housekeeper, maintenance worker, office helper, receptionist, school bus driver, secretary, administrative assistant and similar positions.

Independent Contractors

When people are hired to perform services, they are either employees or independent contractors. As a general rule, the worker should be classified as an employee and a Form W-2 should be issued. The primary difference has to do with the "independence" of the workers. The general rule is that an individual is an independent contractor if the entity has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to Self-Employment Tax.

An independent contractor is not an employee of the Diocesan entity and is not paid by salary or wages. The Principal will make the determination if the person meets the legal definition of independent contractor as defined by the U.S. Department of Labor. Any questions concerning the correct determination of independent contractor status may be referred to the Diocesan Finance Office.

OUTSIDE EMPLOYMENT

Staff, except staff with executive exemptions who need the Principal's approval, may hold outside jobs as long as they meet the performance standards of their jobs with the Diocesan entity. All staff members will be judged by the same performance standards and will be subject to the Diocesan entity's scheduling demands, regardless of any existing outside work requirements. The Diocesan entity does not preclude employees from working at another job as long as it does not conflict with the mission of the Diocesan entity or reflect inappropriately on the Diocese or the Roman Catholic Church.

If the Diocesan entity determines that a staff member's outside work interferes with performance or the ability to meet the requirements of the Diocesan entity as they are modified from time to time, the staff member may be asked to terminate the outside employment if he or she wishes to remain with the Diocesan entity.

TIMEKEEPING

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any departure from work for personal reasons, and those periods utilized as paid benefit time or departure from work for personal reasons.

It is the employee's responsibility to review his or her time record to certify the accuracy of all time recorded. The employee's immediate supervisor will review the time record before payroll processing. In the event of an error in reporting time, employees must immediately report the problem to their immediate supervisor.

Tampering with, altering or falsifying time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

WORK SCHEDULES / OVERTIME

Employees are expected to begin work promptly as scheduled. Non-exempt employees should leave at the end of the workday. Office hours are determined by the Principal. Employees may be requested to work overtime hours. All overtime work requires the employee's immediate supervisor's prior approval. A normal work week begins on Sunday and ends the following Saturday.

Non-exempt employee attendance at lectures, meetings and training programs will be considered hours of work, and therefore will be compensated time, if management requires and authorizes attendance. Nonexempt employees will be entitled to overtime pay as required under the specific provisions of federal laws. Exempt employees are excluded from specific provisions of federal wage and hour laws and, therefore, will not be entitled to overtime pay.

Overtime compensation is paid to all nonexempt employees at a rate of one and one-half times the regular rate of pay for all hours worked over 40 per week. For the purposes of

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overtime compensation, only hours worked in excess of 40 during a workweek will be counted.

JOB CLASSIFICATIONS

Regular full-time employees are not in a temporary status and are regularly scheduled to work the company's full-time schedule. The threshold of hours for full-time employees is determined by each Diocesan entity according to their benefit plan(s). Each Diocesan entity will determine the number of hours for a normal work week. At Holy Trinity Catholic Schools, Inc., a full-time employee's normal work schedule is at least 30 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

Regular part-time-employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule, but at least 20 hours per week on a continuous basis with a minimum of 1,000 hours per year (or as specified in a contract). Regular part-time employees are eligible for some of the benefits offered by HTC Schools, subject to the terms, conditions and limitations of each benefit.

Part-time employees work less than 20 hours per week either on a regular or on an intermittent basis. Part-time employees are not eligible for benefits.

Temporary employees: A temporary employee is one who is hired as a full-time, regular part-time or part-time employee for a defined period of time (usually for a limited duration, e.g., one week, one month, three months). Temporary employees do not receive benefits. Employment beyond any initially stated period does not in any way imply a change in employment status.

Seasonal employees work only at certain times of the year. The weather may determine the schedule of hours and days to work. Seasonal employees work less than 1,000 hours per calendar year. Short-term layoffs are common. Seasonal employees do not receive benefits. Employment beyond any initially stated period does not in any way imply a change in employment status.

EMPLOYEE BENEFITS

Full-time employees are eligible for the entity's full benefits package. Regular part-time, temporary full-time, and temporary part-time are not eligible for benefits. An employee whose status changes from full-time to part-time will have his/her paid time-off prorated accordingly for the remainder of the year. Previously accrued time-off will not be lost. For purposes of eligibility for paid time-off and benefits, an employee whose status changes from temporary or part-time to full-time will be considered as hired on the date of the change of status. New employees do not qualify for some benefits until completing an eligibility period. Refer to the specific policy to determine the eligibility requirements and effective dates.

The State of Iowa does not allow for churches to offer unemployment insurance for employees.

The following benefit programs may be available to eligible employees as required by law:

- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Family and Medical Leave (all schools and Diocesan entities with 50 or more employees)
- Jury Duty Leave

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- Military Leave (USERRA)
- Time-off to Vote (in some cases)
- Workers' Compensation

The following benefit programs may be available to eligible employees:

- Holidays
- Vacation
- Sick Leave
- Personal Days
- Bereavement Leave
- Employee Retirement Plan (detailed in separate benefits booklet)
- Health Insurance (detailed in separate benefits booklet)
- Dental Insurance (detailed in separate benefits booklet)
- Flex Spending Plan
- Life Insurance (detailed in separate benefits booklet)
- Cafeteria 125 Plan (detailed in separate benefits booklet)

Benefits for which employees are eligible and participate in represent a substantial addition to the total compensation employees receive from HTC Schools. The costs of particular benefits may be assumed by HTC Schools or may require employees to contribute through payroll deductions or direct payments.

HOLIDAYS

Each Diocesan entity will determine the schedule of paid holidays. HTC Schools may grant time-off to all regular fulltime employees for the following holidays.

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- **Veteran's Day Leave** – paid leave for Veterans only.
- Thanksgiving Day
- Christmas Day
- New Year's Day

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the following Monday; all other holidays will be the actual day of observance. If a recognized holiday falls during an eligible employee's paid absence (e.g., sick leave), holiday pay will be applied.

If an eligible, nonexempt employee is required to work on the actual day of the holiday, he or she will receive holiday pay in addition to his/her normal pay for that day, thus receiving double pay. Paid time-off for holidays will not be considered as time worked for the purpose of determining overtime.

HOLY DAYS OF OBLIGATION / MASS

With the supervisor's approval, staff members who choose to attend a religious service or Mass during a work day are encouraged to do so.

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VACATION

VACATION EARNING SCHEDULE

Years of Eligible Service	Vacation Days Each Year
During first year	5 days (prorated to date of employment)
After 1 year	10 days
After 10 years	15 days
After 20 years	20 days

Each Diocesan entity will determine vacation benefits. Vacation time-off with pay is available to regular fulltime employees.

Once an employee is considered full-time, he/she begins to earn paid vacation time according to the schedule. On each subsequent contract renewal date, the employee will accrue paid vacation time which will correspond with their years of eligible service.

Vacation time-off will be paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Vacation pay will be paid on the regular payroll date for the pay period in which the vacation is taken.

Employees can carry over up to 10 days of their vacation balances. This 10 day limit is applied on the employee's contract renewal date each year and must be used within 60 days of the contract renewal date or at the discretion of the Chief Administrator. If more than 10 days of vacation are accrued at that time, those days over 10 are lost. Pay out of vacation in lieu of time-off is not permitted.

Paid time-off for vacation will not be considered as time worked for the purpose of determining overtime.

Upon termination of employment, eligible employees will be paid for unused vacation time that has been accrued as of the last anniversary date.

SICK LEAVE

It is the policy of the Diocesan entities to provide sick leave to eligible employees. Each Diocesan entity will determine sick leave benefits. Sick leave has been established to continue an employee's compensation during a brief accident or illness, or to avoid loss of wages to the employee during the waiting period prior to the initiation of short-term disability benefits.

Sick leave may be used for an employee's illness or illness in the immediate family (with the approval of the employee's supervisor). Immediate family is defined as:

- Employee

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- Spouse
- Employee's children or step children living in the home of the employee
- Parents or step-parents

Regular full-time and part-time employees will receive ten days of sick leave for each contract year. New employees will receive one day of sick leave for each month, or part thereof, remaining in the contract year at the start of employment. Sick leave for full-time employees will accumulate as follows:

- Non-certified Employees with less than 10 years of continuous service – accumulative to 60 days
- Non-certified Employees with more than 10 years of continuous service – accumulative to 90 days
- Certified Employees – accumulative to 120 days

Part-time teachers may accumulate their sick leave to 40 days. Paid time off is recorded in hours, and as such a "day" shall be equivalent to a regular working day. Teachers and staff working less than 100% time shall have their sick time calculated accordingly.

Sick leave is paid at the employee's base pay rate at the time of the absence. Overtime will not be included in the calculation of sick leave pay.

In the event an employee experiences an illness or injury to themselves or to a member of their immediate family during an approved absence (such as vacation), sick leave benefits are applied.

Employees are required to report absences due to illness or injury to their supervisor no later than the beginning of their scheduled work day. It is not acceptable to have another person call on behalf of the employee, unless the employee is physically incapable of speaking directly to the supervisor on the phone. A phone call by the employee is expected. Texting and emailing are not acceptable forms of notice of an absence.

A physician's authorization is required for absences exceeding 3 consecutive working days or at the request of the Diocese or HTC Schools. Such authorizations should indicate the reason for absence and the estimated duration of the related absence. Additionally, a physician's release may be required prior to the employee's return to work. Failure to provide proper notice of a sick leave absence to the Chief Administrator or to produce a physician's authorization may result in ineligibility to receive paid sick leave benefits. Medical information shall be kept confidential.

Employees who do not have paid sick leave benefits but require time-off from work for illness or injury may use paid vacation accumulated or request unpaid medical leave. Unused sick days shall not be compensable at the end of the year, or upon termination. Diocesan entities shall comply with employee contracts in place.

PERSONAL DAYS

Regular full-time and part-time teachers and staff will receive two paid personal days per contract year to accumulate as follows:

- Teachers: Up to two unused personal days will be added to the following year's personal days. All other unused personal days will be converted to sick days, which are accumulative to 120 days. No more than three personal days may be used consecutively.

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- Staff: One unused personal day may be added to the following year's personal days, for a maximum accumulation of three days.

WORKERS' COMPENSATION INSURANCE/ INCIDENT REPORT

Staff members are required to submit incident reports to their supervisors within 24 hours for all work related accidents and health-related incidents regardless of the nature, severity, or cause of an injury or illness.

As required by law, the Diocesan entity provides workers' compensation insurance for the payment of wages lost and medical expenses incurred due to illness or injury sustained in the course of employment. Workers' compensation insurance generally does not cover injury or illness caused by intoxication, willful intent to injure one's self, or the willful act of a third party.

Workers' compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for the employer as governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

FAMILY AND MEDICAL LEAVE

If the Diocesan entity is not a school and does not employ 50 or more employees, it is not covered under the Family and Medical Leave Act (FMLA). However, the Diocese encourages Diocesan entities not covered by the FMLA to offer leave in accordance with the FMLA. Diocesan entities that are schools or that employ 50 or more employees are covered by the FMLA.

General Provisions

Up to 12 weeks of family and medical leave may be granted during a 12 month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA). Eligible employees may take 26 weeks in order to care for a covered military service member with a serious health condition. The leave will be paid or unpaid as set out in this policy.

Eligibility

In order to qualify to take family and medical leave under this policy, the employee must be "eligible" as defined by federal law and must meet all of the following conditions:

- 1. The employee must have worked for the Diocesan entity at least 12 months. The 12 months need not be consecutive.**

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2. The employee must have worked at least 1,250 hours during the twelve month period immediately before the date when the leave would begin.
3. The employee must also work for a Diocesan entity that has at least 50 employees located within 75 miles of one another.

Type of Leave Covered

In order to qualify as FMLA leave under this policy, the eligible employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and in order to care for the child;
2. The placement of a child for adoption or foster care;
3. To care for a spouse, child or parent with a serious health condition;
4. The serious health condition of the employee;
5. Because of a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty in the Armed Forces in support of a contingency operation; or
6. To take 26 weeks of leave to care for a covered service member with a serious injury or illness.

A serious health condition is defined by law. Generally, it is a condition which requires inpatient care at a hospital, hospice or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

An eligible employee can take up to 12 weeks of leave under this policy during any 12 month period for reasons No. 1-5. The twelve-month period will be measured based on the rolling backward method. Each time an employee takes leave, the amount of leave the employee has taken will be computed under this policy and subtract it from the 12 weeks of available leave and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the Diocesan entity, and each wishes to take leave for the birth or placement of a child, the husband and wife together may only take a combined total of 12 weeks of leave. Leave under reason No. 6 may be taken for 26 weeks during any 12 month period.

Employee Status and Benefits During Leave

While an employee is on leave, the Diocesan entity will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the employee will be required to reimburse the Diocesan entity the amount paid for the employee's health insurance premium during the leave period.

Under the current FMLA policy, the employee pays a portion of the health insurance premium for coverage. While on paid leave, payroll deductions will continue in order to collect the employee's share of the premium. While on unpaid leave, the employee

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must continue to make his/her share of premium payment, either in person or by mail. The payment must be received by the Diocesan entity by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

Employee Status After Leave – All But Schools

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms.

Employee Status After Leave - Schools

An employee who takes leave under this policy may be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. Such determination will be made on the basis of established school policies and practices.

Wage Payment During Use of Leave

All available paid leave must be used during the FMLA leave. After all paid leave has been exhausted, the remainder of the FMLA leave will be unpaid.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in consecutive weeks, may use the leave intermittently (for instance take a day periodically when needed over a year), or under certain circumstances may use the leave to reduce the work week or workday, resulting in a reduced hour schedule. In all cases the leave may not exceed a total of 12 weeks (or 26 weeks to care for a covered service member with a serious health condition) over a 12-month period. Medical certification must be provided to justify intermittent or reduced work schedule.

The Diocesan entity may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Special Rules Applicable to Instructional Employees and Leave Near the End of an Academic Term

The term "instructional employee" includes employees whose Principal function is to teach and instruct students in a class, a small group, or an individual setting.

If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a spouse, son, daughter, or parent with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave greater than 20% of the total number of working days in the period during which leave would extend, the Diocesan entity may require the employee to elect either:

1. To take leave for periods of particular duration, not to exceed the duration of the planned medical treatment; or
2. To transfer temporarily to an available alternative position offered by the employer for which the employee is qualified, that has equal pay and benefits, and that better accommodates the intermittent or reduced schedule.

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[For example, if an instructional employee who normally works five days each week needs to take two days of FMLA leave per week, then the employer can require #1 or #2 above (because 2 divided by 5 is greater than 20%). Similarly, if an instructional employee who normally works 20 days per month needs to take more than 4 days of FMLA during the 20 working days, then the employer can require #1 or #2 above (because 4 divided by 20 is 20%, so anything more would be greater than 20%). On the other hand, an instructional employee taking leave which constitutes 20 percent or less of the working days during the leave period would not be subject to #1 or #2 above.]

If an eligible instructional employee begins leave more than 5 weeks before the end of an academic term, and the leave will last at least 3 weeks, and the employee would return to work during the 3 week period before the end of the academic term, then the Diocesan entity may require the employee to continue taking leave until the end of the academic term.

If an eligible instructional employee begins leave during the 5 weeks prior to the end of the academic term because of the birth of a child, the placement of a child for adoption or foster care, to care for a spouse, son, daughter, or parent with a serious health condition, or to care for a covered service member, and the leave will last more than 2 weeks, and the employee would return to work during the 2 week period before the end of the academic term, then the Diocesan entity may require the employee to continue taking leave until the end of the academic term.

If an eligible instructional employee begins leave during the 3 weeks prior to the end of the academic term because of the birth of a child, the placement of a child for adoption or foster care, to care for a spouse, son, daughter, or parent with a serious health condition, or to care for a covered service member, and the leave will last more than 5 working days, then the Diocesan entity may require the employee to continue taking leave until the end of the academic term.

Only the period of leave until the employee is ready and able to return to work will be charged against the instructional employee's FMLA leave entitlement.

Certification of the Serious Health Condition

Certification of the serious health condition may be requested. The employee should respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. We will give you a form for the certification.

Procedure for Requesting Leave

Except when leave is not foreseeable, all employees requesting leave under this policy must submit the Medical Certification Form to the Principal.

When an employee plans to take leave under this policy, the employee must give the Diocesan entity 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practical. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the operation of the Diocesan entity.

Notice of Your Rights

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See Employee Rights and Responsibilities Under the Family and Medical Leave Act, United States Department of Labor, <http://www.dol.gov/whd/fmla/>.

LEAVE OF ABSENCE

A leave of absence (leave) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he/she must be out of work more than three days, he or she should contact the Principal to determine if a leave of absence may be necessary. Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the Principal at least every 7 days. Failure to contact the Principal upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Required Documentation:

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the immediate supervisor. An employee must provide 30 days' advance notice when the need for the leave or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

BEREAVEMENT LEAVE

The Diocesan entity may grant the following paid leave for full-time and regular part-time employees to attend the funeral of and/or make any necessary arrangements associated with the death of a family member. When travel of more than 200 miles from a work site is required, an additional paid bereavement day may be added. Pay will not be given if time does not fall on the employee's regular workdays.

5 days:

- Spouse
- Employee's child or stepchild

3 days:

- Parent or stepparent
- Siblings
- Corresponding In-laws
- Grandparent or Grandchild

Employees may also take one additional day of paid bereavement leave per contract year to attend the funeral of a non-family member.

Paid time-off for bereavement leave will not be considered as time worked for the purpose of determining overtime. With prior approval from their supervisor and in consultation with the Principal, employees requiring bereavement leave beyond that made available by this policy may take time-off without pay or use available paid vacation leave. If the supervisor or Principal permits an employee to attend a funeral of a co-worker, those employees attending the funeral service should record that time as "paid bereavement time."

JURY DUTY

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The Diocesan entity will provide paid leave to an employee summoned to serve as a juror. The employee is required to present a copy of the applicable summons or subpoena to their supervisor. The employee is expected to report for work whenever the court schedule permits. If required to serve as a juror, the employee will be reimbursed the difference between the daily fee paid by the public authority and the employee's regular daily pay if jury duty falls on a normally scheduled workday. Accrual for benefits calculations will not be affected during any portion of jury duty leave.

TIME-OFF TO VOTE

The Diocesan entity encourages employees to fulfill their civic responsibilities by voting. Employees entitled to vote at an election in Iowa who does not have three consecutive hours in the period when polls are open outside of working hours are entitled to time-off from work to vote without pay. The necessary time-off shall be scheduled at a time least disruptive to the normal work schedule. See Iowa Code Section 49.109.

MILITARY LEAVE

Military leave is unpaid and will be granted in accordance with the federal law upon presentation of military orders to the Principal. Employees will be granted leave of absence without pay for military service as required by state and federal law and regulations regarding employment and the continuation of benefits. If the employee is in the military (including Reserves or National Guard) and requires a leave of absence, he/she should notify his/her Principal in order to arrange for a leave of absence and benefit entitlement. When absent for military leave, there is no requirement to use accrued time-off while on the leave.

If the employee leaves his/her job to perform military service, the employee has the right to elect to continue the existing employer-based health plan coverage for the employee and the employee's dependents for up to 24 months while in the military at the employee's normal expense. If the employee does not elect to continue coverage during the military service period, the employee has the right to be reinstated in the employer's health plan when the employee is reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. Returning employees will be treated as though they were continuously employed for purposes of job seniority rights and benefits determined by seniority. Accruals for benefits calculations, such as vacation, sick leave, or holiday benefits, will be discontinued during any portion of military leave.

BENEFITS CONTINUATION (COBRA)

The Diocesan entity allows employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Diocesan entity's group plan, as required by law. Employee / spouse or qualified beneficiaries are eligible when a "qualifying event" would normally result in the loss of eligibility. Qualifying events may include resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and/or a dependent child no longer meeting eligibility requirements.

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Under COBRA, the covered employee or dependent may be required to pay the full cost for coverage at the employer's group rates plus an administration fee.

Eligible employee / spouse or qualified beneficiaries are notified in writing of their rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). When the employee becomes eligible for coverage continuation. A COBRA subsidy may be available to participants. See also <http://www.dol.gov/ebsa/cobra.html>.

EMPLOYEE ASSISTANCE PROGRAM

Not currently available at Holy Trinity Catholic Schools. Please consult your Principal or Pastor for assistance.

PERFORMANCE EVALUATION

A formal, written performance evaluation may be conducted for all regular full and part-time employees on an annual basis by February. New employee performance evaluations will be conducted between 30 to 90 days of hire according to job description. Teachers and school Principals will be evaluated according to the State of Iowa standards. Formal performance evaluations are conducted to provide both the supervisor and the employee the opportunity to discuss job tasks, identify areas of improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting performance goals and objectives. The evaluation should be signed by the supervisor and the employee.

Additionally, the Diocesan entity strongly encourages supervisors and employees to discuss job performance and goals on an informal, day-to-day basis.

In Diocesan entities that use merit pay, adjustments may be awarded annually by the Diocesan entity in an effort to recognize superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including, but not limited to, the individual performance, economic factors, and the Diocesan entity's financial performance. Applicable adjustments will be independent of the formal performance evaluation. The Diocesan entity reserves the right to grant or deny any pay adjustments at its own discretion. At no time is an employee guaranteed a pay adjustment.

STAFF PERSONNEL FILES

All personnel files are the property of the Diocesan entity and access to the information within is restricted due to the confidential nature of such contents. Staff members may review information in their personnel files other than job references. Staff members are to contact the Principal or his/her designee to arrange a time to review their individual personnel files. Staff members are permitted to obtain a copy of their personnel file.

PERSONAL DATA CHANGES

The Diocesan entity requires each staff member to promptly notify the Principal or his/her designee, in writing, of any changes in personal data. Personal mailing addresses; telephone numbers; changes in federal/state tax withholdings; individuals to be contacted in the event of an emergency; educational accomplishments; and other such status reports

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must be accurate and current at all times. Any staff member whose job description requires them to be a Catholic in good standing must report any changes in that status.

EMPLOYMENT TERMINATION

Employment with the Diocesan entity is based on mutual consent and is at will; some employees may have written contract rights. For schools and faith formation, guidelines are found in the Policies for Faith Formation and Education Programs. Unless a written contract provides otherwise, both the employee and the Diocesan entity have the right to terminate employment, with or without cause, at any time. Disciplinary action, up to and including termination, should normally follow due process. This policy is not intended to alter the voluntary at will employment relationship between the parties. The Diocesan entity or the staff member can terminate the relationship, with or without cause, at any time. Terminating employees receive their final pay on the payday following termination or as required by state law. Employees are notified of the necessary procedures in exiting employment. The exiting employees are advised of any benefit continuation and/or conversion privileges (i.e., COBRA) and of the return of Diocesan entity property.

DUE PROCESS

The adequate protection of human rights and freedoms is a matter of concern to all people of good will. As Catholics, we have religious, as well as human motives, for this concern. The rights of the employee and the employer are maintained and the resolution of disputes is achieved through due process. Due process does not abrogate the employment at will status.

Problem Resolution Procedure

If a situation occurs where a staff member believes that a condition of employment or a decision affecting them is unjust or inequitable, he or she is encouraged to make use of the following steps. The staff member may discontinue the procedure at any step.

Informal Procedure: On occasion, differences may arise between staff due to misunderstandings, lack of communication or concern over management decisions. Staff should feel free to seek advice from the supervisor or Principal when differences occur.

Formal Procedure: If a problem or question is not resolved to the staff's satisfaction through the informal procedure, he/she is encouraged to resolve the problem with the appropriate member of management by following these basic steps:

The initiator presents their problem to their immediate supervisor within 10 calendar days after the incident occurs. If the supervisor is unavailable or the initiator believes it would be inappropriate to contact that person, the initiator may present their problem to their supervisor's supervisor.

The supervisor responds to the initiator within 5 working days after consulting with appropriate management when necessary. The supervisor documents the complaint and discussion and attempts to resolve the dispute.

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Employees working in Faith Formation may present their grievance to the local Board of Education. All other employees may present a grievance to the Moderator of the Curia. Such grievance must be presented within 5 working days. The written report must clarify the complaint including specifics such as evidence for complaints, sources of information, etc. The local Board of Education or the Moderator of the Curia consults with the initiator's supervisor if necessary, and makes a decision on the dispute based on the findings.

4. If the problem involves faith formation and schools it is not resolved at the local Board of Education. It is forwarded to the Diocesan Board of Education. The initiator and the president of the local Board of Education present the case to the Diocesan Board of Education in person or in writing within 10 working days following the decision by the local Board of Education. Guidelines are found in Policies for Faith Formation and Education Programs.
5. If the dispute is still not resolved, the initiator can present their problem to the Bishop in writing within 5 working days following response by the Diocesan Board of Education or the Moderator of the Curia. The Bishop reviews and considers the problem. The Bishop informs the initiator of his decision within ten working days and forwards a copy of his written response to the Principal for the initiator's file. The Bishop has final authority to make any adjustment deemed appropriate to resolve the problem. The Bishop has the discretion to extend the time for his response.

When there is a concern over the time frames, the employee should consult with the Principal.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can staff and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

The Problem Resolution procedure is not intended to alter the at will nature of the voluntary employment relationship.

Progressive Discipline

Although employment or volunteering with the Diocesan entity is based on mutual consent, and both the staff member and the Diocesan entity have the right to terminate employment or a volunteer relationship, with or without cause or advance notice, the use of progressive discipline is preferred.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. a first offense may call for a verbal warning;
2. a second offense may be followed by a written warning;
3. a third offense may lead to a suspension with or without pay;
4. a fourth offense may then lead to termination of employment.

There may be circumstances when one or more steps are bypassed. The Diocesan entity recognizes that there are certain types of staff problems that are serious enough to justify

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either a suspension or termination of employment or a volunteer relationship without going through the usual progressive disciplinary steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Staff Conduct and Work Guidelines section includes examples of problems that may result in immediate suspension or termination of employment or a volunteer relationship. However, the problems listed are not all necessarily serious offenses but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most staff problems can be corrected at an early stage, benefiting both the staff member and the Diocesan entity.

This policy is not intended to alter the voluntary at will employment relationship between the parties. The Diocesan entity or the staff member can terminate the relationship, with or without cause, at any time.

STAFF CONDUCT AND WORK GUIDELINES

The Diocesan entity requires staff to follow rules of conduct which will assure a productive work environment and protect the interests and safety of all employees and the Diocese. These guidelines and infractions do not change the voluntary at will employment relationship. The Diocesan entity and the employee retain the right to terminate the employment relationship at any time, with or without cause, and with or without advance notice following due process.

Violation of work guidelines may result in disciplinary action, up to and including termination. The Bishop is the final arbiter. Examples of unacceptable conduct and violation of work guidelines may include, but are not limited to, the following:

- Sexual or other improper harassment.
- Theft or unauthorized removal or possession of Diocesan entity's property.
- Falsification or submission of false information.
- Unauthorized disclosure of confidential information.
- Unauthorized or illegal use of alcohol.
- Possession, distribution, sale, or use illegal controlled substances, and drug paraphernalia.
- Fighting, bullying or threatening violence.
- Boisterous or disruptive activity on Diocesan entity premises and/or work sites.
- Negligence or improper conduct leading to damage of Diocesan entity owned property.
- Insubordination or other disrespectful conduct or conduct bringing disrepute to the Diocesan entity.
- Violation of safety or health rules.
- Possession of dangerous or unauthorized materials, such as explosives or firearms.
- Repeatedly being tardy or absent; excessive absenteeism or any absence without notice.
- Leaving work without permission, wasting time, loitering, or sleeping during working hours.
- Excessive personal use of telephone, mail system, or other employer-owned equipment.
- Unsatisfactory performance or conduct.

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- **Engaging in immoral or indecent conduct according to the teaching of the Catholic Church.**
- **Teaching or publicly advocating principles contrary to the dogmatic and moral teaching of the Church in the judgment of the bishop.**
- **Violations of the teachings of social justice as taught by the Catholic Church. Such violations include unjust aggression against persons, abortion, unlawful discrimination, breach of contract, perjury, defamation of character, and similar violations.**

DRUG AND ALCOHOL USE

Being under the influence of illegal substances, alcohol or other intoxicants while on the job is strictly prohibited. Violation of this policy may result in immediate suspension and possible termination.

The Diocesan entity recognizes that alcohol and/or drug dependency can be an illness requiring appropriate intervention and treatment. Employees with such dependency are, therefore, encouraged to seek treatment before a problem interferes with the performance of their job. When an employee comes forward or is suspected of this type of dependency, a pastoral approach ordinarily shall be used. A pastoral approach to alcohol and/or other drug dependency includes, but is not limited to evaluation by substance abuse professionals, as requested by the parish, school or agency, and application of sick leave policy. Where appropriate, suspension of the employee may occur pending the outcomes of evaluation and treatment. Ordinarily, when reasonable pastoral and other measures have been taken without rehabilitation and the good of the organization is in jeopardy, disciplinary/dismissal procedures may be initiated.

ATTENDANCE AND PUNCTUALITY

The Diocesan entity requires employees to be reliable and punctual in reporting for scheduled work in order to maintain a safe and productive work environment. Excessive absenteeism and tardiness may result in disciplinary action, up to and including termination. Should an employee be unable to avoid being late to work or be unable to work as scheduled, he/she must notify their supervisor of the anticipated tardiness or absence at the beginning of the work day or earlier.

SOLICITATION

Non-staff may not solicit or distribute literature in the workplace at any time for any purpose. Staff may not solicit or distribute literature concerning outside activities or interests in working areas during working time. Working time does not include lunch periods or any other periods in which employees are not on duty.

Official bulletin boards display important information and employees should consult them frequently. The posting of written materials on official bulletin boards is restricted to those postings required by law, important information pertaining to employees, and other management-approved material. Staff may submit materials to the Principal for posting approval if there is a question of appropriateness. Materials will be removed after a regular interval.

CONFLICT OF INTEREST

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities should not result in unusual gain for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the Diocesan entity, the staff member, or an outside firm. Promotional plans which could be interpreted to involve unusual gain require specific approval from the Principal. Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which the Diocesan entity does business, but also when a staff member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the Diocesan entity.

An actual or potential conflict of interest occurs when a staff member is in a position to influence a decision that may result in a personal gain for that staff member or for a relative or friend. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is made by the mere existence of a relationship with outside entities. However, if a staff member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she immediately disclose to the Principal the existence of any actual or potential conflict of interest. The staff member should recuse themselves from the decision making process.

WHISTLEBLOWER

If an employee reasonably believes that financial or other illegal or unethical activity is occurring, then the employee should report to the Principal of the Diocesan entity or to the Diocese's CFO. An investigation may follow the report of any such wrongdoing. The Diocesan entity will not retaliate against employees making such reports in good faith.

NONDISCLOSURE OF CONFIDENTIAL INFORMATION

Confidential information includes, but is not limited to, the following examples:

- Personal information of individuals or those doing business with the Diocese learned specifically due to employment by the Diocesan entity.
- Compensation data
- Financial information
- Personnel records
- Religious records
- Personal Identifiable Information (PII)

The materials, financial data, and processes of the Diocesan entity are the property of the Diocesan entity and must not be given to an outside firm or individual except through

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normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that a staff member has personally gained by such action, may constitute misconduct. Any staff member participating in such activity may be subject to disciplinary action up to and including termination and/or legal action.

Any current or previous staff member found to have disclosed confidential Diocesan entity information, financial or medical information may be subject to disciplinary action up to and including termination and/or legal action. Personal identity information obtained by the Diocesan entity is confidential unless a release of information is authorized by the owner.

INFORMATION SYSTEMS

This policy shall be reviewed annually and will be updated when the environment changes.

Information Systems (IS) includes all computers and associated input/output and storage devices, electronic information processing, storage or communication equipment, systems or technology owned by, leased by, or licensed to the Diocesan entity. These include information systems which are not directly under the administrative and operational control of the Principal.

The Principal or his/her designee shall control access to information systems. Each network user shall be assigned a unique access ID with a twelve character or more password that shall be changed every six months. User owned or public hardware or software may not be used on Diocesan entity premises or installed on Diocesan entity equipment unless authorized by the Principal or his/her designee. The acquisition or use of any hardware or software by the Diocesan entity must be approved in advance by the Principal or his/her designee to ensure compatibility with Diocesan entity systems and future planning. The Principal or his/her designee must approve the sale or disposition of all aspects of the information system. Any training involving the use of Diocesan entity information systems shall be approved in advance by the Principal or his/her designee to ensure compliance with policies and procedures.

Transmission or intended reception of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to: copyrighted material without appropriate permission, threatening or obscene material or material protected by trade secret. Use for commercial activities, product advertisement, or partisan political lobbying is prohibited. Intended transmission or reception of materials that would tend to violate the moral teaching of the Catholic Church or be scandalous to the Church is also prohibited. Any child pornography discovered shall be reported to law enforcement authorities.

Any network or computer may be monitored for improper use, network diagnosis and virus detection.

The Diocese requires the use of filtering software or services on all school computers with access to the Internet. This particular filtering and monitoring may also be done on all other computers without previous notice. Computers and networks that access the Internet must maintain a firewall that limits access to required services. Firewall and

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wireless access points shall not use vendor-supplied defaults for system passwords and other security parameters. Network logging is maintained. Security assessments shall be performed on a regular basis to ensure network integrity.

When minors are using the Internet, access to visual depictions must be blocked or filtered if they are (a) obscene, as that term is defined in section 1460 of title 18, United States Code; (b) child pornography, as that term is defined in section 2256 of title 18, United States Code; or (c) harmful to minors. Staff may not disable the filters when minors are using them, even with parental or teacher permission and supervision. Appropriate staff may disable filters only for adults who are using filtered computers for bona fide research purposes. Minors' use of the Internet should be monitored. Appropriate language shall be used while respecting the rights of others. Minors should sign and a guardian co-sign the Internet Use Policy for minors found in the Policies for Faith Formation and Education Programs, Policy 615.1.

In general, personal addresses and personal phone numbers should not be made public over the Internet without special permission. Personal addresses and phone numbers of minors should never be given out over the Internet. Illegal activities will be reported to law enforcement.

Internet information is not guaranteed to be confidential. The use of credit cards is prohibited unless a secure system of encryption is available.

Attempts to disrupt the use of the network by destroying data of another user or of the network are prohibited. Attempts to use system administrator access rights or another user's account without written permission are prohibited. Any user identified as a security risk may be denied access to the network.

All computers should continuously run anti-virus/malware software while in operation. Computer equipment used in home offices that exchange data with Diocesan or Diocesan entity computer networks shall use anti-virus/malware software approved by the Diocesan Director of Technology. Any information downloaded from the Internet should be scanned for viruses before use. Computers and network equipment should utilize current service pack or firmware versions with all applicable current security patches installed.

The Diocesan entity makes no warranties of any kind, whether expressed or implied, for Internet service including loss of data, delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained is at the operator's risk. It is up to the user to verify or validate all of the information obtained. Users are responsible for backing up data not stored on the network.

Staff members are not permitted to use images, logos or seals of the Diocese or Diocesan entities, in any form on the Internet or in any form of print or electronic communication, including a chat room, e-mail, social network, blogging or other messaging system without the prior permission from the Diocesan Director of Communication or Diocesan entity unless in the course of official business while using Diocesan or Diocesan entity approved e-mail, faxing or networking systems.

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Staff members shall not engage in any electronic messaging system, blogging or other social networking, whether using Diocesan entity's property and systems or personal computer systems that may harm or tarnish the image, reputation and/or goodwill of the Diocese, Diocesan entities and/or any of its staff. Staff are also prohibited from making any discriminatory, disparaging, defamatory, profane, or harassing comments when blogging or using any other social networking or electronic messaging system. If a staff member is expressing his or her beliefs and/or opinions in any form of electronic messaging including blogging or other social networking system other than systems used by the Diocese or Diocesan entity, the staff member may not, expressly or implicitly, represent themselves as a staff member or representative of the Diocese or Diocesan entity.

This policy complies with the Payment Card Industry Data Security Standard (PCI DSS). Specifically, this policy prohibits the electronic reception or storage of credit card information. If the Principal authorizes the use of a third-party credit card-reading machine (a stand-alone terminal) at the Diocesan entity via a telephone line and without accessing the Internet or storing electronic data, the PCI Data Security Standard Self-Assessment Questionnaire B and Attestation of Compliance (SAQ B) shall be completed and kept on file with the CFO. See www.pcisecuritystandards.org for current information and forms.

The electronic transmission and reception of any confidential information shall comply with the Diocesan Cyber Security Policy and Procedures. Financial account information that is inadvertently received electronically will not be stored electronically on any Diocesan entity-owned or personal devices. Financial information received or converted to paper form will be retained until the transaction is completed and will then be destroyed. While the information is being retained it will be kept in a securely locked location that provides access only to those persons authorized by the Principal.

Personal identification information (PII) shall be retained by the Diocesan entity electronically or in paper form only for the amount of time required by civil or canon law. Event information containing personal identification information shall be destroyed immediately following the conclusion of the event or as allowed by civil law. Personal identification information in electronic form shall be stored in a folder requiring controlled access. While personal identification information is being retained in paper form it will be kept in a securely locked location. Personal identification information shall be accessible only to those authorized by the Principal or his designee.

USE OF EQUIPMENT AND VEHICLES

Staff should notify their supervisor if any equipment appears to be damaged, defective, or in need of repair. The staff member's immediate supervisor can answer any questions about responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in corrective disciplinary action, up to and including termination of employment. Although the Diocesan entity voicemail and computer (e-mail) systems are

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provided for business purposes, the Diocese entity recognizes that employees may make incidental use of these systems for personal use if it is done only on personal time and in a responsible manner.

RETURN OF PROPERTY

Staff members are responsible for all property, materials, or written information issued to them. Staff members must return property (e.g., keys, credit cards, books, media, manuals, equipment, Staff Handbook) to the Diocesan entity immediately at the time of termination or upon request.

DRESS POLICY

To maintain the favorable image of the Diocesan entity, staff must present a professional and modest appearance at all times. Moderation and good taste must be observed in regard to clothing and appearance. Principals have the authority to establish guidelines regarding dress that best suits the job duties in their departments.

Therefore, the following dress code should guide staff members:

- Clothing should be clean, neat and modest.
- Extremes in clothing, hair styles and heavy scents should be avoided.
- Certain revealing clothing, mid-thigh or shorter garments, low neckline and off-the-shoulder attire are not permitted.
- Footwear should be worn for the staff member's protection.
- Hair, beards, mustaches and sideburns should be clean and neatly styled.

Staff members who violate the established dress code may be dismissed from work for the day and subject to disciplinary action. Any request for exceptions must be approved by the Principal through the employee's department head.

BUSINESS TRAVEL EXPENSES

The Diocesan entity will reimburse employees for reasonable business travel expenses. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals incurred as part of an overnight stay, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Diocesan entity. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include:

- **Mileage costs for use of personal cars only when less expensive transportation is not available.** This does not include mileage within the city of the Diocesan entity.
- Cost of standard accommodations in low to midpriced hotels, motels, or similar lodgings.

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- Cost of meals incurred as part of an overnight stay which are no more lavish than would be eaten at the employee's own expense.
- **The cost of alcohol will not be reimbursed.**

All expenses must have receipts. The minimum accumulated reimbursement accompanied by receipts is \$25.00. **Employees may request cash advances to cover anticipated travel expenses. Vehicles owned, leased, or rented by the Diocesan entity may not be used for personal reasons. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.**

SAFETY AND SECURITY

The Diocesan entity is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Diocesan entity has adopted the following guidelines to deal with intimidation or other threats of or actual violence that may occur.

The Diocesan entity takes all reasonable steps to assure a safe work environment and compliance with federal, state, and local safety regulations. It is important for staff members to also take all reasonable steps to avoid accidents which involve coworkers or themselves. Staff members are expected to obey safety guidelines and to exercise caution in all their work activities. Staff members are responsible for reviewing and complying with the Diocesan entity's current safety and security procedures. All staff members are required to immediately report unsafe conditions to their supervisor. The Diocesan entity will provide regular communication on safety awareness issues to all management personnel and with the safety advisory group.

All staff should be treated with courtesy and respect at all times. Staff is expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises and all related program activities. All threats of, or actual violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor. This includes threats by staff, as well as threats by visitors, vendors, solicitors, or other members of the public. When reporting a threat of violence, information should be as specific and detailed as possible.

When making a decision whether to intercede, the staff member should be reasonable and prudent, taking into account the safety of those under their charge as well as their own personal safety. The Diocesan entity will promptly and thoroughly investigate all reports of threats of, or actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, staff under investigation may be suspended, either with or without pay. Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Offices, work areas, desks and other storage areas remain the sole property of the Diocesan entity and can be inspected at any time, either with or without prior notice.

Staff is encouraged to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

It is the policy of the Diocesan entity to maintain an environment that is free from harassment based on the protected classifications found in the Compliance with State and Federal Laws section of this Handbook. No employee, volunteer, or student shall be subjected to harassment including sexual harassment. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer, or student through conduct or communication. Each Principal shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state, and federal laws and Diocesan policies and procedures governing harassment. Staff is required to acknowledge, electronically, the receipt of Policies Relating to Sexuality and Personal Behavior every five years through the VIRTUS website. Violations of this policy or procedure will be cause for disciplinary action. See the Policies Relating to Sexuality and Personal Behavior for additional information.

Any person who alleges any form of harassment by an employee, volunteer, or student shall file a complaint, preferably in writing, directly to his/her supervisor or Principal. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident. The form for reporting harassment is found in the Policies for Faith Formation and Education Programs, Policy 430, <http://www.davenportdiocese.org/schools/LibrarySchool.htm>.

The filing of a grievance or otherwise reporting of harassment will not reflect upon the complainant's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. An investigation will take place to determine if the charges are substantiated, after which a summary of the investigation will be developed. If charges are substantiated, contact should be made with the Superintendent of Schools Office and/or Office of Faith Formation for counsel if involving an education program or with the Principal if not involving an education program.

A substantiated charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.

EMERGENCY CLOSING

At times emergencies, such as severe weather, fire, and power failure, can disrupt HTC Schools' operations. In extreme cases, these circumstances may require the closing of the schools. Employees should call ahead to determine if the school is closed for an emergency.

When the decision to close the school is made after the workday has begun:

- Exempt employees scheduled to work will receive full pay for the day.
- Non-exempt employees who are required to stay to complete essential operations will be paid time and a half for the hours worked after the school has been closed.
- Non-exempt employees who are not required to stay will receive regular pay for their regularly scheduled hours.

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When the decision to close the school is made before the workday has begun:

- Exempt employees who are scheduled to work will receive full pay for the day.
- Non-exempt employees who are required to work to complete essential operations will be paid time and a half for the hours that are worked.
- Non-exempt employees who are not required to work will receive regular pay for their regularly scheduled hours.

In the case where the school is kept open but it is left up to the employee's discretion as to whether or not it is safe to travel to work, the supervisor must be notified.

- Exempt employees will receive full pay for the day.
- Non-exempt employees will receive regular pay for the actual hours worked.
- Non-exempt employees may use available vacation time if they decide not to work.

Note: Schools and faith formation programs will follow their own procedures for emergency closings.

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STAFF ACKNOWLEDGMENT FORM

The personnel policies describe important information about at will employment or volunteer work with Diocesan entities. I understand that I should consult with my supervisor concerning any questions I may have regarding these policies.

Since the information and benefits described within the policies may be subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing guidelines. Only the Bishop of Davenport has the ability to adopt any revisions to the Staff Handbook for Diocesan Entities.

I have entered into my at-will employment relationship with the Diocesan entity voluntarily and acknowledge that there is no specified length of employment. This handbook is not considered a contract of employment. Accordingly, either I, or the Diocesan entity can terminate the relationship at will, with or without cause, at any time. Only the Bishop of Davenport has the authority to alter, in writing, the voluntary at-will employment status of any Diocesan entity.

I hereby acknowledge that I have received a copy of the Staff Handbook for Diocesan Entities. I also acknowledge that I have reviewed the Policies Relating to Sexuality and Personal Behavior.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have reviewed the policies, and I understand that it is my responsibility to read and comply with these policies and any revisions made to them, and that violations of these policies are not tolerated.

STAFF MEMBER SIGNATURE

DATE

STAFF MEMBER NAME (TYPED OR PRINTED)

<p>Please submit a copy of this acknowledgement form to the Principal or to his/her designee to be kept in the personnel file</p>
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TEACHER OR OTHERS WITH WRITTEN CONTRACT ACKNOWLEDGMENT FORM

The personnel policies describe important information about at will employment or volunteer work with Diocesan entities. I understand that I should consult with my supervisor concerning any questions I may have regarding these policies.

Since the information and benefits described within the policies may be subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing guidelines. Only the Bishop of Davenport has the ability to adopt any revisions to the Staff Handbook for Diocesan Entities.

I have entered into my written contractual employment relationship with the Diocesan entity voluntarily and will abide by the terms stipulated by the contract and with this Handbook.

I hereby acknowledge that I have received a copy of the Staff Handbook for Diocesan Entities. I also acknowledge that I have reviewed the Policies Relating to Sexuality and Personal Behavior.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have reviewed the policies, and I understand that it is my responsibility to read and comply with these policies and any revisions made to them, and that violations of these policies are not tolerated.

STAFF MEMBER SIGNATURE

DATE

STAFF MEMBER NAME (TYPED OR PRINTED)

<p>Please submit a copy of this acknowledgement form to the Principal or to his/her designee to be kept in the personnel file</p>
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APPENDIX A – INCIDENT REPORT FORM

The parish/institution should make a report that contains the following information:

INCIDENT REPORT FORM

Place and Location of Incident: _____ **Date:** _____ **Time:** _____

Person Making Report: _____ **Title:** _____

Involved Party (ies):

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Witnesses (if any):

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Investigation Conductors:

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Name: _____ Contact Phone Number: _____

Address: _____
(Street Name and Number) (City) (State) (Zip Code)

Description of the Incident in as much detail as possible:

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Action Taken: _____

Preventive Measures for the Future: _____

Signature: _____ **Title:** _____

Principal Signature: _____

Title: _____

Regulation Adopted: July 16, 2001
Regulation Revised: June 5, 2002
Regulation Revised: February 11, 2015