



CATHOLIC DIOCESE
OF LEXINGTON

Roman Catholic Diocese of Lexington, KY

Employee Handbook

Revised September 6, 2023

MESSAGE TO READERS:

The Employee Handbook (also the “Handbook”) and the policies contained herein are applicable to all Roman Catholic Diocese of Lexington (hereafter referred to as the “Diocese”) employees (all those employed under the Federal Employer Identification Number (FEIN) for the Diocese). Any differences for contractual employees such as school teachers, classified contract employees and principals/presidents should be noted within the policy.

It should also be noted that Priests are NOT subject to this Employee Handbook. For guidance, policies and procedures regarding Priests refer to *Priest Life Policies*.

This Handbook seeks to establish consistency and appropriate documentation protecting our employer and employee relationships. For these reasons, a number of the policies and procedures conclude with a Diocesan Human Resource review. This review is not intended to thwart or circumvent the general and appropriate relationship with pastoral leadership and supervisory responsibilities.

The policies in this handbook are not intended, nor should they be construed, to restrict employees’ rights under law to share information about their employment terms or conditions, communicate with each other, engage in concerted activities for their mutual aid and protection, or any other rights afforded by the National Labor Relations Act.

The Employee Handbook will be posted on the diocesan website with updating announced in the News Notes as necessary.

EMPLOYMENT DOCUMENTS

The purpose of this Employee Handbook is to summarize policies and procedures related to employment practices for employees who include laity, non-clerical vowed religious and deacons. Employment by the Diocese is contingent on an employee’s ability to accept and comply with current and future versions of this Handbook and other documents which are critical to an ability to serve.

Employees will also be held accountable for knowledge and compliance with the Code of Conduct, Policies and Procedures for Creating a Safe Environment for Minors and Vulnerable Adults and all other pertinent policies and procedures of the Diocese that may be applicable to a specific role or responsibility. To the extent any provision of this Handbook conflicts with the terms of these policies, procedures and guidelines, or applicable federal, state or local laws, the terms of the applicable policies, procedures, guidelines and/or the law will apply. When in doubt, employees should consult with the Human Resource Department.

EMPLOYMENT SUPPORT

This Handbook refers to various persons employed by the Diocese who can support employees in the execution of his/her job and/or can be utilized by the Diocese to investigate misconduct. These persons include:

- Director for Human Resource
- Secretary for Pastoral Life
- Victim Assistance Coordinator
- Superintendent for Schools

To contact these people, call (859) 253-1993 or write them at the Catholic Center:

Roman Catholic Diocese of Lexington, 1310 West Main Street, Lexington, KY 40508-2048

Table of Contents

SECTION 1 – OUR IDENTITY -----	1
SECTION 2 – EMPLOYMENT RELATIONSHIP -----	3
SECTION 3 – BACKGROUND CHECKS -----	3
SECTION 4 – COMMUNICATION -----	4
SECTION 5 – CONFIDENTIALITY -----	4
SECTION 6 – EQUAL EMPLOYMENT OPPORTUNITY -----	4
SECTION 7 – AMERICAN WITH DISABILITIES ACT (ADA) -----	4
SECTION 8 – COMPLAINT & CONFLICT RESOLUTION -----	5
SECTION 9 – COMPLAINT & CONFLICT RESPONSE PROCEDURE-----	7
SECTION 10 – DISCRIMINATION AND HARRASSMENT -----	8
SECTION 11 – SUBSTANCE ABUSE POLICY -----	12
SECTION 12 – EMPLOYMENT CATEGORIES -----	13
SECTION 13 – ADVANCEMENT/OPENINGS -----	14
SECTION 14 – EMPLOYMENT OF RELATIVES -----	14
SECTION 15 – CHANGING EMPLOYMENT CATEGORY -----	14
SECTION 16 – EMPLOYMENT AT MULTIPLE LOCATIONS-----	15
SECTION 17 – EMPLOYMENT DATES -----	15
SECTION 18 – SENIORITY -----	16
SECTION 19 – PERFORMANCE REVIEW PROCESS -----	16
SECTION 20 – PERSONNEL FILES AND CONFIDENTIAL RECORDS -----	16
SECTION 21 – CHANGES IN PERSONNEL INFORMATION -----	17
SECTION 22 – RESIGNATION -----	18
SECTION 23 – REEMPLOYMENT ELIGIBILITY -----	18
SECTION 24 – EMPLOYEE CONSULTATIONS -----	19
SECTION 25 – CORRECTIVE ACTION -----	19
SECTION 26 – ATTENDANCE -----	20
SECTION 27 – STANDARDS OF CONDUCT -----	22
SECTION 28 – UNEMPLOYMENT COMPENSATION -----	23
SECTION 29 – BENEFITS PACKAGE -----	24
SECTION 30 – BENEFIT ENROLLMENT -----	24
SECTION 31 – NOTICE OF SPECIAL ENROLLMENT RIGHTS -----	24
SECTION 32 – HOLIDAYS -----	25
SECTION 33 – SICK DAYS -----	26
SECTION 34 – LEAVE SHARING -----	26
SECTION 35 – PAID TIME OFF -----	27
SECTION 36 – BEREAVEMENT LEAVE -----	29
SECTION 37 – FAMILY & MEDICAL LEAVE ACT (FMLA) LEAVE -----	29
SECTION 38 – PERSONAL MEDICAL LEAVE (PML) -----	33
SECTION 39 – MILITARY LEAVE -----	34
SECTION 40 – JURY DUTY/COURT APPEARANCES -----	36
SECTION 41 – VOTING TIME -----	36
SECTION 42 – INCLEMENT WEATHER -----	36
SECTION 43 – GARNISHMENTS -----	37

SECTION 44 – HOURS OF WORK/OVERTIME -----	37
SECTION 45 – MEALS/BREAKS -----	38
SECTION 46 – PAYCHECKS AND DEDUCTIONS -----	38
SECTION 47 – SOCIAL SECURITY -----	38
SECTION 48 – TIME RECORDS -----	38
SECTION 49 – SAFETY AND SECURITY -----	39
SECTION 50 – BUSINESS ETHICS POLICY -----	41
SECTION 51 – CONFLICT OF INTEREST -----	41
SECTION 52 – PERSONAL BUSINESS/OUTSIDE EMPLOYMENT -----	43
SECTION 53 – HOUSEKEEPING -----	43
SECTION 54 – MANDATORY TRAINING/EDUCATION PROGRAMS (IN-SERVICES) ---	43
SECTION 55 – MEDIA INQUIRIES AND RELATIONS -----	43
SECTION 56 – USE OF DIOCESAN SUPPLIED TECHNOLOGY AND THE INTERNET ----	44
SECTION 57 – USE OF SOCIAL MEDIA -----	45
SECTION 58 – PERSONAL APPEARANCE AND UNIFORMS -----	46
SECTION 59 – PERSONAL PROPERTY -----	46
SECTION 60 – SMOKING POLICY -----	46
INDEX -----	47
EMPLOYEE SIGNED ACKNOWLEDGEMENT -----	50

SECTION 1 – OUR IDENTITY

Roman Catholics of Eastern and Central Kentucky are a diverse pilgrim people, growing in number and filled with hope. They are energized by the Word, the Sacraments, and the Spirit. God calls them to gather together as Eucharistic faith communities to worship and to celebrate, to teach, to reconcile and to liberate. As servants who recognize their own gifts as well as the gifts of others, they share Jesus, their Catholic faith and their resources. In response to their baptismal call and their identity as a mission Diocese, they reach out to all, especially to those who are poor in the eyes of the world and to the unchurched. They strive to respect the land, to live in harmony with all people, and to bring about the reign of God.

1. The Diocese will seek employees who desire to work in an atmosphere based on Roman Catholic, Christian beliefs. Among the factors considered in employing an individual, selection will be based on education, experience, personal qualities, and specific qualifications for the position.
2. Employees of the Diocese are called to extend God’s love, as revealed in Jesus Christ, to all people, but primarily to those in Central and Eastern Kentucky. Diocesan employees must strive to enhance the quality of life of those served by working collaboratively, by treating everyone with dignity and respect, and by assisting all to reach full potential by offering leadership, service, and resources.
3. Employees of the Diocese must strive to honor Catholic identity.
 - a. To begin, this means acting in accordance with the Code of Conduct and the teachings of the Roman Catholic Church. For a full exposition of the Catholic faith and its tenets, refer to the *Catechism of the Catholic Church* available at www.usccb.org.
 - b. The Church believes that Catholic identity and the Catholic mission are inseparable. The Catholic mission was laid down by Jesus Christ: “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you.” (Matt. 28: 19-20) Everything the Church does, everything it owns, and every job it creates is all for the purpose of carrying out this mission. To honor Catholic identity is to help in this mission.
 - c. The non-Catholic employee does this by upholding all the tenets of the Roman Catholic Church that he or she can in good conscience. If the non-Catholic’s conscience does not allow him or her to do so, he or she must not contradict, teach against, or make light of beliefs held by the Catholic Church. Such actions constitute malpractice and a violation of the trust that the Diocese places in its employees. Consequently, non-Catholics are encouraged to learn more about the teachings of the Roman Catholic Church.
 - d. The responsibilities of a Catholic employee are much greater. Catholics are already charged to devote themselves to the Church’s mission by a baptismal call. Catholics are called to be light for the world; to be Christ for others. This call takes on added significance, however,

because the world judges the Church by the actions of its members, causing the Catholic employee to become part of the Church's public face. As such, the Catholic employee should come to embody Catholic identity and mission in his or her own person. The Catholic employee's Catholic identity should go beyond what he or she does, and become who he or she is.

4. The following seven (7) Catholic Social Principles are applications of the Gospel and Church teaching to the issues of Social Justice. The work of Diocesan employees should both incorporate and reflect these same principles.

- a. **Life and Dignity of the Human Person.** All people are sacred, made in the image and likeness of God. People do not lose dignity because of disability, poverty, age, addiction, homelessness, lack of success, race, or sexual orientation. This principle emphasizes people over things, being over having.
- b. **Call to Family, Community, and Participation.** The human person is both sacred and social. We realize our dignity and rights in relationship with others, in community. "We are one body; when one suffers, we all suffer." We are called to respect all of God's gifts of creation, to be good stewards of the earth and each other.
- c. **Rights and Responsibilities.** People have a fundamental right to life, food, shelter, health care, education and employment. All people have a right to participate in decisions that affect their lives. Everyone has the right to his or her good name and to respect. Corresponding to these rights are duties and responsibilities to respect the rights of others in the wider society and to work for the common good.
- d. **Preferential Option for the Poor and Vulnerable.** The moral test of a society is how it treats its most vulnerable members. The poor have the most urgent moral claim on the conscience of the nation. We are called to look at public policy decisions in terms of how they affect the poor.
- e. **Dignity of Work and the Rights of Workers.** If the dignity of work is to be protected, then the basic rights of workers must be respected; the right to productive work, decent and fair wages, safe working conditions, to organize, to private property, and to economic initiative. The economy exists to serve people, not the other way around.
- f. **Solidarity.** We are our brothers' and sisters' keepers, wherever they live. Learning to practice the virtues of solidarity means learning that "loving our neighbor" has global dimensions in this interdependent world in which we live. We are called to work globally for justice.
- g. **Care for God's Creation.** We show our respect for the Creator by our stewardship of creation. Care for the earth is a requirement of faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

SECTION 2 – EMPLOYMENT RELATIONSHIP

This is the Diocesan Employee Handbook. All prior employment documents not in conformity with this Handbook such as: employee agreements, handbooks, policies, and procedures are void unless they are signed by the employee and the Bishop, the Diocesan Finance Officer, or the Superintendent for Catholic Schools.

1. This Employee Handbook is not a contract. The Diocese can, on its own, change or discontinue any policy in this manual or other writing, without having to consult anyone and without anyone's agreement.
2. Every employee of the Diocese is an employee "at-will". This means that an employee or the Diocese can terminate employment at any time, with or without notice and with or without cause.
3. Except for teachers, classified contract employees and administrators who utilize an Employment Contract executed by the Superintendent for Catholic Schools, no one other than the Bishop or the Diocesan Finance Officer can enter into an agreement with an employee that is contrary to this statement of employment relationship and, if any contrary agreement is made, it must be in writing and signed both by the employee and the Bishop, the Diocesan Finance Officer or the Superintendent for Catholic Schools. The employment contract governs to the extent there is any conflict with policies in the Handbook and the Employment Contract.
4. The Diocese maintains other Human Resource Guides which have further information regarding the items discussed in this Employee Handbook. Please see your supervisor or the Director for Human Resource for additional information.

SECTION 3 – BACKGROUND CHECKS

The Diocese as an organization that provides services to the vulnerable has an obligation to protect the people they serve.

1. It is the policy of the Diocese to conduct background investigations on all new employees.
2. Depending on the position, the following checks may be completed: Education Verification; Criminal Records Search; Social Security Trace; and/or Credit History.
3. Every five (5) years, each employee must complete both a new background check and Safe Haven recertification in CMG Connect (www.cdlex.org).

SECTION 4 – COMMUNICATION

The Diocese utilizes various methods to communicate with employees and those served by the Diocese.

1. Employees are responsible for reviewing communications.
2. Employees are assigned a cdlex.org or an official school email address. All official email communication from the Catholic Center will be sent only to cdlex.org email addresses.
3. Contact your supervisor for more information and/or access to any of these methods of communication: Roman Catholic Diocese of Lexington website at www.cdlex.org and its Employee Portal; the *Cross Roads* Newspaper; and/or direct or open correspondence.

SECTION 5 – CONFIDENTIALITY

By nature of the role or responsibility, certain employees of this Diocese may have access to information about those served or coworkers that is confidential.

1. Confidential information learned in the capacity as an employee of the Diocese should be held in confidential trust and released to authorized persons only. Confidential information includes, but is not limited to personal information such as age, ethnicity, gender, health, finances, income, and education.
2. Disclosure of confidential health information to which an employee may have access may also constitute a violation of the federal HIPAA (Health Insurance Portability and Accountability Act) laws and can carry significant legal consequences.

SECTION 6 – EQUAL EMPLOYMENT OPPORTUNITY

The Diocese shall not unlawfully discriminate against an employee or applicant because of race, color, sex, age, national origin, disability or any other applicable protected trait. Anti-discrimination law permits religious convictions to be considered in certain hiring or promotion decisions. Questions or concerns should be addressed to the Director for Human Resource.

SECTION 7 – AMERICANS WITH DISABILITIES ACT (ADA)

The Diocese provides reasonable accommodations for qualified individuals with disabilities in accordance with applicable requirements of the American with Disabilities Act and Kentucky Revised Statutes (KRS) Chapter 344.

1. Employees who are qualified individuals with disabilities covered by the ADA and/or applicable state and local disabilities laws and who require reasonable accommodation should discuss potential accommodation with the Human Resource Department.

2. It is the employee's responsibility to notify the Diocese of the need for reasonable accommodation and to provide medical verification of such need upon request.
3. Medical information will be kept confidential in the Human Resource Department.

SECTION 8 – COMPLAINT & CONFLICT RESOLUTION

1. Complaint or conflict with another employee:

- a. Every reasonable effort should be made by the employee to resolve a complaint or conflict with another employee directly.
- b. If a satisfactory resolution is not found, the employee should bring the complaint or conflict to a direct supervisor.
- c. If the employee is not satisfied with the direct supervisor's proposed resolution and the direct supervisor **is** the Pastor, Parish Life Director, Principal, or President of the location, proceed to the next step (d).

or...

If the direct supervisor **is not** the Pastor, Parish Life Director, Principal, or President of the location, the employee must submit a written complaint or description of the conflict to the Pastor, Parish Life Director, Principal, or President of the location within five (5) business days of the supervisor's resolution.

- d. If a satisfactory resolution is not found through the appeal to the Pastor, Parish Life Director, Principal, or President of the location, the employee may submit the written complaint or description of the conflict to the Human Resource Office within five (5) business days of the Pastor's, Parish Life Director's, Principal's, or President's resolution.
- e. If the employee does not agree with the decision of the Human Resource Office, he/she may make a final appeal to the Office of the Bishop.

1) Please Note: The Diocesan Bishop governs the particular Church entrusted to him with legislative, executive and judicial power, in accordance with the law. (Canon 391)

2) To make an appeal, the employee must submit in writing any evidence he/she believes was not taken into consideration or an explanation as to why he/she thinks the decision of the Human Resource Office is unjust within five (5) business days of the Human Resource Office's resolution.

2. Complaint or conflict with a supervisor:

- a. Every reasonable effort should be made by the employee to resolve a complaint or conflict with his/her supervisor directly.
- b. If the employee is not comfortable going to his/her direct supervisor about the complaint and the direct supervisor **is not** the Pastor, Parish Life Director, Principal, or President of the location, **proceed to step (c)**.

or...

If the employee is not satisfied with the direct supervisor's proposed resolution and the direct supervisor **is** the Pastor, Parish Life Director, Principal, or President of the location, **proceed to the next step (d)**.

or...

If the employee is not comfortable going to his/her direct supervisor about the complaint and the direct supervisor **is** the Pastor, Parish Life Director, Principal, or President of the location, **proceed to step (d)**.

- c. If the employee is not satisfied with the direct supervisor's proposed resolution and the direct supervisor **is not** the Pastor, Parish Life Director, Principal, or President of the location, the employee must submit a written complaint or description of the conflict to the Pastor, Parish Life Director, Principal, or President of the location within five (5) business days of the supervisor's resolution.
- d. If a satisfactory resolution is not found through the appeal to the Pastor, Parish Life Director, Principal, or President of the location, the employee may submit the written complaint or description of the conflict to the Human Resource Office within five (5) business days of the Pastor's, Parish Life director's, Principal's, or President's resolution.
- e. If the employee does not agree with the decision of the Human Resource Office, he/she may make a final appeal to the Office of the Bishop.

1) Please Note: The Diocesan Bishop governs the particular Church entrusted to him with legislative, executive and judicial power, in accordance with the law. (Canon 391)

2) To make an appeal, the employee must submit in writing any evidence he/she believes was not taken into consideration or an explanation as to why he/she thinks the decision of the Human Resource Office is unjust within five (5) business days of the Human Resource Office's resolution.

3. Employees who do not work at the Catholic Center but who have a complaint or conflict with a Catholic Center official must direct the complaint or conflict in writing to the Human Resource Office.

SECTION 9 – COMPLAINT & CONFLICT RESPONSE PROCEDURE

1. Every employee is protected from retaliation when bringing a job related complaint or conflict to his/her supervisor or to the Human Resource Office.

2. Direct Supervisor Response Procedure:

a. The direct supervisor shall hold a conference with the employee within five (5) business days of receiving a complaint from an employee.

b. Within five (5) business days of the employee conference, the supervisor shall conduct any necessary investigation and render a decision.

3. Pastor, Parish Life Director, Principal, President Response Procedure:

a. When the Pastor, Parish Life Director, Principal, or President **is** in the role of direct supervisor to the employee making a complaint or reporting a conflict, the direct supervisor response procedure is to be followed.

or...

b. When the Pastor, Parish Life Director, Principal, or President **is not** in the role of direct supervisor to the employee making a complaint or reporting a conflict, he/she shall hold a conference with the employee within five (5) business days of receiving the written complaint from an employee.

c. Within five (5) business days of the employee conference, the Pastor, Parish Life Director, Principal, or President shall conduct any necessary investigation and render a decision.

3. Human Resource Office Response Procedure:

a. The Human Resource Office will hold a conference with the employee within five (5) days of receiving a written complaint from an employee.

b. The Human Resource Office will conduct any necessary investigation and render a decision within five (5) days of the employee conference.

4. Office of the Bishop Response Procedure:

a. The Office of the Bishop will review the decision of the Human Resource Office and consider all claims regarding new/neglected evidence and/or injustice.

- b. The Bishop will either accept the appeal or uphold the decision of the Human Resource Office within ten (10) business days from the receipt of the written appeal.

SECTION 10 – DISCRIMINATION AND HARASSMENT

The Diocese prohibits all forms of illegal discrimination and harassment, including but not limited to sexual harassment, which is contrary to state and federal law. The Diocese is committed to a work environment in which all individuals are treated with respect and dignity.

1. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits illegal discriminatory practices, including harassment. The Diocese expects that all relationships among its employees will be business-like and free of bias, prejudice, and harassment.

2. Retaliation is prohibited.

- a. The Diocese encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Diocese to investigate such reports.
- b. Retaliation against any individual who, in good faith, reports discrimination or harassment, or participates in an investigation of such reports, is prohibited and will be subject to disciplinary action up to termination of employment.

3. Sexual Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws.
- b. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
 - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - 2) Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee.
 - 3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

- c. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:
 - 1) Unwanted sexual advances or requests for sexual favors
 - 2) Sexual jokes and innuendo
 - 3) Verbal abuse of a sexual nature
 - 4) Commentary about an individual's body, sexual prowess, or sexual deficiencies
 - 5) Leering, whistling or touching
 - 6) Insulting or obscene comments or gestures
 - 7) Display in the workplace of sexually suggestive objects or pictures
 - 8) Other physical, verbal or visual conduct of a sexual nature

4. Harassment/Intimidation

- a. Harassment on the basis of any other protected characteristic is strictly prohibited.
- b. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or employees because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law and that:
 - 1) Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - 2) Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - 3) Otherwise adversely affects an individual's employment opportunities.
- c. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on Diocesan premises or circulated in the workplace.

5. Sexual Exploitation

- a. Sexual exploitation refers to sexual interaction between a Diocesan employee and an adult who is receiving care from that person.
- b. Sexual exploitation occurs in a relationship in which sexual behavior is prohibited because a person holds in trust the intimate, wounded, vulnerable, or undeveloped areas of another's life.
- c. Additional information related to the Diocesan position on sexual exploitation can be found in the Code of Conduct. Employment with the Diocese is contingent upon an employee's receipt of the Code of Conduct; the employee's signed acknowledgement of such receipt and of awareness of the practical application of the Code of Conduct; and an employee's compliance with not only the specific requirements but also with the intent of the Code of Conduct. Questions should be directed to a supervisor or the Director for Human Resource.

6. Sexual Abuse

- a. Sexual abuse refers to sexual contact between a minor or vulnerable adult and a cleric, an employee or a regular volunteer of the Diocese.
- b. Additional information related to the Diocesan position on sexual abuse can be found in the Code of Conduct. Employment with the Diocese is contingent upon an employee's receipt of the Code of Conduct; the employee's signed acknowledgement of such receipt and of awareness of the practical application of the Code of Conduct; and an employee's compliance with not only the specific requirements but also with the intent of the Code of Conduct. Questions should be directed to a supervisor, the Victim Assistance Coordinator (859-253-1993 ext. 214) or the Director for Human Resource (859-253-1993 ext. 238).
- c. Incidents of sexual abuse or suspected sexual abuse must be reported to the Victim Assistance Coordinator or Director for Human Resource. Incidents may also require Reporting to local law enforcement or the Cabinet for Human Resource – Department for Social Services local office or toll free hotline (800-752-6200).

7. Individuals and Conduct Covered

- a. These policies apply to all employees whether related to conduct engaged in by fellow employees or someone not directly connected to this Diocese, e.g., an outside vendor, client or consultant. Volunteers should refer to the Volunteer Handbook.
- b. Conduct prohibited by these policies is unacceptable in the workplace on Diocesan parish or school property and in any work-related setting outside the workplace, including business trips, business meetings and business-related social events.

8. Reporting an Incident of Harassment, Discrimination or Retaliation

- a. The Diocese requires addressing of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position.
 - 1) Individuals who believe they are being subjected to such conduct are encouraged to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem.
 - 2) Individuals, who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct and who do not wish to discuss the issue with the offender, must follow the Complaint and Conflict Resolution procedure outlined in Section 8 of this Handbook.
 - 3) Reporting an incident of harassment, discrimination, or retaliation need not be in writing. It can be in person or via telephone. Employees who have any questions regarding the application of this policy can call the Employment Support phone number, listed on the inside cover of the Handbook, and if necessary reverse the phone charges.
 - 4) Prompt reporting of complaints or concerns is encouraged so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment.
 - 5) Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
 - 6) Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action.
 - 7) Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
 - 8) Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding

of a promotion or pay increase, reassignment, temporary suspension without pay, or termination.

- 9) False and malicious complaints of harassment, discrimination, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.
- 10) This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. Federal, state, and local law, and the policies of the Diocese, prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

SECTION 11 – SUBSTANCE ABUSE POLICY

The Diocese is committed to providing a safe work environment and to fostering the well-being and health of employees. This commitment is jeopardized when any employee uses illegal drugs (any drug that cannot be legally obtained in Kentucky or that can be legally obtained in Kentucky, but was illegally obtained by the employee) and/or consumes unauthorized alcohol on the job; comes to work under the influence of illegal drugs and/or alcohol; or possesses, distributes, or sells illegal drugs and/or alcohol in the workplace. This policy does not prohibit the legal serving or consumption of alcoholic beverages at approved and sponsored events.

1. An employee must not possess, use, sell, offer to sell, purchase, or distribute illegal drugs, drug paraphernalia, or alcohol while in the workplace, on Diocesan premises (including the parking lot), or while conducting Diocesan business outside of the premises of the Diocese.
2. An employee must not report to work or perform his or her duties after having ingested illegal drugs or while under the influence of alcohol or any substance that impairs the employee's ability to properly and safely perform his/her job functions.
3. An employee must not report to work or perform his/her duties while taking prescribed drugs or over-the-counter medications that adversely affect the employee's ability to effectively perform his/her job functions.
4. An employee taking a medication prescribed by his/her physician must carry it in the container labeled by a licensed pharmacist and must use it in accordance with the prescribed dosage. The taking of any prescribed medication or over-the-counter medication that causes drowsiness or may affect job safety and performance must be made known to the employee's

supervisor to determine whether the employee may continue working while taking the medication.

5. Violations of this policy are subject to disciplinary action up to, and including, termination.

6. Testing

a. The Diocese reserves the right to request that an employee submit to testing when, based on observed behavior or indications, there is reason to believe there is the presence of drug and/or alcohol use.

b. Employees who have positive results of these tests or who refuse to submit to these tests will be afforded the opportunity to utilize the services of a consulting service; and where the Diocese has knowledge of a drug or alcohol problem, monitoring will be required. Every effort will be made to ensure confidentiality of the problem insofar as it does not impede good management practices.

1) Assistance provided may be in the form of counseling, therapy or immersion in a drug treatment program.

2) Referral to counseling services may not be segregated from disciplinary action.

3) Rehabilitative efforts will require periodic management assessments regarding an employee's progress.

7. An employee who has a work-related injury that results in medical treatment must submit to a post-incident drug screen.

SECTION 12 – EMPLOYMENT CATEGORIES

Due to scheduling, compensation, and job requirements, employees are classified by the following categories: contract employee, full-time (exempt or non-exempt), part-time, and on-call employee. Employees can direct questions regarding his/her classification by speaking to his/her supervisor or the Human Resources Department.

1. Contract Employee – An employee hired for a specific job under specific arrangements outlined in an employment contract. Teachers, School Presidents, School Principals, and Classified Contract Employees are hired on a contract basis. Valid contracts are to be executed by the employee, the location supervisor and the Superintendent for Catholic Schools.

2. Full-Time Employee - An employee who works thirty-seven and a half (37½) or more hours per week will be considered full-time, and will be eligible for all benefits provided by the Diocese after a designated waiting period.

3. Regular Part-Time Employee - An employee who regularly works between 80 and 145 hours per month. On average this is between 20 and 37 hours per week. Regular part-time

employees are eligible to participate in some benefits after a designated waiting period as outlined in the Benefits Section of this Handbook.

4. Part-Time Employee - An employee who is regularly scheduled to work less than twenty (20) hours per week. Part-time employees may not participate in any benefits except as outlined in the Benefits Section of this Handbook.

5. On-Call Employee – An employee who works on an “as needed” basis. On-Call employees do not have a set schedule. On-Call employees do not participate in any benefit plans offered by the Diocese. On-Call employees must work at least eight (8) hours every calendar year (January 1 – December 31) to remain active on the payroll system.

6. Independent Contract Worker – A **non-employee** category applied to personnel hired on a contract basis for a specified time and/or specified project. An independent contract worker is not an employee of the Diocese. An independent contract worker completes a W-9 form and receives a 1099 form at the conclusion of each calendar year for IRS income reporting requirements. An independent contract worker is paid strictly for time worked and is not entitled to any other benefits of employment. However, it is the expectation that an independent contract worker abides by sections 5, 11, and 12 of this Handbook and by the Code of Conduct when performing work for the diocese. Unless specified otherwise by a written contract, an independent contract worker can be terminated at any time for any reason.

SECTION 13 – ADVANCEMENT/OPENINGS

All open positions will be posted on the Diocesan website (www.cdlex.org) until the positions are filled. Current employees are encouraged to apply for positions for which they are qualified. The Diocese is committed to employing the best candidates for available positions and will comply with all applicable employment laws in its recruitment and selection practices.

SECTION 14 – EMPLOYMENT OF RELATIVES

A relative of an employee who is recommended for hire by that employee must meet the same employment requirements as other persons applying for the same position. An employee should not be placed in a position where he/she will have direct supervision of a relative.

SECTION 15 – CHANGING EMPLOYMENT CATEGORY

Changing classifications can have significant impact on an employee’s eligibility for benefits and scheduling. Employees are encouraged to contemplate the effect the change will have on their employment.

1. Requests for change of status must be submitted by an employee’s supervisor to the Human Resources Department for approval and classification change.

2. **Changing from Full-Time to Regular Part-Time** - When an employee's status changes from full-time to regular part-time, any accumulated sick time reverts to zero (0) and any accumulated PTO (paid time off) accrual is paid out. Regular part-time employees are eligible to participate in some benefits as outlined in the Benefits Section of this Handbook.

3. **Changing from Full-Time to Part-Time** – When an employee's status changes from full-time to part-time, any accumulated sick time reverts to zero (0) and any accumulated PTO (paid time off) accrual is paid out. Part-time employees may not participate in any benefits except as outlined in the Benefits Section of this Handbook.

4. **Changing from Part-Time or Regular Part-Time to Full-Time** - Any employee changing from part-time to full-time status must be approved by his/her supervisor and the Human Resources Department.

SECTION 16 – EMPLOYMENT AT MULTIPLE LOCATIONS

The Diocese permits employees to hold positions at more than one Diocesan location subject to certain conditions.

1. The employee must consult with his/her supervisor at the Diocesan location where he/she currently is employed prior to applying for a position at an additional Diocesan location to ensure the employment will not interfere with the employee's ability to perform his/her job duties at the current Diocesan location.

2. The supervisors at each Diocesan location, in consultation with the Director of Human Resource, must agree on terms regarding potential impact on employment category, benefits eligibility, PTO usage and overtime prior to rendering a final decision.

SECTION 17 – EMPLOYMENT DATES

The Diocese maintains four important dates regarding employment.

1. **Employee Orientation Date** - Employee orientation is held once per week at the Chancery. The employee orientation date is the date an employee attends the orientation and coincides with or precedes the date of hire.

2. **Date of Hire** – The date of hire is the original date an employee begins working at the Diocese and/or the date listed on an employment contract.

3. **Seniority Date** – The seniority date is the date of hire for a full-time employee. The seniority date for a part-time employee changed to or rehired as a full-time employee is the most recent date the employee became a full-time employee.

4. **Termination Date** – The termination date is the last day of employment at the Diocese and is generally the last day worked.

SECTION 18 – SENIORITY

An employee's seniority date is the first day of full-time employment. Many benefit programs, such as PTO (paid time off) and health insurance, are based on the seniority date. In addition, the seniority date may be used to establish preference in granting vacation, scheduling work hours/responsibilities and for other legitimate situations that may be relevant.

1. An employee hired as a regular part-time, part-time or on-call employee will not receive credit towards seniority during the period of time he/she is designated as regular part-time, part-time or on-call.
2. An employee will lose his/her seniority if he/she resigns, retires, reverts to a regular part-time, part-time or on-call employment category, or is discharged.
3. An employee's seniority date may be reinstated if he/she returns to a full-time employment category within sixty (60) days of having lost his/her seniority. See the Reemployment Eligibility and Resignation section of this Handbook.

SECTION 19 – PERFORMANCE REVIEW PROCESS

Performance reviews will be conducted on an annual basis.

1. Employees will receive a performance review according to a schedule that will be established by the location supervisor/manager.
2. Each supervisor/manager is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.
3. The forms and spreadsheets provided by the Human Resource Department will be used.
4. The performance review will be discussed and signed by both the employee and the supervisor/manager to ensure that all strengths, areas for improvement and performance goals for the next review period are clearly communicated.
5. All completed reviews will be retained in the employee's personnel file maintained by the Human Resource Department.

SECTION 20 – PERSONNEL FILES AND CONFIDENTIAL RECORDS

Official personnel files and confidential records are retained at the Catholic Center by the Human Resource Department. It is the policy of the Diocese to respect individual privacy and to maintain in confidence all information and records pertaining to its employees.

1. The employee is responsible for maintaining the accuracy of his/her records by reporting changes in his/her personal information to the Human Resource Department in a timely manner.

2. No private information or personal data about an employee will be shared within the Diocese without the employee's consent, except with those employees maintaining the data or with members of management having a legitimate business need to be aware of it.
3. In general, no personal information about an employee will be provided to persons outside the Diocese without the prior consent of the employee, usually in writing, or an alternatively appropriate legal process.
4. The Diocese may provide, without the employee's consent, information to persons outside the Diocese limited to whether or not a particular person works/worked for the Diocese, dates of employment, and position(s) held.
5. The Diocese cooperates with federal, state, or local agencies performing investigative functions. Personal information will be provided to governmental investigators without prior consent of the employee only where such agencies are entitled by law to such information.
6. The Diocese is required by law to maintain certain medical, health, and other confidential records for each employee, some of which must be maintained separate from the employee's personnel file. These records will be maintained in a Confidential File.

SECTION 21 – CHANGES IN PERSONNEL INFORMATION

1. An employee must notify the Human Resource Department of any changes to the following:
 - a. Name
 - b. Address
 - c. Telephone Number
 - d. Marital status
 - e. Dependents
 - f. Beneficiary
 - g. Emergency information
 - h. Other information as necessary or appropriate
2. Changes in the information listed above must be submitted to the Human Resource Department within ten (10) days of such changes taking effect.

3. The employee is responsible for reporting changes in his/her personal information to the Human Resource Department in a timely manner to assure that appropriate federal and state records can be kept current. Inquiries should be directed to a supervisor.

SECTION 22 – RESIGNATION

This Diocese requires that all employees (NOTE: contract terms govern resignation for teachers, school administrators and classified contract employees) who desire to leave employment provide appropriate notice. The Diocese reserves the right to waive the notice requirement.

1. An employee who desires to leave employment with the Diocese is to provide advance notice of his/her last day of employment as follows:

- a. Secretary, Parish Life Director Positions – Request 90-day notice but require 30-day notice
- b. Director Positions – Request 30-day notice but require 2-week notice
- c. All Other Positions – Require 2-week notice

2. Once notice is provided to the Diocese, the employee is expected to work until the last day of his/her employment. The date of resignation is defined as the last day worked. The employee's remaining unused PTO will be paid out in full upon completion of the last day of employment.

3. An employee who resigns voluntarily ordinarily receive his/her final paycheck on the regularly scheduled payday, unless otherwise provided for by state or federal requirements.

SECTION 23 – REEMPLOYMENT ELIGIBILITY

1. The decision to rehire an employee is always at the sole discretion of the Diocese.

2. Documented deficiencies or failure to give proper notice of resignation may result in conditional rehire status, which requires the Department of Human Resource or the Superintendent of Catholic Schools to review and consider the circumstances before extending an offer of reemployment.

3. If an employee is rehired within 60 days of the date that he/she left employment, and he/she complied with the requested resignation notice, he/she shall retain his/her original date of hire and seniority.

4. If an employee is rehired after 60 days of the date that he/she left employment, an employee's continuous service date will begin with the most recent hire date.

SECTION 24 – EMPLOYEE CONSULTATIONS

1. Employment is at-will and termination can be made at any time and for any reason.
2. An employee who violates Diocesan policies, procedures, and/or work rules may be subject to an Employee Consultation which may include disciplinary action.
3. Employee Consultations are not intended as punishment for the employee, but to make clear what behavior is acceptable or not and what steps need to be taken to correct deficient performance.

SECTION 25 – CORRECTIVE ACTION

Unfortunately, there are times that corrective actions have to be taken in order to make employees aware that some aspects of their performance or behavior must be improved. It is the Supervisor's responsibility to work with the employee to assist them in making the necessary improvements. Ultimately, it is each employee's responsibility to resolve any performance or behavior problems so that acceptable performance or behavior can be achieved.

1. The objective of the normal corrective action progression is to eliminate the unacceptable performance or behavior rather than to punish.
2. This normal corrective action progression is as follows:
 - a. Step 1: Verbal Counseling-** Employee has a conversation with supervisor/manager concerning performance or behavior and a note placed in the employee's personnel file.
 - b. Step 2: Written Warning -** The infraction is serious enough that it warrants a written warning, which is put in the employee's personnel file.
 - c. Step 3: Final Written Warning and/or Suspension without Pay –** A final written warning notifies the employee that any additional infraction may result in termination. An unpaid suspension is typically three (3) days (but may be less) depending on the seriousness of the infraction.
 - d. Step 4: Termination -** This is the most serious disciplinary action taken.
3. The Diocese is committed to fair and consistent treatment. A complete and thorough investigation of all serious infractions will be conducted in a prompt and professional manner and will be kept confidential to the extent consistent with a thorough investigation.
4. The Diocese reserves the right to impose the level of Corrective Action it believes is appropriate considering the facts and circumstances, up to and including termination upon the first occurrence. *(Example: An employee that violates the Harassment policy may skip Step 1 of the progression and the corrective action may begin at a Step 3).*

5. General disciplinary documentation is active in the employee personnel file for 12 months from date of discipline. If a performance issue should occur within 12 months of the previous corrective action the next step in the progression would occur up to and including termination of employment.

6. Any Corrective Action documentation related to Workplace Harassment, Sexual Harassment or Violence in the Workplace will remain in the employee's file indefinitely.

7. If an employee feel he/she has been unfairly disciplined, he/she should file a complaint through the established Complaint and Conflict Resolution procedure in Section 8 of this Handbook.

SECTION 26 – ATTENDANCE

An employee must report for and work his/her assigned hours. Due to the nature of Diocesan work, an employee may not be limited to working traditional days of the week or specific hours.

1. An employee must personally, except under extreme circumstances, notify his/her supervisor, or the supervisor's designee, when illness or other circumstances prevent the employee from reporting to work.

a. An employee who delivers notification of missing work to anyone other than his/her supervisor, or the supervisor's designee, will be considered absent under the attendance policy.

b. Any notification of missing work from an employee must be documented by noting date and time of call, reason for missing work, and expected return date.

2. An employee should provide his/her supervisor, or the supervisor's designee, at least two (2) hours advance notice of his/her inability to report for his/her assigned hours.

3. An employee must accurately record all missed work utilizing paperless time and attendance and his/her supervisor is responsible for making sure accurate records are reported to the Payroll Department.

4. An employee must use **accrued sick time** when missing work due to an illness or related circumstance that prevents the employee from reporting for his/her assigned hours. An employee will be considered absent under the attendance policy only after all sick time has been exhausted.

5. An employee who fails to report for his/her assigned hours and who fails to notify his/her supervisor, or the supervisor's designee, of the absence may be considered to have voluntarily resigned without notice unless the employee can satisfactorily demonstrate he/she was physically unable to give proper notice.

6. The Diocese utilizes a “No Fault Attendance Policy” for monitoring absenteeism and tardiness.

- a. All absences are unexcused.
- b. An absence is defined as any time an employee does not work his/her assigned hours.
- c. An employee is **considered absent** for purposes of the attendance policy when he/she misses work **after having exhausted all accrued sick time and PTO (paid time off)**.
- d. An employee who is on an authorized **Leave of Absence** will **not be considered absent** for purposes of the attendance policy while he/she remains on the Leave of Absence.
- e. A tardy is defined as any time an employee is not prepared to begin working his/her assigned hours, leaves prior to the end of his/her assigned hours or does not work at least one half (1/2) of his/her assigned hours.
- f. Excessive unexcused absenteeism/tardiness will be tracked as follows:
 - 1) Each absence will be assigned an occurrence value of one (1).
 - 2) Each tardy will be assigned an occurrence value of one half (1/2).
 - 3) Occurrences are tracked during any rolling 365-day period.
- g. Excessive unexcused absenteeism/tardiness will be addressed as follows:
 - 1) Written Reminder – one occurrence [e.g. one (1) absence or two (2) tardy]
 - 2) Termination – two occurrences [e.g. two (2) absences or four (4) tardy]

7. This section on attendance is intended to provide an employee the opportunity to address situations. It does not void or invalidate employment at will.

- a. When a supervisor believes that an employee has shown disregard for the intent of this guide by demonstrating a pattern of absence the supervisor considers abusive, then employment can be terminated. For example, patterns of absence on Mondays or Fridays and/or surrounding holiday weekends.
- b. Supervisors are required to seek review and approval by contacting the Director for Human Resources before taking an action that may result in termination.

SECTION 27 – STANDARDS OF CONDUCT

The Diocese cannot operate without certain guidelines and rules that are mutually beneficial to Diocesan operations, to the people served and to all employees. Employees are expected to adhere to the Diocesan Code of Conduct at all times.

1. The following guidelines describe **general infractions**. This list is not intended to be all-inclusive. Multiple infractions may lead to a written warning, suspension (with or without pay), or termination of employment. Depending on the seriousness of the infraction, employment may be terminated on the first occurrence.

- a. Unauthorized absence from the work area
- b. Starting work before or after scheduled time without the permission of your supervisor
- c. Unprofessional behavior on the premises at any time
- d. Smoking in non-designated smoking areas and/or at inappropriate times
- e. Violation of security regulations
- f. Posting, removing, or altering of notices, signs, or bulletin boards or other posting area without the permission of the Pastor, Parish Life Director, Principal, Secretary, or supervisor
- g. Unauthorized soliciting or collecting contributions for any purpose during working time
- h. Unauthorized distribution of literature, written or printed material of any description in working area with the exception to the mail room
- i. Unauthorized absence(s) from mandatory training and in-service
- j. Littering or contributing to disorderly or unsanitary conditions

2. The following guidelines describe **serious infractions** that may lead to immediate suspension (with or without pay) or termination. This list is not intended to be all-inclusive.

- a. Knowingly altering the time record of another employee, or having another employee alter one's own time record, or any unauthorized or misrepresentation of time worked
- b. Falsification or alteration of any personnel or official Diocesan records or information, including the employment application, whether discovered at the time or later

- c. Any conduct that is determined by the Diocese to be detrimental to the health, welfare, and safety of the people the Diocese serves, visitors, fellow employees, or the Diocese
- d. Removal of the property of any client, fellow employee, or the Diocese from Diocesan premises without proper authorization
- e. Failure to adhere to the Diocesan Safe Environment, Anti-Harassment and Code of Conduct policies.
- f. Being insubordinate to one's direct supervisor
- g. Divulging confidential information or discussing a confidential matter in an inappropriate manner or place
- h. Possession or use of weapons when working in a ministerial setting in violation of the Code of Conduct
- i. Disregard for or repeated violation of safety rules or common safety practices
- j. Abuse, misuse or the careless or deliberate destruction of property, another employee's property, or Diocesan parish or school property
- k. Reporting for work under the influence of alcohol or illegal drugs
- l. Except for legal sale or consumption of alcohol at approved or sponsored events, the use, possession, distribution, or sale of illegal drugs on Diocesan parish or school property at any time, or possession, distribution, or sale of alcohol on Diocesan parish or school property at any time
- m. Unauthorized gambling or gaming on Diocesan premises at any time
- n. Failure to immediately report to one's supervisor and/or to document any injury or incident that occurs to oneself, another employee, or a visitor

SECTION 28 – UNEMPLOYMENT COMPENSATION

*Service performed in the employ of a church or convention or association of churches is exempt from the provisions of the Unemployment Compensation Act. (KRS 341.055) The Diocese does **not** provide unemployment compensation insurance.*

SECTION 29 – BENEFITS PACKAGE

The Roman Catholic Diocese of Lexington offers a comprehensive benefits package for qualifying employees of the Diocese. The following is only a summary of current benefits and of which employee category(ies) qualify for them. For a current list of benefits and plan documents, please contact the Human Resource Department.

Current Benefits Available	Employment Classification Eligibility
Health Benefits	Full-Time, Regular Part-Time
Life Insurance and Accidental Death and Dismemberment	Full-Time
Short Term Disability	Full-Time
Additional optional benefits available for purchase	Full-Time, Regular Part-Time
Holidays	Full-Time, Regular Part-Time
Paid Time Off (PTO)	Full-Time, Regular Part-Time
Paid Sick/Personal Days	Full-Time
Pension	Full-Time, Regular Part-Time

SECTION 30 – BENEFIT ENROLLMENT

1. New employees of the Diocese, who are benefit eligible, will receive enrollment information at the time of onboarding.
2. It is the employee's responsibility to submit all appropriate enrollment elections prior to his/her benefit effective date.
3. If an employee believes he/she is benefit eligible, but has not been provided benefit enrollment information within thirty (30) days of his/her date of hire, or if he/she has questions regarding benefit enrollment or qualifying events, the employee should contact the Human Resource Department.
4. If an employee has not enrolled him/herself or his/her family members in the full comprehensive benefit plan within thirty (30) days of his/her benefit eligibility date, the employee will be unable to enroll until the next open enrollment, unless the employee or his/her family has a qualifying event (marital status change, job status change, etc.).

SECTION 31 – NOTICE OF SPECIAL ENROLLMENT RIGHTS

1. If an employee declines enrollment for himself/herself or his/her dependents (including spouse) because of other health insurance or dental coverage, that employee may be able to later enroll himself/herself and his/her dependents in the plan offered by the Diocese based on a qualifying event.

2. Qualifying events include a dependent losing eligibility for other coverage and another employer stopping contributions the employee's or dependents' other coverage.

3. The Diocesan employee may request enrollment within thirty-one (31) days of the qualifying event. For detailed information and qualifications for special enrollment, contact the Human Resource Department.

SECTION 32 – HOLIDAYS

1. Except for school and Diocesan food service employees, whose holidays are covered by an employment contract, full-time employees receive the following paid holidays:

- a. New Year's Day
- b. Martin Luther King Day
- c. President's Day
- d. Holy Thursday
- e. Good Friday
- f. Monday after Easter
- g. Memorial Day
- h. Juneteenth
- i. Independence Day
- j. Labor Day
- k. Thanksgiving Day
- l. Day after Thanksgiving Day
- m. Christmas Eve
- n. Christmas Day

2. When the holiday falls on a weekend, the closest business day is observed.

3. The following days are also included as holidays so long as they are officially designated as holy days of obligation in the United States:

- a. Solemnity of the Assumption of Mary, August 15
- b. All Saints Day, November 1

c. Solemnity of the Immaculate Conception, December 8

d. **NOTE:** When August 15 and November 1 fall on a Monday, these days are not observed as holy days of obligation in the United States.

4. Regular part-time employees receive prorated pay for holidays, i.e. if the regular part-time employee is budgeted to be a 60% employee at 20 hours per week then his/her holiday pay would equal 60% of the day. Employees are not eligible for holiday pay if they are on leave (i.e., personal leave, FMLA).

5. Part-time employees who are unable to work their regularly scheduled work day because it falls on the holiday, may have the opportunity to work another day within the same pay period if approved by their supervisor.

6. Some parish employees may not be able to observe the specified holidays on the designated day due to liturgical commitments. In those cases, an employee may reschedule this time off observance with his/her supervisor. This time off must be rescheduled within six (6) months of the date of the holiday.

SECTION 33 – SICK DAYS

1. Except for teachers, principals/presidents and classified contract employees whose sick pay is covered by an employment contract, sick pay is available for full-time employees to take time away from work for illness, injury or to care for an injury or illness of a spouse, child or parent. The non-use of sick pay confers no right to additional remuneration. **NOTE:** For contract employees, a sick day must be used in either Half day [absent four (4) or less hours] or Full day [absent more than four (4) hours] increments.

2. Sick Pay is accrued at a rate of one day per month to a maximum of sixty (60) days.

3. Within a given fiscal year, three (3) sick days may be used as personal days with prior approval from the appropriate supervisor.

4. If sick time away from work is greater than 3 days, contact the Human Resource Department for information regarding Family Medical Leave (FMLA) or Personal Medical Leave.

5. Sick days, when available, must be used concurrently with Family and Medical Leave or Personal Medical Leave.

SECTION 34 – LEAVE SHARING

To remain fair and consistent in our employment practices, the sharing of any paid leave (PTO or sick time) is prohibited.

SECTION 35 – PAID TIME OFF

1. Except for teachers, school principals/presidents, classified contract employees and vowed religious, whose paid time off is covered by an employment contract, full-time and regular part-time employees should take full advantage of the Paid Time Off (PTO) that is available to them.

2. Full-time or regular part-time employees are eligible for PTO that may be used during each fiscal year from July 1 through June 30th. The schedule for available PTO is as follows:

Completed Years of Service	Days Available	Monthly Accrual Rate
0-2	10	.83
3	11	.92
4	13	1.08
5	15	1.25
6	16	1.33
7	17	1.42
8	18	1.50
9	19	1.58
10 or more	20	1.67

3. PTO days are earned on a monthly basis and credited to the employee’s available days accordingly at every month end. The accrual rate is based on the employee’s anniversary date.

4. Automatic accrual in payroll and time attendance programs requires placing each employee in an accrual category based on their weekly regular work schedule. If an employee’s weekly regular work schedule falls between the hours listed in the chart below, they must be enrolled in the 8 Hour EE Accrual Policy category.

Employee (EE) Classification Accrual Percentage	7.5 Hour EE Accrual Policy	8 Hour EE Accrual Policy
100%	37.5 hrs.	40 hrs.
90%	34 hrs.	37 hrs.
80%	30 hrs.	33 hrs.
70%	26 hrs.	29 hrs.
60%	20 hrs.	25 hrs.
Not Eligible for Benefits/Accrual Policy	Less than 20 hours a week	

5. Employees are prohibited from carrying a negative balance of any accrued time off.

6. In the event of termination for any reason, the employee's remaining unused PTO will be paid out.
 - a. If the employee resigns from one Diocesan location to accept a position at a different Diocesan location, the employee's eligible unused PTO transfers to the new location according to the schedule identified in #9 of this section (Section 36).
 - b. The Diocesan location that the employee leaves is responsible for paying out all eligible unused PTO (see #9 of this section [Section 36]) to the new Diocesan location.
7. Actual PTO available is based on the employee's normal work schedule.
 - a. New full-time employees will begin receiving prorated PTO days for use at the end of the first month worked. There is not a beginning balance of days available.
 - b. If full-time employment begins during a partial month where the number of days remaining in the month is fifteen (15) or greater, the employee will receive credit for .83 PTO days for the month.
 - c. If employment begins during a partial month where the number of days remaining in the month is less than fifteen (15), no credit will be given for the partial month.
 - d. Employees that take approved time off without any accrued time will **not** be paid for the time away from work.
8. PTO for scheduled time off, such as vacations, must be requested, and approved by one's supervisor, prior to taking the days off.
 - a. It is advisable that employees obtain PTO approval for time off prior to making plans.
 - b. PTO may be denied, if the requested time off cannot be worked into the schedule.
 - c. Requested time off for vacations should normally be requested in writing in advance of more than five (5) working days.
9. PTO carry over is based on a fiscal year of July 1 to June 30.
 - a. A maximum of fifteen (15) PTO days may be carried over to the next fiscal year; remaining PTO is lost and is not carried over to any future fiscal years.
 - b. During any fiscal year an employee shall have no more PTO than the current period and fifteen (15) carried over days.
10. PTO time, when available, must be used concurrently with Family and Medical Leave, Personal Medical Leave, or Military Leave.

SECTION 36 – BEREAVEMENT LEAVE

1. All full-time employees will be granted three (3) days off with pay in the event of a death within the immediate family.
2. For purposes of this policy, immediate family will include spouse, children, parents, brother, sister, step children, adopted children, grandparents, grandchildren, and in-laws such as mother, father, brother, or sister.
3. Additional time off may be granted if approved by a supervisor/manager. Any additional time off will be deducted from accumulated PTO.
4. Absences for bereavement leave will not be applied to no-fault attendance policy point accumulation.
5. At the discretion of the immediate supervisor, an employee may be allowed unpaid time off for the death of other relatives.
6. Pay for bereavement leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made.

SECTION 37 – FAMILY & MEDICAL LEAVE ACT (FMLA) LEAVE

The Diocese shall comply with the Family and Medical Leave Act (FMLA) by allowing eligible full-time employees to take up to twelve weeks of unpaid job protected leave in a twelve-month period for specified family and medical reasons.

1. **Eligibility** – To be eligible for an FMLA leave of absence, the employee:
 - a. Must have worked for the Diocese for a total of twelve (12) months or more, **and**
 - b. Must have worked at least 1,250 hours during the twelve (12) months prior to the leave request.
2. **Entitlement**
 - a. An eligible employee may request and receive up to twelve (12) weeks of leave during any twelve (12) month period. This twelve (12) month period shall commence on the first day of the employee’s FMLA leave and shall be a “rolling” twelve (12) month period.
 - b. FMLA leave may be taken for any of the following reasons:
 - 1) The birth and care of a newborn child of the employee
 - 2) Placement with the employee of a son/daughter for adoption/foster care

- 3) The employee needs to care for a spouse, child or parent who has a serious health condition
 - 4) The employee is rendered incapable of performing the functions of his or her job due to a serious health condition (including pregnancy or related conditions)
- c. The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any “qualifying exigency” arising from the foreign deployment of the employee’s spouse, son, daughter or parent with the Armed Forces.
 - d. An eligible employee may also take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered service member with a serious injury or illness if the employee is the service member’s spouse, son, daughter, parent or next of kin.
 - e. If two parents are both employees for the Diocese, the two employees are allowed twelve (12) weeks of FMLA leave between them in total when the leave is for the birth or placement of a child or to care for a sick parent.
 - f. If two parents are both employees for the Diocese, the two employees are each entitled to twelve (12) weeks of FMLA leave when the leave is to care for the employee’s own illness or to care for an ill child or spouse.
 - g. FMLA leave for the birth and care of a newborn child of the employee, for the placement with the employee of a son or daughter for adoption or foster care shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the Human Resource Department agree otherwise.
 - h. FMLA leave for the care for a spouse, child or parent who has a serious health condition, for an employee who is rendered incapable of performing the functions of his or her job due to a serious health condition, or for military caregiver leave may be taken intermittently or on a reduced leave schedule when medically necessary.
 - 1) If an employee requests intermittent leave or leave on a reduced leave schedule for the aforementioned reasons, that is foreseeable based on planned medical treatment, the Diocese may require such employee to transfer temporarily to an available alternative position offered by the Diocese for which the employee is qualified and that:
 - a) has equivalent pay and benefits, and
 - b) better accommodates recurring periods of leave than the regular employment position of the employee.

2) The employee may also request and be granted with the approval of the Human Resource Department an unpaid leave.

i. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves...

1) a period of incapacity or treatment connected with an overnight stay in a hospital, hospice, or residential medical care facility;

2) any period of incapacity requiring absence of more than three (3) calendar days that also involves continuing treatment by (or under the supervision of) a health care provider;

3) any period of incapacity due to pregnancy, or for prenatal care;

4) any period of or treatment for such incapacity due to a chronic serious health condition;

5) a period of incapacity which is permanent or long-term due to a condition for which treatment may be effective, under the continuing supervision of a health care provider; or

6) any period of absence to receive multiple treatments (or recover therefrom) by or under orders or referral from a health care provider for restorative surgery after an injury or for a condition so serious that, in the absence of medical intervention or treatment, would likely result in a period of incapacity of more than three (3) calendar days.

3. Workers' Compensation and FMLA Leave - An employee's time away from work because of a work-related injury will be counted against the employee's allotted FMLA time.

4. Requesting and Documenting FMLA Leave

a. An employee seeking a Family and Medical Leave Act Leave is required to provide thirty (30) day advance notice, when the need is foreseeable and such notice is practicable.

b. An employee requesting an FMLA leave must complete the "Family and Medical Leave Request" form and return it to his/her immediate supervisor who will forward it to the Human Resource Department.

c. The Human Resource Department will assign the appropriate paperwork to be filled out by the employee and the employee's physician based on the particular leave request. (Copies of adoption papers should be provided if the leave is due to adoption of a child.)

- d. The employee has fifteen (15) days from the date of requested leave to return the FMLA documentation to the Human Resource Department for leave determination.
- e. If intermittent leave is required, the employee is responsible for scheduling absences in a manner which minimizes disruption to work activities. The employee may have to provide written weekly status up-dates to the Human Resource Department, verifying his or her intent to return to work, in writing and provide any necessary or requested medical certifications.
- f. An adequate number of forms will be provided upon approval of the Family and Medical Leave Request.
- g. The Diocese may require a second opinion on medical certifications at the Diocese expense.

5. Pay while on FMLA Leave – Employees will be paid for any time away from work for an approved FMLA leave in accordance with the following schedule: first from available sick time until such time is exhausted, and then from available PTO time until such time is exhausted. When all available sick and PTO time is exhausted, any remaining FMLA leave will be unpaid.

6. Benefits while on FMLA Leave

- a. The employee will be retained on the health and dental plan under the same conditions that applied before the approved FMLA leave commenced.
- b. The employee is required to pay his/her share of any regular payroll-deducted benefits each payday to the Human Resource Department.
- c. The employee has a thirty (30) day grace period to pay any regular payroll-deducted benefits for a given payday to the Human Resource Department.
- d. The employee retains length of service credit during an approved FMLA leave.
- e. The accrual of PTO benefits is suspended during an approved FMLA leave.
- f. The Diocese has the right to collect benefit premiums paid on behalf of the employee if the employee does not return to work after taking an approved FMLA leave, unless the employee is unable to return because of one of the following reasons:
 - 1) The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member, which would otherwise entitle the employee to FMLA leave;
 - 2) Other circumstances beyond the employee's control, such as unanticipated

long-term care of a family member, lay-off, or key employee status invoked; or

3) Temporary disability or workers' compensation leave.

7. Returning to Work after FMLA Leave

- a. Following any approved FMLA leave of twelve (12) weeks or less, unless the employee is considered a "key employee", an employee is entitled to be returned to the same or equivalent position held when the leave commenced.
- b. If at the end of twelve (12) weeks of approved FMLA leave, an employee is unable to perform the essential functions of the position because of a serious health condition, the employee has no right to restoration to another position under the Family and Medical Leave Act and thus may be terminated.
- c. An employee returning early from an approved FMLA leave must provide the Diocese with a two (2) day notice. Failure to do so allows the Diocese to hold the employee out for two (2) days. This time is used to make arrangements to move any replacement worker that was made necessary by the leave.
- d. In the event an employee fails to return to work on an agreed upon date or fails to receive written approval for a leave extension, the absence will be viewed as a voluntary resignation.

SECTION 38 – PERSONAL MEDICAL LEAVE (PML)

A full-time employee whose own serious health condition would normally qualify for FMLA but does not qualify for FMLA because he/she does not meet the length of service requirement may apply for Personal Medical Leave (PML).

1. An employee who wants to apply for personal medical leave must comply with all policies as if he/she is applying for FMLA leave, except...
 - a. PML approval is at the sole discretion of the Human Resource Department with recommendation from the immediate supervisor.
 - b. Upon returning to work after PML, the same or equivalent position is not guaranteed. The Diocese may offer another position that may be available at the time. If a new position is offered, pay and benefits may be adjusted to match the level of the new position.
 - c. PML is only available for a maximum of sixty (60) days. If an employee is not able to return to work at the end of this period, the absence will be viewed as a voluntary resignation.
 - d. Pay for PML will be from the employee's available sick pay and then available PTO pay

and if/when they are both exhausted then unpaid.

- e. After all sick pay and PTO pay has been exhausted, it will be the responsibility of the employee to pay for any benefits he/she is currently receiving as part of employment with the Diocese.

SECTION 39 – MILITARY LEAVE

It is the policy of the Diocese to grant full-time employees military leaves of absence upon request, in accordance with applicable state and federal law.

1. Any employee who serves in the United States Armed Forces will be granted a military leave of absence upon request. The United States Armed Forces is defined as the Army, Navy, Air Force, Marine Corps, National Guard, Active or Inactive Reserves, or the Coast Guard and their auxiliaries.

2. A written request for a military leave of absence must be provided to the immediate supervisor who will forward it to the Human Resource Department, thirty (30) days before the leave will begin, unless the employee is inducted or required to report for duty in less than thirty (30) days after receiving notice from the Armed Forces. In such case, the employee shall notify the Human Resource Department immediately upon receipt of such notice. The employee shall provide a copy of their military orders along with the request.

3. An employee who is inducted into the Armed Forces or called to duty from the reserves and leaves a permanent position shall, upon his/her completion of military service, be returned to employment, subject to the following conditions:

- a. The employee has received a certificate attesting that he/she has satisfactorily completed his/her military duty, DD214.
- b. If service was thirty (30) days or less, the employee reports for work at the beginning of the first full regularly scheduled work period on the first calendar day following completion of service and the expiration of eight (8) hours after time for transportation home.
- c. If service was for thirty-one (31) days or more but less than 181 days, the employee must submit an application for reemployment with the Human Resource Department no later than fourteen (14) days following the completion of service.
- d. If service was for 181 days or more, the employee must submit an application for reemployment with the Human Resource Department no later than ninety (90) days following the completion of service.
- e. If the employee is hospitalized or convalescing from a service-connected injury, the employee must submit an application for reemployment with the Human Resource Department no later than two (2) years following completion of service.

- f. If service was less than ninety-one (91) days, the employee will be reinstated to a position that the employee would have attained if employment had not been interrupted by military service or, if found not qualified for such position after reasonable efforts by the Diocese, in the position in which the employee had been employed prior to military service.
- g. If the employee served more than ninety (90) days and less than five (5) years, the employee will be reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform, or, if found not qualified for such position after reasonable efforts by the Diocese, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- h. If after reasonable accommodation efforts by the Diocese, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Diocese, or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

4. Any employee who is required to attend summer camp with his/her Reserve Unit will be granted a leave of absence. The employee must inform his/her supervisor or the Human Resource Department of the dates the leave begins and ends.

5. An employee will not be required to take his/her PTO time during military training, this training will be unpaid time. However, should the employee elect to do so, he/she must inform his/her supervisor so that such information can be entered on appropriate time records/schedules. The policies regarding use of PTO prior to an employee's anniversary date shall apply to employees on Military Leave.

6. Failure of an employee to return to work as outlined in this policy shall be considered voluntary resignation, and shall be so reflected in the employee's personnel record.

7. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial thirty-one (31) day period, the employee and covered dependents can continue group health insurance up to twenty-four (24) months at 102% of the overall (both employer and employee) premium rate.

SECTION 40 – JURY DUTY/COURT APPEARANCES

1. An employee is permitted to take the necessary time off whenever called for jury duty.
2. An employee must notify his/her supervisor within forty-eight (48) hours of receipt of the jury summons.
3. Jury duty is not considered an absence whenever the employee presents a court-issued statement of jury service to his/her supervisor.
4. When an employee provides proof of jury duty service, the Diocese will pay up to fifteen (15) days. Additional considerations may be made in consultation between the immediate supervisor after approval by the Human Resource Department.
5. If an employee is subpoenaed as a witness to a legal proceeding, the time away from work will not be counted against the employee. However, the time will be unpaid time. In the event the employee wants paid for this time, he/she may use any PTO time he/she has available. A copy of the subpoena must be submitted to the Human Resource Department prior to the employee attending the hearing.

SECTION 41 – VOTING TIME

1. In compliance with Kentucky law, the Diocese allows full-time employees four (4) consecutive hours of leave during polling hours in order to vote in federal, state or local elections, both primary and general elections.
2. Most part-time employees will have four (4) consecutive hours during polling hours available outside of their normal work schedule. These employees are expected to vote during non-working hours.

SECTION 42 – INCLEMENT WEATHER

In the event of inclement weather, the decision to open late, close early, or close altogether belongs to the pastor, principal/president, or highest local supervisor at each location.

1. Location supervisors are responsible for establishing a clear communication plan to ensure all location employees are notified of changes in scheduled work hours due to inclement weather.
2. Each employee is responsible for his/her personal safety. Each employee must determine whether he/she can safely report to work in the event that work hours are not modified due to inclement weather. If an employee believes he/she cannot safely make it to work due to inclement weather, he/she must still notify his/her immediate supervisor to discuss the particular situation.
3. Payment to employees for missed work time when a decision is made to open late, close early, or close altogether due to inclement weather shall be made according to the following:

- a. Non-school exempt employees are to be paid in full for a regularly scheduled work day.
- b. Non-school non-exempt employees are to be paid for regularly scheduled work hours.
- c. School contract employees and Diocesan food service contract employees are to be paid in accordance with the terms of their contract.
- d. School exempt employees are to be paid in full for a regularly scheduled work day.
- e. School non-exempt employees
 - 1) School non-exempt employees are to be paid for regularly scheduled work hours in the event of a delayed opening or early dismissal due to inclement weather.
 - 2) School non-exempt employees are to be paid for regularly scheduled work hours in the event of a closure due to inclement weather if the school day is not going to be made up on a later date.
 - 3) School non-exempt employees are not to be paid for regularly scheduled work hours in the event of a closure due to inclement weather if the school day is going to be made up on a later, non-scheduled work date.

SECTION 43 – GARNISHMENTS

Employees are expected to handle their financial obligations in a responsible and timely manner. Writs of garnishments or other court-ordered wage deductions are costly and are to be avoided whenever possible. If a situation arises whereby the employees' wages are attached by a court order, the Diocese is required to withhold a specified amount of the employee's earnings to be paid to the court. The employee will be notified of any attachment and of the payroll arrangements which will be made.

SECTION 44 – HOURS OF WORK/OVERTIME

Scheduled work hours may vary within each entity of the Diocese. Supervisors will explain working hours and announce any change in working hours in advance. Overtime may be required as a condition of employment and whenever possible will be announced in advance.

- 1. Overtime must be approved in advance by the supervisor.
- 2. Non-exempt employees may not waive their right for overtime pay or receive compensation time in lieu of overtime pay.

SECTION 45 – MEALS/BREAKS

Non-exempt employees are entitled to an unpaid thirty (30) minute meal break between the third and fifth hour of the work day and a paid ten (10) minute break for each four (4) hour work period.

SECTION 46 – PAYCHECKS AND DEDUCTIONS

1. Paychecks are processed semi-monthly in accordance to exempt and non-exempt status.
2. The Diocese is required to withhold federal, state, city and/or local taxes (where applicable), and Social Security (FICA) taxes from employees' earnings. Other deductions (which will be made with the employee's authorization) may be for insurance contributions and/or other optional programs.
3. Employees should examine their paycheck carefully as soon as they receive it and immediately contact their supervisor with questions or discovered errors. Any necessary paycheck adjustments due to an error by the Diocese will be made within three (3) business days after verification of the error. Adjustments due to an employee's failure to report time will be made on the following payroll period if approved by the supervisor.
4. An employee requesting any changes in deductions related to taxes will need to complete and submit the appropriate supporting documents.

SECTION 47 – SOCIAL SECURITY

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of their wages to the trust fund from which benefits are paid. As an employer, the Diocese is required to deduct this amount from each paycheck and to match the employee's contribution dollar for dollar, thereby paying one-half of the cost of employee's Social Security benefits.

SECTION 48 – TIME RECORDS

Accurate time records are essential to ensure full payment for all hours worked.

1. Non-exempt employees must accurately record time on and off the clock at the beginning and end of each workday, beginning and ending meal breaks, and whenever permission is received from the supervisor to leave the premises for personal reasons during work hours.
2. Employees who are substantially interrupted during a meal break should notify their supervisor so they can be compensated.
3. Entry of time and accuracy is a critical responsibility of the employee; failure to record time in a timely and accurate manner can result in disciplinary action and/or disruption of pay.
4. It is each individual employee's responsibility to notify his/her supervisor immediately after having forgotten or misreported time worked. The supervisor must approve any corrections made to time records.

5. Any employee who alters, in any way, the time records of another employee, or who falsifies his/her own, will be subject to immediate dismissal.

SECTION 49 – SAFETY AND SECURITY

It is the policy of the Diocese to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment that is free from recognized hazards.

1. Safety – Both management and the individual employee are responsible for safety in Diocesan operation. All employees are expected to participate in safety and health matters.

- a. Employees are expected to conduct themselves in a safe manner during the performance of his/her assigned work whenever they are on Diocesan parish or school property, or engaged in Diocesan business.
- b. Accordingly, compliance with all established rules, regulations, and procedures that ensure safe and healthy working conditions is required of all employees.
- c. Failure to comply with safety regulations may result in disciplinary action up to, and including, termination.
- d. Should it become necessary to evacuate the premises for any reason, all employees will be notified by their supervisor of how to accomplish the evacuation. Employees must familiarize themselves with the emergency exits nearest each work area and use any designated exits and stairways.

2. Security - Security regulations, safety regulations, and other rules of conduct are matters of good management and common sense. Security procedures are in effect to protect the people we serve, the employee, employee's property, as well as to safeguard the Diocesan property. Diocesan parish and school property is the direct responsibility of all employees.

- a. It is the responsibility of all supervisors to make sure that their employees are familiar with and understand these regulations.
- b. The employee is to be aware of and comply with security procedures during daily work activities.
- c. The employee may be subject to disciplinary measures if you fail to comply with security regulations.
- d. Employees are urged to immediately report any improper activity to their supervisor.

3. Accidents and Injuries

- a. Employees must immediately report all accidents or injuries occurring on the premises regardless of the severity.
- b. Employees are instructed during orientation on details of reporting employee accidents and injuries. All injuries and accidents, regardless of how minor, must be reported to a supervisor immediately. All accidents and injuries are documented, regardless of how minor, on the appropriate form by the employee and his/her supervisor.
- c. If an employee is a witness to such an accident or injury, the employee:
 - 1) Must try to render immediate assistance;
 - 2) Should not leave an accident victim unattended unless it is absolutely necessary in order to summon assistance;
 - 3) Should not move the victim until he/she has been assessed for possible injury; and
 - 4) Should report to the accident or injury to a supervisor as soon as possible.
- d. The supervisor shall:
 - 1) Examine all accident victims, provide assistance as appropriate;
 - 2) Follow Blood Borne Pathogen Exposure Protocol, if necessary;
 - 3) Arrange transfer of the injured person to the hospital or to the local treatment center whichever is appropriate;
 - 4) Notify the Human Resource Department as soon as practicable; and
 - 5) Document the incident as completely as possible, including information from witnesses and all circumstances on the appropriate form (Contact the Diocesan Human Resource Department for the proper form).
- e. The completed accident/incident report form should be submitted to the Diocesan Human Resource Department and the direct supervisor. A file containing copies of all related documents will be maintained on the incident.

4. Workers' Compensation - All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Diocesan Human Resource Department so that the necessary paperwork may be completed.

5. Drivers' Policy - Each employee is obliged to drive responsibly for the protection of everyone. Employees that are required to drive on Diocesan business at any time will be expected to follow the policies below.

- a. Employees are to comply with all applicable federal and state motor vehicle regulations.
- b. Drivers should inspect the vehicle prior to operation the vehicle.
- c. Drivers and passengers of Diocesan vehicles will not smoke in vehicles.
- d. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- e. Employees must promptly report any accidents to local law enforcement as well as their supervisor. The supervisor then needs to contact the Catholic Center (Plant and Property Manager) in accordance with established procedures.
- f. Employees are also expected to report to their supervisor any moving or parking violations they received while driving on Diocesan business and/or in Diocesan vehicles.

6. Firearms/Weapons - The possession or use of firearms when working in a ministerial setting is prohibited except in the case of federal, state or local law enforcement officer in good standing, who is legally carrying a weapon related to their job.

SECTION 50 – BUSINESS ETHICS POLICY

1. Employees may not accept gifts, tips, or gratuities from a vendor, outside service or contractor that, unduly influences or creates the perception of influence.
2. Employees are never permitted to borrow money or personal items from any client, family member of a client, vendor, or outside provider, unless the vendor is in the business of loaning money, such as a bank.
3. In addition, all employees will be required to undergo refresher training on the Business Ethics policy.

SECTION 51 – CONFLICT OF INTEREST

1. Employees should avoid any situation that involves or may involve a conflict between his/her personal interests and the interests of the Diocese.

2. As in all other facets of his/her duties, an employee dealing with customers, suppliers, contractors, or any person doing or seeking to do business with the Diocese are to act in the best interest of the Diocese.

3. An employee shall make prompt and full disclosure in writing to his/her supervisor of any potential situation that may involve a conflict of interest. Such conflicts include:

- a. Ownership by employee or by a member of his/her family of a significant interest in any outside enterprise which does or seeks to do business with the Diocese.
- b. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise that does or is seeking to do business with the Diocese. (The Bishop can approve exceptions to this provision in writing.)
- c. Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving the Diocese or its interests.
- d. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Diocese.
- e. Any situation where the employee receives compensation by any other entity for services rendered while also receiving regular pay from the Diocese.

4. Disclosure

- a. In any case where a conflict of interest exists or the appearance of a conflict of interest may exist, it shall be the duty of the employee covered by this policy to disclose his or her interest.
- b. The employee must reveal any interest in the organization or entity that may benefit from the employee's association with the Diocese, including any such beneficial interest a member of the employee's immediate family may have because of the employee's association with the Diocese.
- c. Supervisors or managers who perceive the existence of a conflict of interest shall not attempt to resolve the conflict or determine that the external benefits will not adversely affect the Diocese, but shall make a full disclosure of the facts, circumstances, relationships, and transactions to the Human Resource Department, who shall report to the Bishop.
- d. Reports shall be made promptly, and at the discretion of the supervisor/manager receiving the reports, the reports shall be made in writing and signed by the employee making the disclosure.

SECTION 52 – PERSONAL BUSINESS/OUTSIDE EMPLOYMENT

1. All employees should conduct personal business during non-working hours. An immediate supervisor must approve exceptions.
2. The Diocese considers this job the primary job of full-time employees and employees who are receiving health benefits from the Diocese. Any outside activity must not interfere with an employee's ability to perform his/her job duties within the Diocese, including working overtime when necessary.
3. Employees thinking of taking on a second job must notify their immediate supervisor to discuss the opportunity to make sure that it will not interfere with the job or pose a conflict of interest.

SECTION 53 – HOUSEKEEPING

1. Employees are expected to make every effort to keep work areas and Diocesan parish or school property clean and orderly.
2. Willfully damaging or defacing Diocesan parish or school property, or furniture/equipment that is owned or leased will be subject to disciplinary action up to, and including, termination.

SECTION 54 – MANDATORY TRAINING/EDUCATION PROGRAMS (IN-SERVICES)

1. Mandatory training/education program (in-service) requirements must be met as a condition of employment. Ongoing training/education programs (in-services) are planned and conducted for the development and improvement of skills of all the Diocese's personnel. Records will be maintained reflecting attendance when appropriate. Failure to meet these requirements may result in disciplinary action up to, and including, termination.
2. Non-exempt employees will be paid, at their base rate of pay, to attend mandatory training/education programs (in-services).
3. Any absence for a mandatory training/education program (in-service) must be preapproved by an immediate supervisor.

SECTION 55 – MEDIA INQUIRIES AND RELATIONS

1. Employees contacted by persons from the media must refer that individual to the Director of Communications for a response to the inquiry or requested interview.
2. No employee may respond on behalf of the Diocese to a media inquiry without written consent from the Director of Communications, who will secure approval from the Bishop.
3. If the inquiry is received after normal business hours, it should be referred to the Director of Communications at the earliest practical time.
4. An employee may not identify himself/herself as a Diocesan employee when wishing to submit an article/event or respond to media coverage (written, audio, or visual) without the advanced approval of

his/her supervisor. In addition, a copy of the article, script, or outline must be sent in advance to the Director of Communications. The purpose here is not to stifle individual speech or expression, but to be consistent in the Diocesan position with all media coverage.

SECTION 56 – USE OF DIOCESAN SUPPLIED TECHNOLOGY AND THE INTERNET

1. All Diocesan-supplied technology, including computer systems and Diocesan-related work records, belongs to the Diocese and is intended for work purposes only.
2. The Diocese may routinely monitor usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, employees should use discretion in the sites that are accessed.
3. Since all the computer systems and software, as well as the e-mail and Internet connection, are Diocesan-owned, all are subject to inspection and Diocese policies are in effect at all times.
4. Any employee who abuses the privilege of Diocesan facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.
5. Diocesan computers and terminals will be password protected. It is critical that all employees protect these passwords to prevent unauthorized access to office equipment and electronic media (e.g., computers, voicemail boxes, etc.).
6. The employee is responsible for the use and storage of material on his/her assigned computer or workstation.
7. Unless explicitly authorized, copyrighted materials belonging to entities other than the Diocese may not be transmitted by employees on the Diocesan network.
8. The system may not be used in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
9. In order to avoid downloading viruses, the employee should exercise caution before downloading software or items on his/her local computer or to the local network.
10. The employee is responsible for the content of all text, audio or images that he/she places or sends over the Diocesan Internet, e-mail, and voicemail systems. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. The Diocese name is attached to all computer generated messages.

11. Email is not guaranteed to be private or confidential. All electronic communications are Diocesan property. Therefore, the Diocese reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. The Internet is not secure. It is possible for others to read and even alter sent messages.

12. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Texts are not an appropriate medium for conducting official business.

13. Diocesan websites may provide links only to non-commercial sites that are not in conflict with the teachings of the Roman Catholic Church. All links to other websites must be approved in advance by an immediate supervisor.

14. The use of Diocesan supplied technology for illegal purposes or in support of illegal activities is prohibited.

15. The use of Diocesan supplied technology for commercial purposes is prohibited.

16. The use of Diocesan supplied technology for partisan political activity is prohibited.

17. If an employee has questions regarding the appropriate use of the Internet or E-mail, contact the Human Resource Department.

SECTION 57 – USE OF SOCIAL MEDIA

1. Each employee is personally responsible for the content he/she posts online. Employees should be mindful that social media posts may be visible to more than the intended recipient(s) and can be shared by others in ways that cannot be controlled. Consider all content posted as if it were public, and remember that it may permanently remain in the public domain.

2. Online behavior should reflect a high standard of honesty, respect and consideration for others.

3. Employees should remember their association and responsibility with the Diocese in online social environments. Employees should ensure their posts are consistent with how they wish to present themselves with colleagues, Church members and the community as a whole. Employees should always be respectful of the Church, its teachings and its ministry.

4. Concerns that an employee has with Diocesan policies or personnel should not be aired on social media. An employee should refrain from posts that are derogatory toward the Diocese, its personnel, its members, students, students' families, guests or others.

5. Employees are not to post confidential or private information about Diocesan personnel, members, students or their families, visitors or anyone being served by a ministry of the Diocese.

6. Employees are not to post photographs or videos of students, children under 18, or vulnerable adults without the written consent of their parents or legal guardians. Do not post photographs of staff members or others without their express approval.

7. Employees are not to provide personal counseling over social media. These discussions should take place in an appropriate venue.

8. The establishment of websites apart from www.cdlex.org and/or social media groups/pages and/or profiles for a ministry of the Diocese must have the prior approval of an immediate supervisor and/or the Director of Communications. All groups or profiles must have at least two pre-approved administrators at all times.

SECTION 58 – PERSONAL APPEARANCE AND UNIFORMS

Employees will abide by the professional dress standards established by the particular location at which they work unless otherwise specified by a direct supervisor.

1. While instances may occur that may lead to allowances for attire, the following represent the minimal requirements for appropriate personal appearance:

- a. Clothing should be clean and presentable.
- b. Clothing should not depict or express any explicit sexual behavior or innuendo.
- c. Clothing should not promote drug or alcohol use in any way.
- d. Clothing should be tight enough to stay in its intended place.
- e. Clothing should be loose enough to not reveal lining of undergarments.
- f. Clothing should not expose midriff and, in instances where shorts or skirts are permitted, clothing should cover legs, at minimum, to fingertip length.*

2. As a general rule, clothing selection should balance a positive representation of Church moral and ethical teachings with practicality in accord with the role being performed.

* To determine fingertip length, the person wearing the clothing in question, from a standing position, extends the arms down the side of the body. The fingertip of the longest finger will determine fingertip length. Shorts and skirts cannot be above the fingertip length.

SECTION 59 – PERSONAL PROPERTY

The Diocese does not assume responsibility for personal property left on Diocesan premises. Every effort should be made to keep personal property in a secure place. Lost property should be reported to an immediate supervisor and the Human Resource Department.

SECTION 60 – SMOKING POLICY

Smoking is prohibited, except in designated smoking areas, in all Diocesan facilities.

Index

Absence, excused	20
Absence, unexcused	21
Abuse, sexual	10
Abuse, substance	12
Action, corrective	19, 20
Action, disciplinary	8, 11-13, 19, 38-39, 43-44
Alcohol	12-13, 23, 46
Allegations	11-12
Appearance, personal	46
Attendance	20-21, 27, 29, 43
Benefits	13-15, 24, 27, 30, 32-34, 38, 42-43, 48
Breaks	38
Business, personal	43
Catholic identity	1-2
Complaint	5-7, 11-12, 20
Confidentiality	11, 13
Conflict	3, 5-7, 11, 20, 41-43, 45
Conflict, of interest	41-43
Conscience	1-2
Consent, employee	17, 43, 46
Consultations, employee	15, 19, 36
Counseling	11, 13, 19, 46
Court appearance	36
Date, of hire	15, 18, 24
Date, orientation	15
Date, seniority	15-16
Date, termination	15
Days, in-service	43
Days, personal	26
Days, sick	26
Days, vacation	27-28
Deductions	37-38
Dress code	46
Disability, short-term	24
Discrimination	4, 8, 11-12
Discrimination, age	4
Discrimination, disability	4
Discrimination, gender	4
Discrimination, national origin	4
Discrimination, race	4
Discrimination, religion	4
Discrimination, sexual orientation	4
Documentation	20, 32
Driver	41
Drugs, illegal	12, 23
Drug paraphernalia	12
Drugs, prescription	12
Drug testing	13
Education	1-4, 43
Eligibility, benefits	15, 24-27
Email, use of	4, 44-45

Employment, at-will	3, 19, 48
Employment, category change	14-16, 24, 27
Employment, contract	3, 13-15, 18, 25-27, 37, 48
Employment, full-time	13, 15-16, 24-29, 33-34, 36, 43
Employment, multiple locations	15
Employment, on-call	13-14, 16
Employment, outside	42-43
Employment, part-time	13-16, 24, 26-27, 36
Employment, regular part-time	13-16, 24, 26-27
Employment, support	11
Enrollment, benefits	24-25
Ethics	41
Exploitation	10
Files, personnel	16
Gambling	23
Harassment	8-9, 11-12, 19-20, 23
Holidays	24-26
Holy Days	25-26
Hostile	8-9
Hours, assigned	20-21
Hours of work	37
Housekeeping	43
Independent contract worker	14
Information, personnel	17
Infractions, general	22
Infractions, serious	19, 22
Injury, work-related	13, 31, 40-41
Insubordination	23
Internet, use of	44-46
Intervention	11, 31
Intimidation	9
Jokes	9
Jury duty	36
Leave, of absence	21, 29, 34-35
Leave, bereavement	29
Leave, family medical	26
Leave, family & medical	26, 28-33
Leave, military	28, 34-35
Leave, personal medical	26, 28, 33-34
Leave, sharing	26
Meals	38
Media, inquiries	43-44
Media, relations	43-44
Mission	1-2
Notice, resignation	18
Overtime	15, 37, 43
Paid Time Off (PTO)	15-16, 21, 24, 27
Paycheck	18, 38,

Pension	24
Professionalism	8, 19, 22, 46
Property, diocesan	39, 45
Property, personal	46
Reemployment	16, 18, 34
Relatives, employment of	14
Reporting, accident	40-41
Reporting, behavior	5-7
Reporting, complaint	5-7
Reporting, conflict	5-7
Reporting, discrimination	5-8, 11-12
Reporting, exploitation	5-7, 10
Reporting, harassment	5-8, 11-12
Reporting, injury	23, 40-41
Reporting, retaliation	5-8, 11-12
Reporting, sex abuse	5-7, 10
Resignation	16, 18, 33, 35
Retaliation	7-8, 11-12
Review, performance	16
Safety	12, 23, 36, 39
Security	22, 39
Slurs	9
Smoking	22, 47
Social media, use of	45-46
Social security	3, 38
Suspension	12, 19, 22
Tardy	21
Technology, use of	44-45
Termination	8, 12-13, 15, 19-22, 28, 39, 43-44
Threats	9
Time records	22, 35, 38-39
Training, mandatory	43
Trips, business	10
Unemployment	23
Uniforms	46
Voting	36
Warning, verbal	19
Warning, written	19
Weapons	23, 41
Weather, inclement	36-37
Workers compensation	31

Employee Signed Acknowledgement

I acknowledge that I have received a copy of the Roman Catholic Diocese of Lexington, KY Employee Handbook, which describes important information about the Diocese, and understand that I should consult the Human Resource Department if I have questions. I have entered into employment with Diocese voluntarily and acknowledge that it is for no specified length of time. I understand that neither this Handbook nor any other Diocesan policy, practice or procedure is intended to be an employment contract or to create any contractual obligations related to continued employment or compensation.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the Diocesan policy of employment-at-will. I understand that the Diocese may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The Diocese Human Resource Department shall have sole authority to add, delete or adopt revisions to the policies in this handbook. Any written or oral statement by a supervisor or department director contrary to the personnel policy handbook is invalid and should not be relied upon by any employee.

I understand and agree that I have read and will comply with the policies contained in this handbook and any revisions, I am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Employee Name (Printed)

Employee Signature

Date