

St. Mary-St. Paul Parish

PERSONNEL POLICY MANUAL

JULY 1 2012

ST. MARY-ST. PAUL PARISH BIG RAPIDS, MICHIGAN

To Our Staff:

JULY 1, 2012

As a member of our Parish staff, we believe it is important that you have up-to-date information about our obligations towards each other. This Personnel Policy Manual is for your reference and will explain what can be expected from our Parish, as well as what is expected of you. The information provided in this Manual represents the policies that will guide us in managing our human resources. As circumstances require, changes will be made to this document to assure it properly defines our ongoing needs.

The Parish recognizes and respects the individual worth of all staff members and their contribution to its overall goals and interests. We believe in drawing upon strength in the experience of our past and diligently pursue those elements which have become part of our operating philosophy including:

- Providing a high level of quality in serving our parishioners;
- Maintaining a team of professionals who are committed to bringing excellence to their respective responsibilities and those of our Parish;
- Assuring a safe and healthy environment for visitors as well as every member of our organization;
- Providing a workplace that encourages staff to achieve to the fullest of their ability.

We are committed to a philosophy of fair and unbiased treatment of people, a treatment that will attract, retain and motivate those who desire to secure employment with us.

Welcome to our Parish. I look forward to working with you toward the mutual success of our personal and Parish goals.

Rev. Lam T. Le, Pastor
St. Mary-St. Paul Parish,
Big Rapids, Michigan

ST. MARY –ST. PAUL PARISH PERSONNEL POLICY MANUAL

TABLE OF CONTENTS

| | |
|--|-----------------------|
| LETTER TO PARISH EMPLOYEES | i |
| | <u>SECTION</u> |
| INTRODUCTION | 10.0 |
| • Scope of Personnel Policies | 10.1 |
| • Rights and Obligations | 10.2 |
| • Amendment | 10.3 |
| AT-WILL EMPLOYMENT | 20.0 |
| EQUAL EMPLOYMENT OPPORTUNITY | 30.0 |
| EMPLOYMENT | 40.0 |
| • Personnel Treatment | 40.1 |
| • Drug Free Workplace | 40.2 |
| • Anti-Harassment Policy | 40.3 |
| • Disability Accommodation | 40.4 |
| • Employment of Related Persons | 40.5 |
| • Personnel Records | 40.6 |
| EMPLOYEE CLASSIFICATIONS | 50.0 |
| PERFORMANCE REVIEWS | 60.0 |
| COMPENSATION | 70.0 |
| • Pay Period | 70.1 |
| • Holiday Pay | 70.2 |
| EXPENSE REIMBURSEMENT | 80.0 |
| • Mileage Reimbursement | 80.1 |
| • Conferences, Seminars and Workshops | 80.2 |
| • Business and Travel Expenses | 80.3 |
| • Honoraria and Stipends for Staff Members | 80.4 |

TABLE OF CONTENTS (continued)

| | <u>Section</u> |
|--|----------------|
| BENEFITS | 90.0 |
| • Health Insurance | 90.1 |
| • Dental Insurance | 90.2 |
| • Employees' Retirement Plan | 90.3 |
| • Life and Accidental Death and Dismemberment Insurance | 90.4 |
| • Long-term Disability Insurance | 90.5 |
| • Flexible Benefit Plan | 90.6 |
| • 403 (b) Tax-Deferred Annuity Plan | 90.7 |
| • Workers Compensation, Social Security and Unemployment Insurance | 90.8 |
| | |
| ATTENDANCE | 100.0 |
| • Workday and Week | 100.1 |
| • Overtime | 100.2 |
| • Record of Hours Worked - Time Reports | 100.3 |
| | |
| BENEFIT TIME | 110.0 |
| • Vacation Leave | 110.1 |
| • Paid Sick Days | 110.2 |
| • Holidays | 110.3 |
| • Bereavement Leave | 110.4 |
| • Military Leave of Absence | 110.5 |
| • Jury Duty | 110.6 |
| | |
| WORK ENVIRONMENT | 120.0 |
| • Anti-Fraud Policy | 120.1 |
| • Confidentiality | 120.2 |
| • Conflict of Interest | 120.3 |
| • Intellectual Property | 120.4 |
| • Media Contact | 120.5 |
| • Personal Appearance | 120.6 |
| • Personal Mail | 120.7 |
| • Personal Property | 120.8 |
| • Personal Telephone Calls | 120.9 |

| | |
|--|--------|
| • Policy and Procedures Guidelines on Technology | 120.10 |
| • Protection of Children and Young People | 120.11 |
| • Protocols | 120.12 |
| • Safety and Security | 120.13 |

TABLE OF CONTENTS (continued)

| | <u>Section</u> |
|---|-----------------------|
| • Smoke Free Workplace | 120.14 |
| • Social Media Guidelines | 120.15 |
| • Social Security Numbers | 120.16 |
| • Solicitations | 120.17 |
| PERSONAL RESPONSIBILITY | 130.0 |
| • Standards of Conduct | 130.1 |
| • Corrective Action Process | 130.2 |
| RECONCILIATION AND MEDIATION PROCEDURE | 140.0 |
| SEPARATION OF EMPLOYMENT | 150.0 |
| • Resignation | 150.1 |
| • Retirement | 150.2 |
| • Layoff | 150.3 |
| • Discharge | 150.4 |
| • Exit Interview | 150.5 |
| • Care and return of Parish Property | 150.6 |
| CONCLUSION | 160.0 |
| SIGN OFF FOR RECEIPT OF PERSONNEL POLICY MANUAL | 170.0 |
| APPENDIX A: PARISH POLICY AND PROCEDURE GUIDELINES ON TECHNOLOGY | 180.0 |
| APPENDIX B: STANDARDS OF MINISTERIAL BEHAVIOR IN DEALING WITH CHILDREN AND YOUNG PEOPLE | 190.0 |
| APPENDIX C: TUITION FOR EMPLOYEE FAMILY WITH CHILDREN ATTENDING ST. MARY CATHOLIC SCHOOL | 200.0 |
| APPENDIX D: SNOW/WEATHER DAYS | 210.0 |

**SECTION 10.0
INTRODUCTION**

**SECTION 10.1
SCOPE OF PERSONNEL POLICIES**

These personnel policies apply to all Full-Time, Part-Time, Less than Part-time and Temporary employees under the jurisdiction of the St. Mary-St. Paul Parish and other employees who may be brought within the coverage of these policies by specific written reference.

**SECTION 10.2
RIGHTS AND OBLIGATIONS**

Employees recognize and accept that working within our Parish structure implies understanding of the Diocese of Grand Rapids (Diocese) mission and our Parish orientation, and agree to conduct themselves personally and professionally so as to reflect consistently the mission and operational standards of our Parish.

While the policies in this Personnel Policies Manual do not constitute a legal contract, and do not modify the at-will employment relationship, Parish management believes these policies represent a sound basis for a productive relationship among all its employees. For this reason, management is committed to the full support of the policies stated in this Manual.

**SECTION 10.3
AMENDMENT**

The policies contained in this Manual supersede all other policies currently published or otherwise in existence which predate the effective date of the policy or policies. Parish management reserve the right unilaterally to modify the policies stated in this Manual. Modifications will be made in writing at management's sole discretion and will be communicated to all employees accordingly.

SECTION 20.0
AT-WILL EMPLOYMENT

Employment with the Parish is at-will. Nothing in this manual or any other document provided to employees constitutes an employment agreement with any employee, nor shall such be construed as a guarantee that employment or any benefit will be continued for any period of time. Salary or pay rates which are stated as a term of employment (e.g. annual salary) are for the sake of convenience and are not intended to, and do not, guarantee employment or any benefit for any period of time. Employment may be terminated by any employee or the Parish at any time for any reason. Advance notice will be provided and expected when possible, but is not required. No verbal modification of an employee's at-will status shall be effective, and no representative, supervisor or other employee of the Parish is authorized to make any promises or statements which would amend, alter or change this status. In addition, this statement of the nature of employment with the Parish supersedes all prior written and oral communications and prior practices concerning such employment.

SECTION 30.0
EQUAL EMPLOYMENT OPPORTUNITY

The Parish is fully committed to a policy of equal opportunity in its employment practices. The Parish supports and complies with applicable laws prohibiting discrimination in hiring, training, promotion, compensation, benefits, layoff or other conditions of employment on the basis of race, color, sex, age, religion, national origin, disability, genetic information, height/weight, marital or veteran status, or status in any group protected by state or federal law.

It should be recognized, however, that there are certain positions which require membership and active participation in the Roman Catholic Church in order to fulfill the responsibilities of the position; consequently for certain ministerial type positions religious affiliations or beliefs will not be a protected non-discrimination category.

The Parish shall apply each employment policy in a manner it considers most fair, and in accordance with the Equal Employment Opportunity Law.

SECTION 40.0 EMPLOYMENT

SECTION 40.1 PERSONNEL TREATMENT

Parish employment policies are based on the following principle:

"The Parish recognizes that all staff members are entitled to be treated with respect, dignity and courtesy."

An effective organization requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Parish expects all employees to maintain high standards in their working relationships, and in the performance of their duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- Exercise due care to protect the mental and physical safety of colleagues, subordinates and constituents;
- Seek and apply the knowledge and skills appropriate to assigned responsibilities;
- Ensure that their actions or those of another on their behalf are not made with any intent of advancing private economic or personal interests;
- Refrain from using their position or Parish property for partisan political purposes except as outlined in the current Michigan Catholic Conference's Political Guidelines on Electoral Politics for Pastors and Parishes.
- Avoid accepting anything of value offered by another for the purpose of influencing judgment.

SECTION 40.2 DRUG FREE WORKPLACE

The Parish maintains a strictly drug-free workplace. The abuse of drugs and alcohol poses a serious threat to both the Parish and its employees. Commonly abused or improperly used drugs and substances include, but are not limited to: alcohol, pain killers, sedatives, stimulants and tranquilizers, as well as marijuana, cocaine, heroin, or any controlled substance. It is the responsibility of both the employee and the Parish to maintain a safe, healthful and efficient work environment. For this purpose, the Parish has adopted these policies:

- The possession, use or sale of unauthorized or illegal drugs or the misuse of any legal drugs is prohibited and constitutes grounds for discharge and possible criminal prosecution.
- Employees under the influence of drugs or alcohol, which impairs judgment, performance, or behavior, while on Parish or diocesan premises or while on Parish business, are subject to corrective action up to and including discharge. If you are taking legally prescribed medications that may impair your judgment, performance or behavior while on Parish or diocesan premises or Parish business, you should advise your supervisor in advance and discuss whether you are fit for duty.
- Employees are subject to drug and/or alcohol screens on a random basis and/or for reasonable suspicion. Legally prescribed medications taken as prescribed will not be reported and will not result in a failed drug test.
- An employee's failure to cooperate in drug and/or alcohol screens upon request is subject to corrective action, including discharge.

**SECTION 40.3
ANTI-HARASSMENT POLICY**

The Parish will maintain an environment that nourishes respect for the dignity of each individual.

The Parish does not condone and will not tolerate harassment. Harassment is any unwelcome or unsolicited verbal, physical, visual or other conduct of a racial, sexual, ethnic or other nature, that unreasonably interferes with an employee's job performance or creates a hostile, offensive or abusive working environment. The Parish prohibits harassment in any form, including but not limited to verbal, physical, visual, or electronic communication. Employees must notify their supervisor and/or their supervisor's supervisor if they experience or observe harassment. If the reporting employee would feel uncomfortable reporting the harassment to the employee's supervisor or the supervisor's supervisor, the employee should contact the Chancellor for the Diocese. The Parish prohibits retaliation for reporting or participating in the reporting of harassment claims. All claims will be investigated promptly. After completion of the investigation, the evidence will be evaluated and appropriate action will be taken.

The Parish policy includes a prohibition against sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or retain employment or to obtain any employment benefit.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or

- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment may take many forms, including verbal, physical, or visual. The following are a few examples of sexual harassment:

- Direct or indirect pressure for sexual favors.
- Sexual remarks about clothing, body or sexual activities.
- Touching, patting, pinching, grabbing or similar actions.
- Brushing against the body.
- Foul language or lewd jokes.
- Unwelcome advances.
- Calendars and pictures of a sexual nature put on walls whether in common areas or private offices.
- Behavior that is not directed at a particular individual or group of individuals but is disproportionately more offensive or demeaning to one sex is also considered sexual harassment.

The Parish will not allow any form of harassment initiated by, or directed at, including, but not limited to, employees at work or while on Parish business, individual contractors, volunteers, and vowed religious personnel. The Parish reserves the right to suspend the alleged harasser, with or without pay, pending the completion of an investigation. Persons engaging in sexual harassment will be subject to corrective action, up to and including discharge and possible criminal prosecution.

SECTION 40.4 DISABILITY ACCOMODATION

The Parish complies with the Americans with Disabilities Act, as amended, and will make every effort to provide reasonable accommodations to a work area or procedures as a result of a disability. The ADA is intended to provide a broad scope of protection for employees with a covered disability.

The Parish supports employment of qualified individuals with disabilities. If any employee believes that accommodation of a disability is necessary to perform the essential functions of a position, Michigan law requires the employee to notify the Parish of this in writing within 182 days after the employee knows or reasonably should have known of the need for accommodation. Any accommodation request due to a disability must be in writing and directed to the Parish.

The Parish will engage in an interactive process with the individual to determine the nature and scope of the disability and to explore reasonable accommodations that will allow the individual to

perform the essential functions of the job. Additional, reasonable time off beyond the specified leave periods in this Policy Manual will be considered as a possible accommodation on a case by case basis.

SECTION 40.5 EMPLOYMENT OF RELATED PERSONS

The Parish prohibits family members of employees from being placed in positions where they 1) directly supervise or are supervised by another family member, 2) may show favoritism in employment or promotion of such family members, or 3) have access to sensitive information regarding a family member. Exception to this policy may occur when assistance is needed for temporary assignment or special short-term project. Such exceptions require the prior approval of the Parish Management.

For the purposes of this policy, "family member" means spouse, father, mother, father-in law, mother-in-law, son, daughter, brother, sister, son-in law, daughter-in-law, brother-in law, sister-in law, stepparent, stepchild, aunt, uncle, first cousin and any other person in a role similar or relationship to the employee.

Employees may not continue to work in situations where there is supervisory relationship with a relative. Should a situation occur that runs contrary to this policy through promotion, transfer, or marriage, the affected individuals have 30 calendar days in which one of them may request transfer to another position (subject to availability and Parish determination as to qualifications), or resign. Failure of the related employees to resolve the situation will result in termination of employment or transfer of one or both of the employees.

SECTION 40.6 PERSONNEL RECORDS

A cumulative personnel record will be maintained by the Parish. The personnel record may contain for example, the employment application, employment status change forms, performance evaluations, corrective actions, and correspondence. Eligibility verification form (I-9), medical information, and benefit and tax information are maintained separately from the personnel file. The personnel records are the property of the Parish.

Personnel records are confidential and available only to the employee and to appropriate supervisory personnel and outside consultants (such as the Parish attorneys) on a need to know basis. Information is not released to outside organizations on present or former employees without authorization from the individual employee, except as allowed or required by law. It is the

responsibility of the employee to keep the Parish advised of current address, phone number, and emergency contact information.

Upon written request, individual personnel files and records are available for periodic review by the employee at reasonable intervals (generally not more than two times per calendar year). Viewing of the file is done during regular business hours in the presence of the Pastor or designee. If review during normal office hours would require an employee to take time off from work, then the Parish will provide some other reasonable time for review in the presence of the Pastor or designee.

SECTION 50.0 EMPLOYEE CLASSIFICATIONS

Employees hold the following designations as defined by and in accordance with the Federal Fair Labor Standards Act of 1938, as amended:

Exempt

Employees working in a bona fide executive, administrative or professional capacity, based on their compensation and job duties, are designated as “exempt” and are not entitled to overtime pay under the Fair Labor Standards Act. Employees are paid on a salaried basis and ordinarily work at least 2,080 hours per year (average 40 hours per week), and receive full benefits. Certified teaching staff are considered exempt regardless of whether they are salaried and do not necessarily work year-round (i.e. 2080 hours). Exempt employees may work in excess of 2,080 hours per year or in excess of 40 hours per week and are not entitled to additional compensation or compensatory time off.

Non-exempt

Employees not designated as “exempt”, as defined above, are considered “non-exempt”, and are generally (but not necessarily) paid on hourly basis. Non-exempt employees receive one and one-half times their regular hourly wage for each hour of overtime they work. Overtime is defined as actual hours worked in excess of 40 worked hours in a given week and must be approved in advance by the supervisor.

The benefits eligibility classifications at the Parish are:

Regular Full-Time - Employees who are regularly scheduled to work thirty-eight and three-quarter (38.75) hours per week over a twelve-month period. Such employees receive Full-Time benefits. This applies to employees working 52 weeks per year in a parish setting and 41 or more weeks per year in a school setting (employees in a school setting do not receive paid vacation or paid holidays)

Regular Part-Time - Employees who are regularly scheduled to work at least twenty (20) hours but less than 38.75 hours per week over a twelve-month period. Such employees are eligible to receive health and dental insurance coverage by arranging to pay a pro-rated share of the premium through a payroll deduction. Other available benefits are provided to Regular Part-Time employees on a pro-rated basis.

Less than Part-Time - Employees who are regularly scheduled to work less than twenty (20) hours per week over a twelve-month period. Such employees are not eligible for benefits except those required by law.

Temporary - Seasonal employees hired to work a schedule not to exceed 120 calendar days, or intermittent employees working variable schedules during various periods. Such employees are not eligible for benefits except those required by law.

An employee's status does not automatically change from Temporary or Part-Time to Regular Full-Time even if the employee's scheduled hours increase. Regular Full-Time status becomes effective only when officially classified Regular Full-Time in Parish records.

SECTION 60.0
PERFORMANCE REVIEWS

Performance reviews are typically conducted once a year. The purpose of the review is to gauge staff performance objectively as compared to mutually developed and agreed upon personal goals and objectives. Employees will be asked to sign the evaluation, acknowledging having been evaluated. Employees will be expected to show improvement in those areas indicated as needing improvement.

**SECTION 70.0
COMPENSATION**

It is the policy of the Parish to provide compensation that compares favorably with other similar organizations within our community, for similar work under similar conditions. Compensation is periodically reviewed and adjusted based on an annual update of market demand for the positions and other relevant factors.

**SECTION 70.1
PAY PERIOD**

Compensation is paid bi-weekly. Employees shall ensure that paid time-off (i.e., sick, personal, vacation, and other time-off classifications) taken during the preceding pay period is properly recorded and submitted with time sheets on a timely basis to ensure proper recording of paid time-off taken.

The pay period begins at 12:01 A.M. Sunday and ends at 12:00 Midnight on the second Saturday following.

Pay day is Wednesday, which means there are usually 26 pay days each year. On each pay day, the employee will receive a check or deposit advice for the hours worked during the previous two weeks. Pay checks/deposit advices will normally not be distributed prior to the respective pay day unless prior arrangements have been made. The Parish cannot cash pay checks, and an employee cannot draw money in advance of regular pay.

In the event a Parish holiday should fall on pay day, Wednesday, checks will be issued the preceding day.

If an employee believes there is an error in the calculation of their paycheck, the employee should immediately bring the matter to the attention of payroll for resolution. The Parish is committed to proper administration of all aspects of wage and hour law.

**SECTION 70.2
HOLIDAY PAY**

Non-exempt employees scheduled to work the observed holiday will be paid one-and-one-half (1-1/2) their base wage rate for hours worked. Exempt staff required to work all or a portion of the observed holiday may take equivalent time off on another day off during the pay period with prior approval of the department supervisor.

**SECTION 80.0
EXPENSE REIMBURSEMENT**

Reimbursement for reasonable business expenses incurred while performing Parish-related duties (i.e., authorized attendance at meetings, conferences, and luncheons) will be made when corresponding documentation is presented and approved by the department supervisor. See Sections below for details on reimbursable expenses and conditions.

All reimbursable expenses must be reported on the Parish Expense Report and submitted within sixty (60) days to the department supervisor for appropriate approval. The Parish assumes no responsibility for expenses which have been incurred 60 days or more prior to being submitted for reimbursement, after which such expenses will become the personal responsibility of the employee. Receipts are required for all expenses other than mileage. Reimbursements are paid in accordance with the regular accounts payable cycle.

**SECTION 80.1
MILEAGE REIMBURSEMENT**

Employees who are authorized to utilize their personal vehicle for official Parish business will receive mileage reimbursement equivalent to the current Diocesan approved mileage rate. This allowance is to compensate the employee for the cost of gasoline, oil, depreciation and insurance. Mileage will be reimbursed from the worksite to the meeting site and back to the worksite. Local travel within a ten mile radius of the worksite is not reimbursed except for unusual circumstances where prior approval is given by the department supervisor and/or Pastor.

Mileage incurred during the course of performing Parish business not originating and terminating at the worksite will be the mileage incurred net of the employee's usual commuting miles. If an employee is authorized to attend a meeting outside of normal business hours, mileage will be reimbursed from the employee's residence to the meeting site and back to the employee's residence.

**SECTION 80.2
CONFERENCES, SEMINARS AND WORKSHOPS**

The Parish encourages the growth and development of employees through participation and attendance at professional, technical and educational meetings and conferences. Not only does participation enhance the professional development of the individual employee but promotes the public relations message and image of the Diocese.

Permission from the employee's supervisor and/or Pastor must be obtained in advance for all workshops, seminars, professional meetings and conferences attended on Parish time, and is subject to available financial resources.

It is the responsibility of the employee to notify the department supervisor of attendance at professional development meetings and training for inclusion in the employee's personnel file.

SECTION 80.3 BUSINESS AND TRAVEL EXPENSES

The Parish will reimburse employees for reasonable expenses necessary to fulfill the purpose of a pre-approved business trip. Reasonable expenses include lodging, meals, and travel expenses while on official business.

Reimbursable travel may include mileage reimbursement or plane fare at economy coach or tourist class rates, lodging, meals, taxi fare, and car rental. Personal expenses such as telephone, dry cleaning, laundry and personal grooming products are not reimbursable. Employees will be charged for the differential for first-class airfare, upgraded car rental and/or luxury hotel/lodging except under unusual circumstances which requires prior approval from the department supervisor. Meal costs should not be extravagant but appropriate to the nature of the employee's trip. Alcoholic beverages are not reimbursable. Necessary parking and toll charges will be reimbursed. Local travel is not reimbursed except for unusual circumstances where prior approval is given by the department supervisor.

SECTION 80.4 HONORARIA AND STIPENDS FOR STAFF MEMBERS

All employees receive compensation for services provided to Diocesan parishes, schools and organizations through their regular salary.

When an employee gives a program, workshop or consultation at a Diocesan, parish or school sponsored event that is within the scope of the job description or responsibility, the employee will not receive a stipend, regardless of the institution sponsoring the event. In this case, it is understood that the employee makes use of the regular weekly work schedule for the preparation and presentation involved.

When an employee uses regular work time to prepare and give programs, workshops, or consultations for any group other than a Diocesan, parish or school sponsored event, any stipend paid by the institution must be given to the parish. In this case, the employer has paid for the time and should receive the compensation.

When an employee uses time other than the regular weekly work time to prepare and give programs, workshops, or consultations for any group other than a Diocesan, parish or school sponsored event, the stipend given belongs to the employee. Such events, including their preparation, must not interfere with performance of the employee's job duties for the Parish and must not be inconsistent with the Parish's mission.

If the sponsors of a Diocesan, parish or school event feel that reimbursement should be provided, employees may accept such payment on behalf of their departments or program within the parish. These payments are to be submitted to the Parish Business Office for appropriate credit to the department or program.

**SECTION 90.0
BENEFITS**

Where insurance is provided, benefits as specifically stated in the Summary Plan Description are binding regardless of any statement contained in this Manual, or any other statements or policies of the Parish. In case of any difference between the following summaries and the insurance policies or official plan document, the terms of the insurance policies and plan control.

Eligibility, benefits, coverage and costs are subject to terms of the insurance policies and plans, and are subject to change. Coverage will be provided by an insurance carrier or medical provider selected by the Michigan Catholic Conference.

**SECTION 90.1
HEALTH INSURANCE**

Eligibility

Regular Full-Time and Regular Part-Time employees are eligible to participate on the first of the month following date of hire.

Cost

The sharing of the health insurance premium between the parish and the employee is following:

Single Coverage:

| <u>Hours Per Week</u> | <u>Eligibility</u> | <u>Employer Pays</u> | <u>Employee Pays</u> |
|-----------------------|--------------------|----------------------|----------------------|
| 20-38.75 | Single Coverage | 60% | 40% |
| 38.75-40 | Single Coverage | 95% | 5% |

Family Coverage:

| <u>Hours Per Week</u> | <u>Eligibility</u> | <u>Employer Pays</u> | <u>Employee Pays</u> |
|-----------------------|--------------------|----------------------|----------------------|
| 20-38.75 | Family Coverage | 55% | 45% |
| 38.75-40 | Family Coverage | 75% | 25% |

Benefit

Provides medical coverage. If more than one employee in a family (employee, spouse, dependents) is eligible for coverage from the Parish, G.R.C.S.S. or the Diocese, only one policy will be issued.

Claims

It is the employee's responsibility to fill out appropriate forms and to consult the Michigan Catholic Conference guide for details regarding benefits coverage. Coordination of health care benefits may apply if covered employees have another health care plan in force.

Leave of Absence

If an employee takes an approved leave of absence, it is the responsibility of the employee to make arrangements with the Parish concerning payment of insurance premiums.

Termination

All insurance benefits end upon termination of employment.

SECTION 90.2 DENTAL INSURANCE

Eligibility

Regular Full-Time and Regular Part-Time employees are eligible to participate on the first of the month following date of hire.

Cost

The sharing of the dental insurance premium between the parish and the employee is following

Single Coverage:

| <u>Hours Per Week</u> | <u>Eligibility</u> | <u>Employer Pays</u> | <u>Employee Pays</u> |
|-----------------------|--------------------|----------------------|----------------------|
| 20-38.75 | Single Coverage | 60% | 40% |
| 38.75-40 | Single Coverage | 95% | 5% |

Family Coverage:

| <u>Hours Per Week</u> | <u>Eligibility</u> | <u>Employer Pays</u> | <u>Employee Pays</u> |
|-----------------------|--------------------|----------------------|----------------------|
| 20-38.75 | Family Coverage | 55% | 45% |
| 38.75-40 | Family Coverage | 75% | 25% |

Benefit

Provides dental coverage. If more than one employee in a family (employee, spouse, dependents) is eligible for coverage from the parish, G.R.C.S.S. or the Diocese, only one policy will be issued.

Claims

It is the employee's responsibility to fill out appropriate forms and to consult the Michigan Catholic Conference guidebook for details regarding benefits coverage. Coordination of dental benefits may apply if covered employees have another health dental plan in force.

Leave of Absence

If an employee takes an approved leave of absence, it is the responsibility of the employee to make arrangements with the parish concerning payment of insurance premiums.

Termination

All insurance benefits end upon termination of employment.

**SECTION 90.3
EMPLOYEES' RETIREMENT PLAN**

Eligibility

Employees must be 18 years of age or over to become a participant in the Michigan Catholic Conference Lay Employees' Retirement Plan. Contributions to the plan are made by the Parish for all eligible Full-Time and Part-Time employees who work at least twenty (20) hours per week for five (5) or more months in a calendar year.

Cost

Total cost of participation in the Pension Plan is paid by the Parish on behalf of all eligible employees.

Benefit

Provide financial assistance during your retirement years and also provides a financial benefit in the event of disability or death prior to retirement, once a participant becomes vested.

Claims

It is the employee's responsibility to fill out appropriate forms and to consult the Michigan Catholic Conference guidebook for details regarding benefits coverage.

Termination

If employment is terminated before five years of credited service are completed, the credited service will be forfeited. However, if the participant returns to work for a participating unit, some credited service may be available. Vested employees remain participants of the plan until they either draw a pension or withdraw their funds from the plan.

**SECTION 90.4
LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE – Optional to Parish**

Eligibility

Regular Full-Time and Regular Part-Time employees are eligible to participate on the first of the month following date of hire.

Cost

Total cost of participation in the Life and Accidental Death and Dismemberment Insurance Plan is paid by the parish on behalf of all eligible employees.

Benefit

The life insurance plan provides financial protection for your beneficiary(ies) by paying a benefit equal to one and one-half (1-1/2) times the employee's annual wage/salary in the event of your death. The accidental death and dismemberment insurance plan provides financial protection for our beneficiary(ies) by paying a benefit in the event of your death or for you in the event of any other covered loss.

Claims

It is the employee's responsibility to fill out appropriate forms and to consult the Michigan Catholic Conference guidebook for details regarding benefits coverage.

Termination

Coverage will cease upon termination of employment. Within thirty-one (31) days following termination, by making application and paying the first premium, the employee may convert the coverage to an individual insurance policy.

**SECTION 90.5
LONG-TERM DISABILITY INSURANCE – NOT AVAILABLE AT THIS TIME**

**SECTION 90.6
FLEXIBLE BENEFIT PLAN**

Eligibility

Regular Full-Time and Regular Part-Time employees are eligible to participate on the first of the month following date of hire in Premium Sharing Benefits (which permit employees to pay the employee portion of health and dental coverage premiums with pre-tax dollars).

Regular Full-Time and Regular Part-Time employees are eligible to participate on the first day of the next plan year in the Medical Expense Reimbursement and Dependent Care Assistance portions of the plan.

Cost

The plan is entirely employee funded. The contribution to the plan is based upon the employee's personal situation but subject to plan maximums. Generally, once the annual election to the plan is made, it cannot be changed unless there is a change in status.

Benefit

The plan provides employees the flexibility to reduce their taxable cash compensation in order to obtain nontaxable dependent care benefits, medical expense reimbursement benefits or medical benefits and other insurance benefits.

Claims

It is the employee's responsibility to fill out appropriate forms, supply documentation and to consult the Michigan Catholic Conference guidebook for details regarding benefits which may be covered with the pre-tax funds.

Termination

Participation will cease upon termination. Consult the Michigan Catholic Conference guidebook for details regarding the reimbursement of expenses incurred.

SECTION 90.7 403 (b) - TAX DEFERRED ANNUITY PLAN

Eligibility

Regular Full-Time, Part-Time, and less than part-time employees are eligible to participate on the first day of employment.

Cost

Contributions and fees are entirely employee funded.

Benefit

The 403(b) is a tax deferred retirement plan in which employees set aside money for retirement on a pre-tax basis through a salary reduction agreement. Contributions and earnings on investments grow tax deferred until the time of retirement, when withdrawals are taxed as ordinary income.

Claims

It is the employee's responsibility to fill out appropriate forms and to consult the Michigan Catholic Conference/Prudential retirement workbook for details on when and how to withdraw the available funds.

Termination

At the time benefits are payable, the account balance will determine how the account is handled.

SECTION 90.8 WORKERS COMPENSATION INSURANCE, SOCIAL SECURITY AND UNEMPLOYMENT INSURANCE

Each employee is covered by Workers Compensation Insurance, Social Security and Unemployment Insurance in accordance with state and federal statutes or Michigan Catholic Conference policy.

**SECTION 100.0
ATTENDANCE**

Successful operation of the Parish depends in large part upon the regular attendance of each of its employees. Good attendance, including reporting to work on time, is a condition of continued employment. Multiple or disruptive absenteeism (including being tardy or leaving early) will be handled by the supervisor through the corrective action process.

All employees are expected to report for work on time and when scheduled. While certain allowances will be made for occurrences beyond the control of an employee, chronic or excessive violations will result in corrective action up to and including discharge.

When employees are ill and unable to report to work, they are responsible for notifying their immediate supervisor or the supervisor's designee. Employees are to follow departmental procedures for calling in. Employees are responsible for notifying their supervisor every day of their absence (or to provide a statement from a medical care provider for the duration of the illness/injury). Any change in condition that alters the return to work date must be reported immediately to the supervisor.

If an employee needs to miss work (for any reason), the supervisor must be notified prior to the absence. Failure to call into work for three (3) consecutive work days will result in an automatic termination as a voluntary quit, unless you have provided a prior medical excuse for the days missed.

If an unexcused absence occurs on the day preceding or following a scheduled holiday, the employee will not receive pay for the holiday and may be denied paid leave for the missed day.

**SECTION 100.1
WORKDAY AND WEEK**

The standard week begins at 12:01 A.M., Sunday, and ends at 12:00 Midnight, Saturday. Business office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Individual employee hours may vary according to the position and departmental needs.

Employees are provided 30 minutes unpaid time for lunch. The scheduling of lunch and any break period is at the discretion of the immediate supervisor, and may vary from position to position.

The department supervisor will establish a schedule of regular work hours for employees which may be changed to accommodate parish operations within budget or for other reasons as deemed necessary.

SECTION 100.2 OVERTIME

On occasion, employee workload requires more than the usual workday to maintain the Parish's high standards of service. While employees are not usually required to work overtime, cooperation under these circumstances is appreciated and overtime may be mandated if necessary. Parish non-exempt employees may be covered by the overtime provisions of the Federal Fair Labor Standards Act ("FLSA") depending upon their work activities.

All overtime for non-exempt employees must be authorized by the supervisor prior to working the overtime hours. In all cases, it is the duty of the supervisor to exercise control over all overtime work.

Non-exempt employees are to be paid at the rate of one-and-a-half (1-1/2) times regular hourly rates for hours worked in excess of forty (40) hours in the standard work week. Sick, vacation, bereavement, holiday, personal days, and other benefit time do not count towards overtime calculation

Exempt staff members are not eligible for overtime compensation.

If attendance for any approved meeting is required, the employee will receive compensation in accordance with all pay policies including overtime when applicable. An approved hourly employee meeting is defined as being any meeting where attendance is required and sponsored by the Parish for its employees as approved by the supervisor.

The Parish complies with all applicable minimum wage, overtime pay, and other requirements of the FLSA and state law to the extent they apply to the Parish. The Parish prohibits any violations of wage/hour laws, including improper deductions from the salaries of exempt employees. If you believe that this policy has been violated, you should report it immediately to your supervisor, the Parish Pastor, or the Chancellor for the Diocese. Any such complaints will be promptly investigated. If, after appropriate investigation, the Parish determines that a violation has occurred, it will: (1) remedy the violation, including reimbursing you for any improper deduction; (2) take steps to ensure future compliance; and (3) if warranted, take appropriate disciplinary action against the employee who committed the violation, up to and including suspension or immediate termination.

The Parish prohibits retaliation, by other employees, in any form, against a person who has made a report under this policy in good faith, or who has cooperated in an investigation of a report under this policy. Any employee who has been found, after appropriate investigation, to have engaged in

retaliation will be subject to disciplinary action, up to and including suspension or immediate termination from employment.

SECTION 100.3
RECORD OF HOURS WORKED - TIME REPORTS

It is the responsibility of non-exempt employees to accurately record actual time worked and benefit time used. It is the responsibility of exempt employees to accurately record benefit time used. Supervisors are expected to enforce the following procedures within their department.

Exempt employees are required to record benefit time used.

Employees are to record their time on the Parish Time Sheet in the proper categories to accurately and completely reflect hours worked and hours to be compensated as paid time off. Time worked should be rounded to the nearest one-quarter (1/4) hour. Time sheets should be properly initialed by the department supervisor prior to their submission, on or before the scheduled time.

Employees must record only their own time on their own time sheets. Falsification of time reporting may result in corrective action up to and including discharge.

Supervisors are expected to enforce these procedures within their departments.

**SECTION 110.0
BENEFIT TIME**

**SECTION 110.1
VACATION LEAVE**

Regular Full-time and Regular Part-time employees accrue vacation at a rate based on the employee's anniversary date of service according to the following schedule:

| Length of Service | Number of Accrued Vacation Days per Year |
|--------------------------|--|
| 1 year through 5 years | 5 |
| 6 years through 15 years | 10 |
| 16 years and over | 15 |

"Years of service" means years of actual employment as a regular full or part-time employee

All earned vacation should be used by the end of the calendar year. Vacation carry-over is not allowed.

Each department supervisor will schedule vacations based on employee requests, subject to continuing orderly operations. Employees in some positions may be required to take vacations one full week at a time rather than daily vacation days. Requests for vacation time should be made at least four (4) weeks in advance, and are normally granted on a first come, first served basis.

Payments in lieu of vacation will not be made except upon termination of employment. In such event, the employee must have a minimum of 1 year of service and will be paid at the current wage rate for any available, earned vacation. Employees who do not give advance notice of their resignation as requested under Section 150.1 forfeit their accrued vacation pay.

Vacation pay will be computed on the basis of the employee's base hourly rate (straight time) only. When a paid holiday falls within an employee's scheduled vacation, the paid holiday will not be counted as a day of vacation.

All vacation must be properly recorded on the Parish Time Sheet including the number of hours and date taken.

SECTION 110.2 PAID SICK DAYS

Sick time is available to Regular Full-time and Regular Part-time employees when approved by the supervisor to allow for paid time away from work due to illness, to care for an ill immediate family member, or to attend medical appointments.

Regular Full-time employees are entitled to 5 paid sick leave days per year. Regular Part-time employees receive sick leave on a prorated basis. Accrual of sick days is effective January 1. Newly hired Regular Full-time and Regular Part-time employees will receive an allocation of sick leave to be used in the calendar year of hire that is based upon the month of hire.

Earned sick leave days are cumulative up to a maximum of fourteen (14) days. Upon separation of employment, accrued, unused sick time is forfeited.

Sick leave may be used for non-occupational illness or injury when an employee is too ill or injured to work safely. Sick leave of up to 3 days may be used due to the serious illness of the employee's immediate family member. Proof of serious illness of a family member may be required by the supervisor.

Upon return to work from an illness or injury lasting three or more consecutive days, a statement from a medical care provider indicating fitness for duty may be required prior to returning to work.

An employee who is eligible for benefits under the Workers Compensation Law may use accumulated sick leave to make up any difference between the amount of weekly Workers Compensation benefits and net pay.

SECTION 110.3 HOLIDAYS

The following are holidays observed at our parish:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on Saturday, the Parish shall observe the Friday preceding the holiday. When a holiday falls on Sunday, the Parish shall observe the Monday following as the official holiday.

Less than part-time and temporary employees will be allowed time off to observe the holiday, but will not be paid. Regular Part-time employees will be paid prorated for the holiday if the holiday falls on a regularly scheduled day. Employees on approved paid sick leave or on vacation will receive holiday pay. Holiday pay will not be granted to an employee on an unpaid leave of absence.

New eligible employees are eligible for holiday pay immediately upon employment.

SECTION 110.4 BEREAVEMENT LEAVE

In the case of the death of an immediate family member (father, mother, sibling, spouse, child, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandparents, grandchildren, and legal guardians), full-time employees are eligible for up to three (3) consecutive leave days .

If an employee requires additional time off, special arrangements must be approved through the supervisor and appropriate benefit time must be used. Otherwise, no additional time off which exceeds the Bereavement Leave policy will be paid. Additional unpaid time off may be allowed with the supervisor's pre-approval.

Part-time, less than part-time, and temporary employees are not eligible for paid bereavement time; however, they are able to request unpaid time off from their supervisor who will accommodate the request if possible.

Proof of eligibility for bereavement leave may be required by the supervisor.

SECTION 110.5 MILITARY LEAVE OF ABSENCE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services (including the United States Military Active or Reserve Duty or the National Guard) in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who need time off from scheduled work to fulfill military obligations must advise their supervisor as soon as they receive the military orders to report for duty. Employees are expected to assist in required training and redistribution of work to the extent possible before they have to report for duty. Employees are expected to return to work as required by USERRA regulations and will receive benefits as required by federal law.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Any employee who has National Guard military reserve status is entitled to a leave of absence with partial pay for up to a maximum two-week period in each calendar year. Employees will be paid the difference between the military and their normal weekly pay upon presentation to the supervisor of his or her military pay voucher. Should military pay exceed employee's wages, the Parish will not reimburse the employee. The Parish may require confirmation of the military orders requiring the time off.

SECTION 110.6 JURY DUTY

Our parish encourages its employees to cooperate in the performance of their civic duty by serving in the jury system when summoned. Regular full-time employees will be compensated at the regular wage minus any compensation paid by the court (excluding travel expenses). Regular part-time employees are paid the regular wage for the normally scheduled hours of work that are missed as the result of jury duty, minus any compensation paid by the court for service during regularly scheduled hours of work. In order to receive compensation, an employee must provide the supervisor prior notice of the summons for jury/witness duty. When released from jury duty during normal work hours, the employee must report to work. Reimbursement for jury duty loss of wages is limited to 10 days per calendar year.

This policy does not apply to an employee appearing in court or before administrative agencies on personal matters (i.e., divorces, criminal matters, lawsuits initiated by the employee, family problems, lawsuits on behalf of past employers, etc.). However, discretion is provided department heads in allowing time off with pay when an employee has been subpoenaed as a witness.

**SECTION 120.0
WORK ENVIRONMENT**

**SECTION 120.1
ANTI-FRAUD POLICY**

The anti-fraud policy was established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Parish. It is the intent of the Parish to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

This policy applies to any irregularity, or suspected irregularity, involving employees as well as volunteers, clients, consultants, vendors, contractors, and/or any other parties with a business relationship with the parish.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position, title, or relationship to the Parish.

Administrators, managers and supervisors are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the internal, false representation or concealment of a material fact for the purpose of inducing another to act upon it. Each administrator, manager and supervisor will be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity.

Any employee who suspects or discovers dishonest or fraudulent activity must notify the Pastor and Diocesan CFO immediately, and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act. The complainant may remain anonymous. The reporting individual should not contact the suspected individual in an effort to determine factions or demand restitution nor should the case, facts, suspicions or allegations be discussed with anyone unless specifically asked to do so by the Pastor and/or Diocesan CFO.

Actions constituting fraud include, but are not limited to, the following;

- Any dishonest or fraudulent act.
- Forgery or alteration of documents.
- Misappropriation of funds, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of Parish activities.
- Disclosing confidential or proprietary information to outside parties.

- Accepting or seeking anything of material value from contractors, vendors or persons providing service or materials to the parish. The exception would be gifts totaling less than \$50 in value.
- Inappropriate destruction, removal, or use of records, furniture, fixtures and equipment.
- Any similar or relate irregularity.

Any questions as to whether an action constitutes fraud, contact the Pastor or the Diocesan CFO for guidance.

The Pastor and/or Diocesan CFO have the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, reports will be issued as appropriate.

The Pastor, Diocesan CFO and/or those assigned to investigate must treat all information received as confidential, to the extent reasonable possible.

Except as required by law, investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know.

Employees assigned to investigate suspected fraud will have:

- Free and unrestricted access to all Diocesan and parish records and premises; and
- The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (including equipment and electronic files) on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.
- Responsibility for maintaining the integrity of any evidence removed for examination.

Care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney, or representative or any other inquirer should be directed to the Pastor and Diocesan CFO. Information concerning the status of an investigation will not be given out.

An investigation may result in disciplinary action, up to and including discharge. If discharge is recommended, the recommendation will be reviewed by the Diocesan CFO and outside counsel, before any such action is taken. The decision to discharge an employee is made by the Pastor. The Parish and/or the Diocese may pursue criminal charges or civil legal action to recover any improperly attained benefit.

SECTION 120.2 CONFIDENTIALITY

Parish employees might learn or receive confidential information in the course of their employment. During and after employment, confidential information may not be shared with non-employees except as provided by law or court order, and may be shared with other employees only on a need to know basis.

Confidential information is non-public information about the Parish, its employees, or any person or entity the Parish serves or does business with. Materials considered confidential must not be removed from the premises without prior approval of the supervisor. In addition, employees must use discretion in discussing the organization and its affairs, particularly outside the office.

Breaches of confidentiality may result in corrective action up to and including discharge.

SECTION 120.3 CONFLICT OF INTEREST

Employees should not engage in activities in which personal considerations or financial gain may compromise, or have the appearance of compromising, professional judgment and result in actions or choices that conflict with the best interest of the Parish. Employee conduct should be in a strictly professional, business-like manner to avoid any potential or actual conflict of interest or favoritism.

Potential conflicts of interest include, but are not limited to the following:

- Employment outside of the Parish – If an employee is employed outside of the Parish, it should not interfere, compete, or conflict with the best interests of the Parish or hinder the ability to meet parish responsibilities.
- Volunteer Activities/Community Involvement – Employees are encouraged to be involved in community and charitable activities as long as they do not compete with or create demands that interfere with their job.

In the event of a potential conflict of interest, the parish must be notified in writing of the conflict. Failure to report and correct a conflict of interest situation may result in corrective action up to and including discharge.

SECTION 120.4 INTELLECTUAL PROPERTY

Intellectual property that relates to an employee's job and that is generated by the employee in the course of work is the sole property of the Parish. Such intellectual property includes ideas, concepts, improvements, trade secrets, discoveries, inventions, and material that are subject to

the copyright laws. Any writings, drawings, charts, files, models, or other record of such intellectual property, whether kept on paper, electronically or in any other medium, are the sole property of the employer. While it is likely that the Parish would grant a request to use its intellectual property for non-commercial purposes related to the spread of the Gospel, such permission may be granted only in writing by the Pastor or his designee.

The Parish has exclusive rights to reproduce, license, sell and distribute said intellectual property.

SECTION 120.5 MEDIA CONTACT

The Pastor is the official spokesperson for our Parish. If media representatives initiate contact with any staff, the inquiry should be referred to the Pastor. The Pastor may consult with the Diocesan Director of Communications in his reasonable discretion.

All information released from the Parish, about our Parish or parishioners must be cleared through and approved by Parish management. This applies to release of any information to the news media, publication and/or distribution of any printed material which will be read by the general public, materials to be included on the Parish Web site and articles which include information about the Parish.

In its commitment to openness and transparency, the Diocese of Grand Rapids will share information publicly about incidents of sexual abuse of a minor by clergy or Diocesan personnel as required by the USCCB National Charter for the Protection of Children and Young Adults and the Essential Norms, the Diocesan Policy on Sexual Abuse of Minors, and in compliance with Michigan law and Canon law.

SECTION 120.6 PERSONAL APPEARANCE

The parish is a highly visible organization in the community. Appearance of employees is important when dealing with the public as well as within the organization. Therefore, every effort should be taken to make a positive impression with every personal contact made by an employee.

Employees are expected to be well groomed and to present a professional image that reflects positively on the Parish. Clothing should be neat, clean, modest, functional and effective for the particular activities for the day. Questions of propriety should be directed to the supervisor.

Failure to follow the appearance and cleanliness policy may result in corrective action up to and including discharge.

**SECTION 120.7
PERSONAL MAIL**

Employees may not send or receive personal mail or packages using parish resources. If you need to receive personal packages at work, please consult with your supervisor first.

**SECTION 120.8
PERSONAL PROPERTY**

Parish insurance does not cover personal property. The Parish is not liable for loss of, or damage to, personal property on its premises or on parish-related business. The Parish strongly recommends that staff members not bring any valuable items or possessions to work. To ensure a safe work environment, parish management reserves the right to regulate and inspect personal property brought in parish buildings and/or premises, vehicles and equipment.

**SECTION 120.9
PERSONAL TELEPHONE CALLS**

The Parish recognizes that employees may occasionally need to make or receive important personal telephone calls during the work day.

Urgent calls may be made when necessary; other necessary calls should be made or returned during a break period. The Parish encourages employees to keep personal telephone calls to a minimum. Long distance calls made using parish phone lines should have prior supervisor approval except in an emergency.

**SECTION 120.10
POLICY AND PROCEDURE GUIDELINES ON TECHNOLOGY**

The Policy and Procedure Guidelines on Technology is the compilation of policies concerning the technology implemented and relied upon by the Parish in the fulfillment of its mission. As a condition of employment, all employees must agree to comply with the "Policy and Procedure Guidelines on Technology" (Appendix A).

SECTION 120.11
PROTECTION OF CHILDREN & YOUNG PEOPLE

Our Parish is committed to the protection of children and young people. Diocesan ministries, parishes, institutions, and agencies will evaluate the background of all employees, contractors and volunteers who have regular contact with minors. Background checks will be conducted utilizing the appropriate law enforcement and other community agencies. All applicants for employment or volunteer activities will be notified of these background checks and their employment will be conditional upon the background checks.

Diocesan ministries, parishes, institutions, and agencies will cooperate with parents, civil authorities, education and community organizations to provide appropriate education and training for children, youth parents, ministers, educators and others about ways to make and maintain a safe environment for children.

As a condition of employment, all employees must agree to comply with the “Standards of Ministerial Behavior in Dealing with Children and Young People” (Appendix B).

SECTION 120.12
HOUSEKEEPING

Individual behavior and workspace condition create perceptions of the Parish as a whole. The level of professionalism projected by employees is affected by how personal and common spaces are used and maintained. Employees are expected to promote effective interpersonal communication, efficient use of resources, and define a high standard of excellence in our work environment.

SECTION 120.13
SAFETY AND SECURITY

The Parish asks that all employees be responsible to ensure the safety and security of its premises. It is the policy of the Parish to take all practical steps to safeguard employees and guests from accidents and to maintain a safe work environment. Employees must work to eliminate any foreseeable hazards that may result in personal injury or illness, fire, security loss and property damage accident.

Weapons (such as guns, explosives, or knives that are considered a concealed weapon) are not allowed to be brought, used, solicited, sold or otherwise connected to the work environment, including in personal vehicles or on the premises. This includes handguns or weapons that an

employee or any individual on Parish premises is licensed to carry. Employees who violate the policy are subject to corrective action up to and including discharge.

**SECTION 120.14
SMOKE FREE WORKPLACE**

The Parish prohibits smoking in all buildings and grounds, including in vehicles. Employees who wish to smoke must move to an off grounds location. The odor of smoke on clothing on the employee's person is prohibited if it any way interferes with the employee's duties, including the interaction with other employees and visitors.

**SECTION 120.15
SOCIAL MEDIA GUIDELINES**

Social media tools include social networking sites, video and photo sharing websites, micro-blogging, weblogs, forums and discussion boards, online encyclopedias, and any other web sites that allow individual users to use simple publishing tools. In using social media tools, employees must adhere to the standards of conduct, media contact and Policy and Procedure Guidelines on Technology policies. Employees must also adhere to the Diocese's Policy and Procedure Guidelines on Technology, which is included as Appendix A. Parish information and material cannot be posted to social networks without prior permission from the Pastor.

Information from personal social medial tools such as a Facebook page, blog entry and tweets intended to be messages to friends or family can be easily circulated beyond the intended audience. This content, therefore, represents the author and the Parish to the outside world. Recognize that everything written or received on a social media site is public; anyone with access to the web can access activity on social media sites. Regardless of the care taken in trying to keep them separate -- online activity, professional life and personal life overlap.

Should there be inappropriate postings on social media sites of confidential information, information that portrays the Parish in a negative way or negatively impacts the ability of the employee to perform the responsibilities of his/her job, corrective action, up to and including discharge, may occur.

**SECTION 120.16
SOCIAL SECURITY NUMBERS**

All employees must provide their social security numbers to the Parish for tax reporting. The Parish is committed to protecting the confidentiality of these numbers and any other social security numbers that are obtained in the course of Parish business. Documents containing a

social security number will be kept in confidential files, such as employee personnel files and payroll records for which access is limited and which are treated as confidential. Except as required for necessary and legitimate business purposes, no employee is permitted to have access to social security numbers or to keep, view, use, copy, share or distribute another person's social security number, or in any other way disclose another's social security number.

Access is limited to those persons who have a need to know, and only to those persons. Employees with this limited access must take care to not openly reveal social security numbers on computer screens or on their desks. Anyone with access to a social security number for necessary and legitimate business purposes may not use it for any other purpose, and may not allow any unauthorized individual to obtain it.

When a document containing a social security number is no longer needed and is to be discarded, the document must be disposed of in a manner that ensures the confidentiality of the social security number. Documents must be shredded or electronically destroyed, or otherwise disposed of in a way that prevents unauthorized disclosure of a social security number.

The Parish complies with the Michigan Social Security Number Privacy Act, PA 454 of 2004.

Violation of this policy is subject to correction action up to and including discharge.

SECTION 120.17 SOLICITATIONS

The Parish wishes to maintain an orderly working environment, avoid unnecessary interruptions of employees at work, and preserve security as to funds, records and confidential information throughout the Parish, accordingly:

- Distribution of written materials or solicitation by non-employees on Parish premises is prohibited.
- Distribution of written materials by employees is prohibited in working areas or during working time.
- Solicitation by employees is prohibited during work time or in work areas. Working time includes the work time of both the employee doing the soliciting/distributing and the employee to whom the soliciting/distributing is being directed. Work time does not include break or lunch periods.

**SECTION 130.0
PERSONAL RESPONSIBILITY**

**SECTION 130.1
STANDARDS OF CONDUCT**

The policies of the Parish are designed to foster a work environment that recognizes each employee as a valuable resource who is essential to our success. Achieving that goal requires each employee's good faith, acceptable performance of assigned responsibilities, and fair and reasonable conduct. The Parish expects employees to make a good faith effort in their everyday work performance. The following is a partial list of the qualities that are expected:

- Good Attendance
- Cooperation with peers
- Flexibility
- Honesty
- Friendliness and goodwill
- Pride in work performed
- Working collaboratively

There are elements of misconduct on the part of the employee that could result in corrective action up and including discharge. Although it is impossible to identify every possible act of misconduct, the following is a partial list of conduct that would result in corrective action, up and including discharge;

- Insubordination
- Unsatisfactory work performance, excessive absenteeism or tardiness
- Absences without calling in or notifying the supervisor
- Leaving the workplace without supervisory approval
- Falsification, distortion, or nondisclosure of information for Parish records
- Fighting at work or on Parish property, including horseplay or practical jokes which are inappropriate for the workplace.
- Threatening, assaultive or intimidating behavior
- Theft of any property
- Removal of any property without the authorization of the owner
- Destruction or damage of Diocesan property or any fellow employee's property
- Accepting gifts, gratuities or commissions from vendors or suppliers
- Dishonesty
- Possession of weapons or explosives while on Parish property

- Reporting for work under the influence of alcohol or controlled substances
- Carelessness leading to financial loss
- Irresponsible use of working time
- Neglect of safety or health rules
- Improper use and/or maintenance of Parish equipment and materials
- Failure to follow policies
- Any illegal activity
- Harassment, sexual or otherwise,
- Conduct unbecoming an employee or which could cause scandal for the Parish
- Actions or conduct contrary to the teachings and tenets of the Roman Catholic Church

SECTION 130.2 CORRECTIVE ACTION PROCESS

The Parish reserves the right to depart from these guidelines at its sole discretion and to use different or additional Corrective Action at any time. All employees are employed at will, and both they and the Parish may terminate the employment relationship at any time, with or without cause, and without following any specific procedure. The process below does not modify that status.

- Verbal Reminder – A verbal reminder is warranted if a behavior or performance issue is deemed serious enough to bring to an employee’s formal attention. Documentation of verbal reminders is maintained in the personnel file.
- Written Reminder – A written reminder may be warranted, because of the seriousness of the first offense, or if the employee continues the behavior for which a verbal reminder was received. The written reminder is an opportunity for a supervisor and an employee to discuss the issue, and to understand why the behavior or performance issue is occurring. The supervisor will state their expectations of future performance and develop with the employee a plan of action, which is to be followed. Documentation of written reminders becomes part of the personnel file.
- Probation – If an employee continues behavior for which a verbal and/or written reminder was received, probation may be imposed. Probation may also be used when a first offense is of a serious nature, as determined by the employer. The terms of probation will be specified at the time it is imposed. This gives the employee a last chance opportunity to improve performance; however this step is not mandatory, and at any time the employee may be terminated based on the nature of the offense.
- Suspension – Suspension from employment without pay may be applied in rare situations where it is decided by the supervisor and Pastor that it is in the best interest of the Parish and

the employee. Suspensions may also occur pending investigation of conduct raising a serious discrepancy issue or to protect the integrity of the investigation.

- Discharge - Based on the degree of severity or multiple occurrences of an offense or other circumstances Corrective Action may warrant immediate action, up to and including discharge may be imposed. This is the most serious Corrective Action in the process. If performance expectations are not met, discharge may also be warranted. A Supervisor reviews previous incidents with the employee and if it is determined by administration that a further plan of action is not warranted the employee will be discharged.

SECTION 140.0
RECONCILIATION AND MEDIATION PROCEDURE

When there is a work-related problem, whether a complaint or a difference of opinion, there will be an earnest effort on the part of the employee and the Parish to settle disputes promptly.

- If an employee has a complaint regarding any aspect of employment with the Parish, the matter should first be discussed with the employee's supervisor.
- If the complaint is not resolved through discussion, the employee should submit a formal written summary of the issue to the supervisor. Every attempt will be made to investigate and resolve the issue.
- After fifteen (15) days, if the matter is still unresolved, it may be subject to review by Parish management. This decision will be final and will not be subject to further review or appeal within or outside the Parish except as required by law.

**SECTION 150.0
SEPARATION OF EMPLOYMENT**

**SECTION 150.1
RESIGNATION**

Employees should provide written notification to their supervisor of their intent to resign or retire at least ten working days and preferably thirty calendar days prior to their separation date. Employees who fail to give appropriate notice of resignation are subject to forfeiture of vested vacation benefits.

The date identified as the separation date (last day worked) must be the last day an employee is physically present on the job. Vacation, Parish holidays, or other benefit time cannot extend the time worked to a later separation date. If a person is absent due to illness at the end of employment, the Parish may request medical evidence from the employee's health care provider.

Unauthorized absence from work or absence without notifying the supervisor for a period of three (3) consecutive working days is considered a voluntary resignation. Employees determined to have abandoned their jobs will also be considered as a voluntary resignation.

**SECTION 150.2
RETIREMENT**

An employee has retired if he or she leaves employment in accordance with an applicable retirement program. In situations where an employee is qualified for and is considering retirement, the employee should follow the same notification procedure as outlined above under resignation. In addition, the employee should contact the Michigan Catholic Conference to secure the necessary forms to apply for pension benefits.

**SECTION 150.3
LAYOFF**

An employee is considered laid off if the employee is removed from a position due to operational considerations. A layoff can be temporary or permanent. If a layoff takes place, the Parish in its sole discretion will determine who is to be laid off. In determining who to lay off the Parish may consider the need for the position, job performance, qualifications, and service time with the Parish. Recall of employees on lay off is solely at the discretion of the Parish.

**SECTION 150.4
DISCHARGE**

Discharge refers to the separation of employment at the discretion of the Parish. The decision to discharge an employee is made by the immediate supervisor in consultation with the Pastor. All employees are employed at will and may be discharged by the Parish with or without cause or notice, and without following any specific procedure. Reasons for discharge include but are not limited to, violations of the standards of conduct and/or unsatisfactory performance.

**SECTION 150.5
EXIT INTERVIEW**

Each employee may be offered an exit interview with his/her supervisor or Parish management.

**SECTION 150.6
CARE AND RETURN OF PARISH PROPERTY**

Employees are responsible for all Parish property, materials, or written documents issued to them or in their possession or control. Employees are required to return all Parish property immediately upon request or upon termination of employment. The Parish also reserves the right to take any action deemed appropriate to recover and /or protect Parish property.

**SECTION 160.0
CONCLUSION**

The Parish is continually engaged in reviewing and adjusting its policies and benefits to reflect changes in its environment and the economy. This Manual is intended only as a guide to current personnel policies, procedures and benefits. Neither this Manual nor any other document, usage or practice restricts the Parish from future changes it deems necessary or appropriate.

SECTION 170.0

St. Mary- St. Paul Parish

**SIGN OFF FOR RECEIPT OF
PERSONNEL POLICY MANUAL**

I hereby certify that I have been provided with a copy of the St. Mary-St. Paul Parish Personnel Policy Manual dated July 1, 2012, and that I understand and agree to abide by these policies as presented. I understand that the Manual supersedes all previous manuals or handbooks and replaces any oral or written representations contrary to the provisions in the Manual. I understand that the Manual may be amended or revised in whole or in part at any time by the Parish at its sole discretion.

I also understand and agree that my employment is at-will and that both the Parish and I remain free to choose to end our working relationship with or without cause, and with or without notice, at any time.

I understand that although the Diocese of Grand Rapids provides administrative support to the Parish, that I am employed exclusively by the Parish which retains the exclusive right to make all decisions pertaining to my employment.

I understand that only the pastor has any authority to enter into any agreement contrary to the provisions in the Handbook, and that any such agreement must be in writing and signed by the pastor.

Employee Name (Print)

Employee Signature

Date

SECTION 180.0

APPENDIX A

Parish Policy and Procedure Guidelines on Technology

Parish Policy and Procedure Guidelines on Technology

Prepared by the Diocesan Office of Information
Technology

February 2011

INTRODUCTION

The Policy and Procedure Guidelines on Technology (the “Guidelines”) is the compilation of policies concerning the technology implemented and relied upon by the Roman Catholic Diocese of Grand Rapids (the “Diocese”) and the Parish in the fulfillment of its mission. The Guidelines have been formally adopted by the Diocese and the Parish and form a part of the current personnel policies of the Parish. In addition, the Guidelines apply to all persons who enter or come in contact with the Diocese’s many parishes, other locations or technology. Persons covered by these policies include all lay employees, religious and clergy who work for or with the Diocese, Parish or affiliated ministries, as well as all independent contractors, vendors, volunteers or other individuals who may have reason and permission to access the

technology platforms maintained by the Diocese or Parish (“users”). All questions concerning the interpretation or application of the Guidelines should be directed either to the Diocesan Office of Information Technology or the Parish management. Violation of the Guidelines, or of any of the policies contained in the Guidelines, may result in corrective action, up to and including discharge (and possible criminal prosecution).

General Acceptable Use Policy Statement

Internet-, Intranet- and Extranet-related systems provided by the Diocese or Parish, including, but not limited to, computer equipment, communication devices, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and file transfer protocols, are the property of the Diocese or Parish. Use of technology for personal use is acceptable provided that it is used in a professional and responsible manner and does not otherwise violate Diocesan or Parish policy, is not detrimental to Diocesan or Parish interests, and does not interfere with an employee’s regular work duties.

Effective security is a team effort involving the participation and support of every individual who provides services to, or on behalf of, the Diocese or Parish and who deals with information and/or information systems. Thus, it is the responsibility of every computer user to be familiar with the Guidelines, and to conduct their activities accordingly.

Purpose

The purpose of the Guidelines is to outline the acceptable uses of computer equipment at the Parish. The Guidelines are in place to protect the individual user and the Parish. Inappropriate use of available technology exposes the Parish to several risks, including virus attacks, the compromising of network systems and unforeseen liabilities.

Scope

The Guidelines apply to all users and all other individuals providing services to or on behalf of the Parish, including all personnel affiliated with third parties. The Guidelines also apply to all information-technology-related equipment, databases, and websites that are owned or leased by the Diocese or Parish and hosted on Diocesan or Parish equipment or by a vendor.

1. Policy Statement

General Use and Ownership –

While the Parish seeks to provide a reasonable level of privacy regarding the information contained or otherwise stored in the systems maintained by the Parish, individual users should be aware that the data they create on these systems remains the property of the Diocese or Parish. Accordingly, no individual should have any expectation of privacy in respect to the

content or data contained in his or her computer. For security and network maintenance purposes, authorized individuals within the Parish may monitor equipment, systems and network traffic at any time, in accordance with the Parish Audit Policy. The Diocesan Office of Information Technology will, upon request from the Parish, audit networks and systems on a periodic basis to ensure compliance with the Guidelines.

2. Unacceptable Use Policy

The following activities are deemed “unacceptable uses”, in general, and are therefore prohibited:

- a. Under no circumstances is an individual user authorized or permitted to engage in any activity that is considered illegal under local, state, federal or international law while utilizing Diocesan or Parish-owned resources. The following are among those activities that are strictly prohibited: (1) downloading of video and music in violation of copyright laws, (2) unauthorized copying of copyrighted material, including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, (3) installation of any copyrighted software for which the Parish does not have an active license. Transmission of any material in violation of any local, state, federal or international law or regulation is also strictly prohibited. (4) Use of software files, images or other information downloaded from the Internet that has not been released for free publication.
- b. The following transmissions are strictly prohibited: transmissions that violate copyrights held by others; transmission of threatening, violent, or obscene material; and transmissions that contain inappropriate language and communications.
- c. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. Unauthorized use of another individual’s computer, access accounts, and/or files is prohibited.
- e. The following System and Network activities are strictly prohibited, without exception:
 - Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
 - Revealing an account password to others or allowing use of one’s account by others, including interns, volunteers and contractors.
 - Using a Parish computer or technology information resource to actively engage in procuring or transmitting material that is in violation of sexual harassment or

hostile workplace laws.

- Engaging in any conduct that violates the personnel policies of the Diocese.
- Using the technology resources of the Parish to engage in such conduct as making fraudulent offers of products, items, or services
- Enter into a contractual agreement via the Internet (e.g., into a binding contract on behalf of the Parish over the Internet)

f. The following E-mail and Communications activities are strictly prohibited, without exception:

- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Any form of harassment via e-mail, telephone, sending images, texting or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of e-mail header information.
- Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited e-mail, originating from within the Diocesan or Parish networks, of other Internet, Intranet or Extranet service providers on behalf of, or to advertise, any service hosted by the Diocese or Parish or connected via the Diocesan or Parish network.
- Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).
- Use of the Diocesan or Parish logos, images, photos or materials in any web page or Internet posting or printed material, unless it has been approved in advance by the Parish management.

3. Password Policy

Passwords are a critical aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Diocese's or Parish's entire corporate network. As such, all authorized individual users (including, but not limited to, outside contractors and vendors who may need to be granted access to the Diocese's or Parish's' technology resources for the purpose of supporting a particular of operations) of Diocesan or Parish technology resources, platforms and networks are responsible for taking all appropriate steps, as outlined below, to secure their passwords.

Purpose

The purpose of the Password Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change of passwords.

Scope

The Password Policy applies to all individual authorized users who (i) have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Diocesan or Parish facility; (ii) have access to the Diocesan or Parish network; or (iii) store any non-public Diocesan or parish information via Diocesan or Parish technology.

Policy

The Password Policy is comprised of the following elements:

- a. All user-level network passwords will be changed as required by the Parish.
- b. All passwords should be at least 6 characters long and contain a combination of the following:
 - They should contain upper and/or lower case characters (e.g., a-z, A-Z)
 - They should consist of at least 1 number (0-9).

PASSWORDS MUST NOT BE SHARED. All passwords must be treated as sensitive and confidential Diocesan or Parish proprietary information.

4. Anti-Virus Process

The following are general practices whereby, through simple preventative measures, all Users can take steps toward the protection of Diocesan and Parish Technology Resources:

- a. NEVER open any files or macros attached to an e-mail from an unknown, suspicious or untrustworthy source. These files may contain viruses, e-mail bombs, or Trojan horse code.
- b. Delete attachments to e-mails that are from an unknown, suspicious or untrustworthy sources immediately, then "double delete" them by emptying your Recycle Bin/Trash.
- c. Delete spam, chain, and other junk e-mail without forwarding.
- d. Never download files from unknown or suspicious sources.
- e. Always scan a portable media from an unknown source for viruses before using it.
- f. NEVER use a floppy disk in your computer system. Floppy disks can be used by your computer as the boot disk which if infected can cause disastrous results.
- g. If you receive an e-mail warning you about a virus, contact the parish IT support immediately. DO NOT send it to other users or contacts outside the Diocese or Parish.
- h. NEVER uninstall or disable the anti-virus software without an IT staff present. If a new software install requires a change to the anti-virus software, contact the parish IT support for installation.

5. File Management

The following are the standard guidelines for the maintenance of files:

- a. The primary location for storing all Parish files is on the Parish server or individual workstations.
- b. Users are responsible for management of network directories under their purview.
- c. Each user shall review the contents of his/her directory at least once every six months to remove extraneous material.

6. Equipment Management

The following are the standard guidelines for the use of equipment in connection with the Diocese's and Parish Technology Resources:

- a. No personal equipment, such as printers, scanners, or other equipment is permitted to be connected to the Parish resources or other Diocesan Technology Resources.
- b. Standard equipment configurations should not be changed under any circumstances or by any individual user.
- c. All equipment provided to authorized individual users remains the property of the Parish throughout the equipment's life cycle.
- d. Individual users are responsible for safeguarding the equipment/technology resources entrusted to them.

7. Personal Communication Devices

The Parish has adopted the following policy regarding the issuance and use of Personal Communication Devices for Parish business.

Scope

This policy applies to any Personal Communication Device issued by the Parish and used for Parish business.

Policy

Personal Communication Devices (PCD) will be issued only to Parish personnel whose duties require them to be in immediate and frequent contact when they are away from their normal work locations. Personal Communication Devices are defined to include handheld wireless devices such as Blackberrys, smart phones, cell phones, wireless laptops, and other similar devices.

Loss or Theft

Lost or stolen equipment must be reported immediately.

All users of mobile computing and storage devices must diligently protect such devices from loss of equipment and disclosure of private information belonging to or maintained by the Parish. Ideally, equipment should not be left unattended in an automobile. If it is necessary to leave equipment unattended in an automobile, the equipment must be stored out of sight (I.e. locked in the trunk, placed under the seat)

PCD Safety

Conducting telephone calls or utilizing PCDs while driving can be a safety hazard. Drivers should use PCDs while parked or out of the vehicle. If employees must use a PCD while driving, the Diocese of Grand Rapids requires the use of hands-free enabling devices

Files containing confidential or sensitive data may not be stored in PCDs unless the device is protected by a password.

8. Mobile Computing & Storage Devices

With advances in computer technology, mobile computing and storage devices have become useful tools to meet business needs. These devices are especially susceptible to loss, theft, hacking, and the distribution of malicious software because they are easily portable and can be used anywhere. As mobile computing becomes more widely used, it is necessary to address security to protect information resources at the Parish.

The Parish has adopted the following Mobile Computing & Storage Device Policy in order to control mobile computing and storage devices that contain or access information resources at the Parish.

Scope

This policy pertains to all devices connected to the network of Diocese of Grand Rapids or server of the Parish, regardless of ownership. Mobile computing and storage devices include, but are not limited to, the following: laptop computers, personal digital assistants (PDAs), plug-ins, Universal Serial Bus (USB) port devices, Compact Discs (CDs), Digital Versatile Discs (DVDs), flash drives, modems, handheld wireless devices, cell phones, digital cameras, wireless network cards, and any other existing or future mobile computing or storage device.

Policy

It is the policy of the Parish that mobile computing and storage devices containing or accessing information resources at the Parish or Diocese must be approved by the Parish Priest or Business Manager prior to connecting to Parish systems or by the IT support of the

Parish prior to connecting to the Parish server.

All users of mobile computing and storage devices must diligently protect such devices from loss of equipment and disclosure of private information belonging to or maintained by the Diocese or Parish.

9. Blogging

Blogging by users, whether using Diocesan or Parish property and systems or personal computer systems remotely connected to Diocesan or Parish systems, is also subject to the terms and restrictions set forth in these Guidelines. Limited and occasional use of Parish resources to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate policy, is not detrimental to Parish interests, and does not interfere with an employee's regular work duties. Blogging from Parish systems is subject to monitoring.

10. User Termination

Any user who no longer has a valid business reason to access Parish property, systems and personal computer systems (whether due to termination of employment, end of assignment, or otherwise) is required to return to the Parish all information regarding systems access [including, without limitation, password(s), documentation about system(s), and user manuals]. Such users are prohibited from accessing, or attempting to access, Diocesan or Parish property, systems and personal computer systems, using any method. The Parish reserves the right to use all legal means to enforce its rights against users that violate the foregoing provisions.

11. Policy Revisions

All employees of the Parish shall receive a copy of these Guidelines.

12. Enforcement

Any individual user found to have violated or to have refused to comply with this policy may be subject to corrective action, up to and including discharge, or revocation of technology resource privileges, as well as termination of employment.

Parish Policy and Procedure Guidelines on Technology

USER AGREEMENT FORM

I have received a written copy of the Parish Policy and Procedure Guidelines on Technology (the "Guidelines") prepared by the Diocesan Office of Information Technology and my Parish.

I understand that I am responsible to understand and comply with the terms of the Guidelines, and all policies and requirements contained therein, in the same manner that I am required to abide by all personnel policies, guidelines and procedures of the Parish.

I realize that the Diocese of Grand Rapids through its Office of Information Technology and the Parish through their resources may monitor and record the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be monitored and recorded for security purposes.

I understand that any violation of any one of the Guidelines, or the policies or requirements outlined therein, may lead to disciplinary action, including but not limited to, termination of my employment by the Parish.

Signature

Date

Name (print)

Title

SECTION 190.0

APPENDIX B

Standards of Ministerial Behavior in Dealing with Children and Young People



Standards of Ministerial Behavior in Dealing with Children & Young People

We the clergy, women and men religious, seminarians, staff and volunteers of the Diocese of Grand Rapids who have regular contact with children and young people pledge that we will maintain an open and trustworthy relationship with them free of behavior which is sexual in nature.

General Guidelines

- 1.1 Children and young people deserve the Church's highest standard of care. Since adults hold positions of power, we will set appropriate boundaries to assure a safe place for our children and young people in all Church ministries and programs.
- 1.2 We will witness in these and all our relationships the chastity appropriate to our state in life, whether celibate, single or married.
- 1.3 We recognize that needs for affection and intimacy must be addressed outside our work with children and young people.
- 1.4 Recognizing that physical contact with a minor may on occasion be appropriate and in some instances unavoidable, we acknowledge that it can also be misconstrued. It should occur in our work with youth (a) only when completely nonsexual and (b) never in private. In addition, we will not engage in speech, gesture or other behavior which may be construed as seductive or sexually suggestive to a minor.
- 1.5 When working with youth, we know that a team approach is best. We will, to the extent possible, avoid being alone with a minor, including transportation.
- 1.6 We will be accountable to a spiritual director, superior, colleague, spouse or peer to ensure we maintain proper boundaries in our relationships with young persons and openly discuss threats perceived to those boundaries by ourselves, a youth or others.
- 1.7 We will educate ourselves concerning the signs of abuse and neglect of minors and take appropriate and requisite action when such signs are recognized. We acknowledge the State of Michigan's *Child Protection Law* in that regard, as well as the Diocese's *Policy on the Sexual Abuse of Minors*, and pledge our support of them.
- 1.8 Where other civil laws or codes of ethics govern particular aspects of our relationships with minors, we agree to comply implicitly with them in all respects.

Particular Guidelines

2.1 Priests, unmarried deacons, religious and seminarians will not allow an unrelated minor to stay overnight in their private accommodations or residences unless the minor's parent or guardian is present. Married deacons, staff and volunteers will not share overnight accommodations with an unrelated minor if no other adult is present.

2.2 We will not meet with an unrelated minor in private absent exceptional circumstances. We will not do so, if at all possible, without notifying a superior or colleague in advance. When such a meeting occurs without such notice, we will promptly notify a superior or colleague in writing of the event, the circumstances giving rise to it and what occurred.

2.3 When we meet with an unrelated minor in a public place, but are alone with her or him, we will take the steps necessary to see that the meeting is readily observable to others, both visually and audibly unless confidentiality of the oral communication is necessary in the interest of the minor, in which case we will take additional precautions to assure that the meeting will be within the sight of other adults.

2.4 If a minor is sexually suggestive in speech or behavior, we will inform him or her that such conduct is unacceptable and, when appropriate, take other remedial action to prevent harm to the minor and scandal to others.

2.5 If a minor discloses information about a sexual issue or concern involving a parent, guardian or household member, we will ascertain whether reporting is required (see 1.7, *ante*) or appropriate, putting the minor's health and safety first, and having due regard for a request for confidentiality and/or anonymity by the minor. We will consult with an appropriate professional to determine a proper response.

2.6 Apart from the limited circumstance referenced in 2.5, we encourage parents and guardians to inquire about their children's welfare and our relationship with them. If we become aware of a danger to the health or safety of a young person, we will promptly advise the parent or guardian of our concern.

2.7 We will never provide alcohol, tobacco, illegal drugs, pornography or other inappropriate material to a child or young person. We will never use or be under the influence of alcohol or illegal drugs while in ministry to them.

2.8 We will follow diocesan policies for screening, supervising and evaluating persons who work with children and young people on a regular basis, and make certain such persons sign on to these guidelines and agree to follow them.

2.9 We will not provide pastoral counseling, spiritual direction, psychological or other mental health services to a minor or young person unless we are qualified to do so. If we do, we will maintain a log showing the time and place of each session and include minimal

information of the content. We will not audiotape or videotape such sessions, and will use the information obtained from them only in educational, homiletic or other professional settings, and only after taking effective means to safeguard the minor's identity and confidential disclosures.

These guidelines, both general and particular, do not address or govern the Sacrament of Reconciliation. Under no circumstances shall there be disclosure, directly or indirectly, of information received in the confessional except as provided by Canon Law.

In implementing these guidelines, we are mindful that they provide a basic structure which seeks to protect children and youth from neglect and sexual abuse, but that no framework can address all the situations which may arise in our work. We believe that human sexuality, our own as well as that of the young people we seek to serve, is a gift inherent in our creation in the image and likeness of our God. We pledge to honor both the spirit and the letter of these standards in light of this belief.

Name _____

Organization _____

Pastor/Supervisor _____

Signature _____
Clergy, Religious, Seminarian, Staff or Volunteer

Date _____

APPENDIX C

TUITION FOR EMPLOYEE FAMILY WITH CHILDREN ATTENDING ST. MARY CATHOLIC SCHOOL

In the past, the school –a department within the parish -- waived the tuition for the employee family with children attending St. Mary Catholic School. The school considered the tuition as part of the employee benefit. Back then in practice there was no tuition difference between registered and active parishioner and non-parishioner, although in theory there was a distinction.

Since the school year 2008-2009 supported by the school board and the pastoral and finance councils of the parish, (see communication in the church bulletin June 8, 2008 on page 7), we clarified and instated the *parishioner tuition rate* and the *non-parishioner tuition rate*. We further explained that the guidelines are not intended to create difficulty, but to encourage stewardship in every family. Our parish is proud of the fact that we never turn any children away from our school for economic reasons, but living the biblical message of stewardship is what all parishioners and families of the school should do. Stewardship means the involvement of our time, talent and treasure. Ultimately, it is the recognition that all we have are gifts from God and God must be the center of our lives.

In light of the fact that the policy different rate of tuition has already been in place since the academic year 2008-2009, we feel the need to address the issue of the tuition for the children of the employee of the parish to reflect the message of stewardship in our employee benefit as well. Therefore, the following items has been part of the employee handbook starting with the academic year 2010-2011 and will continue to be effective in this new revised personnel policy of St. Mary-St. Paul Parish of July 1, 2012.

- A) For the **employee and parishioners** of the parish whose children attend our school, the full tuition will be waived as part of your benefit, given the fact that every year the family obtains the certification of active parishioner status from the parish office. Without the certification, you shall be responsible for the difference between *non-parishioner tuition rate* and the *parishioner tuition rate*.
- B) For **the employee, but a non-parishioner** of the parish whose children attend our school, you shall be responsible for the difference between *non-parishioner tuition rate* and the *parishioner tuition rate*, unless certain arrangements or agreement are made between the

pastor and the individual family. We encourage you to check the parish you are currently registered concerning the last part of the Decree, *Regarding Parish Support of Catholic Schools* issued by Most Reverend Walter A. Hurley, on April 25, 2012.

The above items concern the full-time employees of the church. Regarding the regular part time, it will be prorated just like other benefits as it is outlined in this policy handbook.

APPENDIX D

Snow / Weather Days

The employer must maintain regular hours of operation to be responsive to the people served by the employer. During periods of extremely inclement weather, however, the workplace may be declared closed and leave will be granted with pay to the non-exempt employees, only if such declaration being made known after the beginning of the work-day and the employees already arrived at the office. Otherwise, all snow/weather days are considered a leave without pay. Notice of snow/weather days are posted on the local news channel.