



Many Members, One Body
Many Talents, One Spirit

EMPLOYEE HANDBOOK

THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS



Diocese of Springfield

Office of the Bishop

Welcome to the Diocese of Springfield!

As employees of the Catholic Church here in western Massachusetts we are called upon to serve in the Vineyard of the Lord, using our individual talents and treasure to support our parishes, schools, cemeteries and other diocesan entities.

One of the ways we live out our faith at work is by treating all of God's people in a respectful manner consistent with the blueprint provided by the Gospel of Jesus Christ. Each employee contributes to the Church's mission and I hope you will take immense pride in becoming part of a team of faith-filled and dedicated colleagues. Throughout the year there will be many opportunities to gather in prayer to reflect on our work as well as to grow in faith and gain a better understanding of the mission of our faith community.

This employee handbook outlines the policies, programs and benefits available to employees and will answer many questions concerning employment. Please become familiar with its contents and feel free to direct any questions to the diocesan Human Resources Department.

Thank you for bringing your hearts, talents and commitment to our work and ministries. I look forward to working with you as we travel the road together and share the Good News with all whom we meet. Join me on the road to getting not to normal – but to better!

Prayerfully commending our beloved Diocese of Springfield to Our Blessed Mother and St. Michael the Archangel, I am

Your Friend in Christ,

Most Reverend William D. Byrne
Bishop of Springfield

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INTRODUCTION

SECTION 1.1: INTRODUCTION AND PURPOSE

This handbook provides Diocese of Springfield employees with important information so that both management and employees can better understand the policies and practices in the Diocese, what is expected of them, and what they can expect as employees. It includes information about working conditions, employee benefits, the policies that affect their employment in the Diocese and addresses many of their responsibilities as employees. Employees are encouraged to read this handbook carefully to fully understand its contents and be able to comply with the policies as described, and to understand the programs that have been developed for their benefit. One of the main objectives is to provide a work environment that is conducive to personal, spiritual, and professional growth.

Each employee unofficially represents the Diocese of Springfield to its parishioners and the public. The way employees do their job presents an image of the entire diocese. People judge employees by how they are treated when they have contact with our employees. Therefore, one of the top priorities in this Diocese is to assist in a professional manner, any person or parishioner who comes to the Diocese or any of its parishes for assistance. Of utmost importance is courtesy to all, friendliness in treatment, a helpful attitude, and promptness in attention to all who come through our doors or contact us by telephone or electronically.

SECTION 1.2 AUTHORITY AND DISTRIBUTION OF THE EMPLOYEE HANDBOOK

The Bishop of Springfield is the final authority on the establishment, application and interpretation of the personnel policies and procedures outlined in this handbook. The bishop has delegated certain responsibilities for the establishment, application, and interpretation of personnel policies and procedures to the Diocese of Springfield Department of Human Resources, which is responsible, with the approval of the bishop, for the contents, updating, and distribution of this handbook.

Copies of this handbook will be provided to regular employees. This handbook is not an agreement or a contract for employment, nor is it meant to contain legally enforceable promises. This handbook describes policies and practices in general terms. Any questions concerning any of the information presented in this handbook should be directed to the employee's immediate supervisor or the Diocese of Springfield Department of Human Resources. This version supersedes any other versions of the Employee Handbook which existed prior to this revision dated October 29, 2021.

SECTION 1.3: APPLICABILITY OF POLICIES AND PROCEDURES

Separate policies and procedures may apply to employment in Catholic Schools and Cemeteries. Differences will be noted in this handbook as applicable. In addition, separate policies and procedures may apply to women and men religious who are under agreement through their respective orders with the Diocese of Springfield.

SECTION 1.4: PERSONNEL POLICY CHANGES

The Diocese of Springfield Department of Human Resources will communicate changes in personnel policies and procedures approved by the Bishop of Springfield to all employees. We ask the cooperation of managers and employees in reviewing the handbook when changes are made and communicated.

SECTION 2 NONDISCRIMINATION AND HARASSMENT

SECTION 2.1: EQUAL EMPLOYMENT OPPORTUNITY

In accordance with federal and State law, the Diocese of Springfield strives to be an equal employment opportunity employer and prohibits all forms of discrimination based on race, color, sex, religion, national origin or ancestry, or sexual orientation, in all phases of the employment relationship. This is not meant to alter the policy expressed in Section 4.2. In accordance with the law, the Diocese provides equal employment and advancement opportunities to all. Employment decisions are made on a competitive basis, taking into consideration only a person's past performance, qualifications, and abilities.

The Equal Opportunity program applies as well to job assignment, compensation, discipline, termination, and access to benefits and training. All managers in the Diocese are responsible for monitoring and enforcing the Equal Employment Opportunity program in the Diocese. Any individual who willingly violates the Diocese of Springfield Equal Opportunity program will be subject to disciplinary action up to and including termination of employment.

As a Roman Catholic Religious organization, the Diocese of Springfield reserves the right to give preference in certain employment areas to individuals who are practicing Roman Catholics and who are in full communion with the Roman Catholic Church.

SECTION 2.2: HARASSMENT/SEXUAL HARASSMENT

The Diocese of Springfield is committed to creating and maintaining work environments in which all persons are treated with dignity and mutual respect in accord with Christian principles and the social teachings of the Church. An employee who commits an act of harassment, whether directed toward a person of the opposite or same sex, based on race, color, sex, religion, national origin, age of 40 or older, disability, or any other protected activity or class under the discrimination laws is subject to corrective action up to and including termination of employment.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. The definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Harassment includes, but is not limited to:

- Derogatory comments, epithets, racial or ethnic "jokes" that are offensive; requests to engage in illegal, immoral, or unethical conduct.

- Display of offensive materials such as derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.
- Unwanted physical contact; assault; deliberate impeding or blocking of movement; or any intimidating interference with normal work or physical movement.
- Unwelcome sexual advances, requests for sexual favors; display of sexually offensive materials; and other physical, verbal, or visual conduct.
- Offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response for sexual advances.

If an employee experiences harassment in the workplace by another individual, the employee should, whenever reasonable to do so, tell the person that the behavior is unwelcome and offensive and to stop. If the behavior does not stop, the employee should report the behavior to his or her immediate supervisor or to the Diocese of Springfield Director of Human Resources, who will initiate an investigation.

Any employee who knowingly makes false charges, who refuses to cooperate in an investigation, who participates in any form of unlawful retaliation, or who knowingly breaches the confidentiality of an investigation will be subject to corrective action up to and including termination. (Link to Sexual Harassment Statement, <http://diospringfield.org/wp-content/uploads/ANNUAL-SEXUAL-HARASSMENT-POLICY-DISTRIBUTION2021.pdf>).

SECTION 2.3: PROTECTION OF CHILDREN AND YOUTH

Sexual misconduct includes a broad range of acts and behaviors that are contrary to the teachings of the Catholic Church. Sexual misconduct by an employee violates human dignity, accepted professional standards of conduct, the moral teachings of the Roman Catholic Church, and policy guidelines. When the Diocese becomes aware of an allegation of child sexual abuse by clergy, staff, or a volunteer, the Diocese of Springfield will refer the matter to civil authorities and begin an internal investigation according to established procedures, and if the accused is a cleric, in accordance with canon law. The Diocese of Springfield will defer to and cooperate with the investigative process. (Link to the Policy for the Protection of Children and Youth; <http://diospringfield.org/wp-content/uploads/updatedYPPolicy-for-the-Protection-of-Children-and-Youth.pdf>).

SECTION 3 EMPLOYMENT PRACTICES

SECTION 3.1: EMPLOYMENT AT WILL

All employment at the Diocese of Springfield is voluntary. As such, all employees in the Diocese of Springfield are *employees-at-will*. The employment-at-will policy permits the employee or the Diocese to end the employment relationship at any time for any reason or for no reason, as long as there is no violation of applicable federal or state laws. The employment-at-will relationship will not be changed or modified without the written agreement signed by the Bishop of Springfield. This handbook cannot anticipate every situation or answer every question about employment or our policies. **The Employee Handbook is not an employment contract and is not intended to create contractual obligations of any kind.**

The Diocese of Springfield reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for the policy of employment-at-will. All employees will be notified of any changes to the handbook as they occur.

SECTION 3.2: IMMIGRATION REFORM AND CONTROL ACT

The Diocese of Springfield is committed to employing people who are citizens or who are legally authorized to work in the United States. The diocese does not illegally discriminate because of a person's national origin.

It is the policy of the Diocese of Springfield to fully comply with the Immigration Reform and Control Act of 1986 which requires the completion of the Employment Verification Form, and which requires documents that prove identity and employment eligibility.

SECTION 3.3: EMPLOYMENT BACKGROUND CHECKS AND REFERENCE CHECKS

To ensure that individuals employed are well-qualified and have a strong potential to be productive and successful, it is the policy of the Diocese to check employment references of all applicants.

SECTION 3.4: REASONABLE ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA), reasonable accommodation will be made for the known physical or mental limitations of qualified applicants or employees with a disability to enable them to perform essential job duties, unless such accommodation would impose an undue hardship on the operation of the workplace or entail an exorbitant expense. The Diocese of Springfield Director of Human Resources serves as the ADA coordinator and will inform employees and applicants of decisions made on accommodation requests.

SECTION 3.5: Criminal/Offender Record Information

The Diocese of Springfield is fully committed to ensuring a Safe Environment for the most vulnerable whom we minister to. Pursuant to the laws of the Commonwealth of Massachusetts, the Diocese is committed to obtaining all available criminal offender information for the following: all paid staff, (e.g., parish, pastoral center, or any other ministry); all clergy; all school staff, faculty, and school volunteers, and all volunteers who have direct and/or unmonitored contact with children, youth, persons with disabilities, adults ages 60 and older, or any other vulnerable population.

The Diocese requires that all new employees and volunteers complete a request for a criminal offender background investigation (CORI). If the Diocese is considering an adverse decision based on the results of the CORI check, the applicant will be notified immediately and given an opportunity to dispute the accuracy of the record and respond. <http://diospringfield.org/wp-content/uploads/CORI-Policy-10.04.2019.pdf> Additional information may be found at the diocese Office of Child Protection and Victim Services webpage.

SECTION 3.6: JOB POSTING

The Diocese of Springfield strives in its recruitment and selection processes to obtain the best-qualified personnel available through the job posting program, which gives employees the opportunity to show

interest in open positions and to advance within the diocesan organization according to their skills and experience. Job postings are a way to inform employees of open positions. Employees are encouraged to discuss their career plans with their supervisor. Managers are also encouraged to support an employee's efforts to gain experience and advance within the Diocese.

To be eligible to apply for a posted job, an employee must have performed satisfactorily in his or her current position. An employee is not eligible to apply if the employee has a written warning on file or is on probation or suspension. An employee may only apply for posted jobs when the employee has the required skills, competencies, and qualifications.

To apply, the employee must submit a letter of interest including a resume, to the HR department listing the employee's job-related skills and accomplishments, including an explanation of how the employee's education, and work experience qualifies the individual for the job. After the individual applies, the employee's supervisor may be contacted for additional information about performance, skills, and attendance. Any staffing limitations or other circumstances that may affect a possible transfer may also be discussed. If the talent needed is not available within the current workforce, in addition to posting, the Diocese may use other recruiting sources to fill open jobs including posting of the position externally.

SECTION 3.7: REINSTATEMENT/REHIRE OF FORMER EMPLOYEES

Former employees reinstated/rehired within ninety (90) days following their termination date are not considered new hires. Seniority and benefit status remain the same. Former employees reinstated/rehired on or beyond the ninety-first (91) day following their termination date are considered new applicants subject to competitive hiring practices.

SECTION 3.8: TRANSFER/PROMOTION

Employees who have completed six (6) months of service in their position will be eligible to apply for transfer/promotion to another position or location. All transfers are on a competitive basis, are not guaranteed, and are dependent on whether the employee has performed satisfactorily, does not have a written warning, or is on probation or suspension. An employee is expected to communicate with the immediate supervisor as soon as possible prior to the application. The employee will not be subject to reprisal or restraint in any form if applying for any open position.

SECTION 3.9: EMPLOYMENT OF RELATIVES

To avoid the possibility of favoritism, conflicts of interest, or impairment of efficient operations, relatives will be prohibited from working in a manager/subordinate relationship, and under certain circumstances may be prohibited from working as co-workers in the same workplace. Relatives are defined as individuals related to each other by blood or marriage. Applicants who knowingly withhold information on their family relationship with an employee at the time of employment will be subject to immediate termination.

If during employment circumstances change, creating a situation in conflict with this guideline, management may affect a transfer of one of the employees. If a transfer is not feasible, management may take such action as best meets business needs, including termination of employment.

SECTION 3.10: PERSONNEL RECORDS

A personnel file must be maintained for each employee. All files must be kept strictly confidential and will be made available only to authorized persons. Files remain the permanent property of the Diocese. The file will contain required personnel documentation such as hiring documents, training records, performance documentation, salary history, and other employment records. In accordance with current law, upon a written request, the Diocese will provide the employee with a copy of his or her personal record, or the opportunity to review the record at the employee's place of employment during normal business hours, within five (5) days of the request, under the supervision of the Department of Human Resources. Copies of any documents will only be provided to individuals with a legitimate business reason such as an internal or law enforcement investigation or in response to a valid subpoena.

If the employment process results in a transfer or promotion to another position, the hiring authority may review an employee's personnel file including performance appraisals, salary information, and any current corrective action documentation.

Information provided to an external hiring organization considering a former employee is limited to hire date, termination date, and position held.

SECTION 3.11: PERSONNEL DATA CHANGES

To enable the Diocese of Springfield to respond to emergencies, accurately and properly administer benefits and to respond to legal requirements related to employment matters, it is important that the Diocese have certain personal information about employees in its records. Employees are required to inform the Department of Human Resources in writing, immediately upon a change in mailing address, telephone, marital status, dependent information, educational accomplishments, and other relevant personal information. The information is confidential and will be used only as needed under current privacy laws.

SECTION 3.12: WORK AT HOME

Because of concerns for employee safety and other aspects of an employee's employment such as worker's compensation, overtime pay, hours worked, and other considerations, work at home by non-exempt employees is not allowed, except with the express authorization of Human Resources, the respective department director, and the Vicar General. During a declared emergency, protocols may be enacted to respond to situations which necessitate different work schedules and/or workplaces.

SECTION 4 PERFORMANCE MANAGEMENT AND STANDARDS OF CONDUCT

SECTION 4.1: CODE OF CONDUCT AND BUSINESS ETHICS

The Diocese of Springfield is committed to the highest standards of moral, ethical, and professional conduct by those who serve and minister. It is the policy of the diocese that all employees must recognize that the doctrine and teaching of the Roman Catholic Church is the guide to its personnel policies and practices. All employees are expected to act in a professional, dignified, and Christian manner and are

expected to supportively recognize the worth and dignity of every person with whom they come in contact. Courtesy, consideration, respect, and cooperation with others are essential for quality care and service.

Employees are expected to be ethical in their conduct and are expected to adhere to all civil laws and regulations and to have the highest standards of conduct and personal integrity and are expected to act in ways that will earn the trust and confidence of parishioners and the public.

All directors, officers, and employees are expected to comply with all relevant laws and not engage in activities that are illegal, dishonest, or unethical. All are responsible for complying with this Diocesan standard of business ethics and conduct. Failure by any employee to comply with the standard or to engage in unacceptable conduct or behavior may subject the individual to disciplinary action up to and including termination.

For any questions on whether an action is ethical or proper, the matter should be discussed with the person's supervisor or the Director of Human Resources. (Link to the Diocesan Code of Conduct <http://diospringfield.org/wp-content/uploads/JUNE-2017-Code-of-Conduct.pdf>)

SECTION 4.2: EMPLOYEE CONDUCT AND WORK RULES

Diocese of Springfield employees are expected to behave in a professional manner when interacting with co-workers, management, vendors, visitors, and business associates. Failure to adhere to Diocese of Springfield conduct and work rules will subject the employee to disciplinary action up to and including termination as indicated in this section of the handbook.

Employees are expected to share, appreciate, and uphold the teachings, principles, policies, and traditions of the Catholic Church and the Diocese of Springfield in word and example. Grounds for discipline or discharge include teaching, promoting, or living a lifestyle in contradiction to the teachings of the Catholic Church including any type of sexual misconduct.

SECTION 4.3: PERSONAL APPEARANCE

Employees meet many facets of the Church community and general public. For this reason, employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees are required to be neat, clean, well groomed, and dressed in a manner appropriate for their respective positions. Clothing will not be revealing or in any way detract from the working environment.

Management is responsible for establishing a reasonable dress code appropriate to the job. The norm for acceptability in attire in most office environments is "business casual" attire which usually does not include athletic attire (sweatshirts, sweatpants, gym shoes), T-shirts, shorts, cutoffs, tank tops, flip flops, etc. On Dress Down Friday, jeans are permitted and cannot be torn or unhemmed. The supervisor will advise an employee when a uniform or specific type of clothing is required. If an employee's attire is brought into question, the supervisor will decide on appropriateness and take corrective action.

An employee may be asked to leave the workplace until properly dressed or groomed. Where necessary, the Diocese will make a reasonable accommodation to this policy for a person with a disability.

SECTION 4.4: PERSONAL RELATIONSHIPS IN THE WORKPLACE

Various problems such as claims of favoritism, and morale can arise when persons involved in a dating relationship work in the same area of an organization. In addition, personal conflicts can carry over to the workplace and affect the work of the individuals involved or others.

It is the policy of the Diocese of Springfield that an employee involved in a dating relationship may not work for or supervise the individual. It is the responsibility of employees involved in a personal relationship to advise their manager of the relationship. Management will then decide the action to be taken which normally would result in one or the other having to transfer to another position if one is available within 30 days of the notification. Displays of affection or excessive personal contact while at work are discouraged.

Personal conflict or the potential for conflict between employees may exist. If the situation is in direct conflict with the diocesan Code of Conduct, employees may be separated by re-assignment or termination of employment.

SECTION 4.5: ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

It is important to remember that excessive absenteeism, tardiness, and/or leaving early causes other employees within the workplace to have to bear the burden of filling in for the absent employee. To enhance the productivity of fellow employees as well as to fulfill the needs of the public we serve, any employee who will be absent or significantly late in arriving or who must leave early is required to notify the immediate supervisor. Failure to provide such notice or an excessive number of absences, late arrivals, or early departures could result in corrective action up to and including termination. Continued absence without notice or explanation for three (3) working days may be considered a voluntary resignation by the employee.

An employee must notify his/her supervisor not later than one half (1/2) hour past the employee's scheduled starting time if he/she will be absent or significantly late. Not working scheduled overtime is considered an unexcused absence.

When reporting an absence, an employee is required to give the probable duration of the absence, the reason, and the estimated day or time of return to work. If a prolonged absence is anticipated, the employee will contact the immediate supervisor for information on the appropriate leave of absence.

SECTION 4.6: CONFIDENTIAL INFORMATION

Employees are to respect the work and dignity of both their colleagues and those they serve and always be inclusive and respectful of the Church's rich cultural diversity. When differences or conflicts arise, appropriate channels should be utilized to resolve differences or share information. Information or communication shared in confidence must be always respected and kept confidential. Such practices as breaking confidentiality, gossiping, or disrespectful communications damage the spirit and morale of the workplace. The obvious exceptions to confidentiality are the requirements by law to report child abuse and/or knowledge of other criminal behavior or potential harm to others.

Employees must always take care to distinguish between statements they make and actions they take as individuals and those made as representatives of an organization. Without proper authorization, or outside the normal execution of their job responsibilities, employees are not to disclose any confidential matters that come to their attention because of their employment. Confidential information includes, but is not limited to, correspondence and contributions, personnel and payroll matters, and relationships between the Church and benefactors.

Employees should refer inquiries or requests for information from the news media (e.g., newspapers, television, or radio stations) to the Executive Director of Communications. Disclosure to anyone of information without proper authorization may be cause for corrective action up to and including termination as provided in Section 4.14 of this handbook

SECTION 4.7: Non-Disclosure of Information

confidential information of the Diocese of Springfield is to be protected at all times. Confidential information includes, but is not limited to:

- Computer programs and codes
- Donor lists and or recipient information
- Financial and compensation information
- Pending projects and proposals

Improper or willful disclosure of confidential information will subject the employee to disciplinary action up to and including termination or employment and possible legal action.

SECTION 4.8: SOLICITATIONS AND DISTRIBUTION OF LITERATURE

Active solicitation of funds and distribution of literature by employees during work hours is strongly discouraged. Passive solicitation and distribution of literature, such as placement of notices on bulletin boards, may be allowed with management approval in advance. Under no circumstances will non-employees be permitted to solicit or to distribute literature for any purpose on workplace property.

SECTION 4.9: CONFLICT OF INTEREST, GIFTS AND STIPENDS

A conflict of interest is when an employee is in a position to influence a decision or have business dealings on behalf of the Diocese of Springfield that might result in personal gain for the employee or another person or business entity. It is the responsibility of management and employees to report the possibility of an actual or potential conflict of interest.

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict of interest. Except for gifts of nominal value, employees will not accept kickbacks, bribes, personal gifts, services, travel, or entertainment from anyone with whom the Diocese does or is seeking to do business. To do otherwise may reasonably be perceived by others to affect their judgment or actions in the performance of their duties. No employee may solicit, offer, or accept a payment or stipend, other than their regular salary, from any department of the Diocese of Springfield or any other Church organization without prior written approval of the Diocese.

As this policy is not comprehensive, employees who have legal or ethical concerns are encouraged to seek assistance from their immediate supervisor or directly with the Springfield Department of Human Resources.

SECTION 4.10: OUTSIDE EMPLOYMENT

Employees may hold outside employment as long as the employee's performance in the Diocese is satisfactory and it does not interfere with diocesan work requirements and scheduling. The diocesan conflict of interest policy must be always adhered to when employed elsewhere.

SECTION 4.11: PERSONAL USE OF EMPLOYER ASSETS

Employer property such as phone, mail and email systems are for the benefit of the employer. Therefore, employees are expected to use workplace assets or property for work purposes as follows:

- Personal telephone calls during business hours are discouraged and should be kept to a minimum, with the conversation brief. Employees are not permitted to make personal long-distance calls from diocesan phones.
- Information contained in email, voice mail, and on computers is the property of the Diocese of Springfield. All employees are required to provide their supervisor with passwords to access any devices used. Employees should not use the Diocese address for personal mail.
- Diocesan computers, Internet, email, and voicemail are to be used for job-related communications only. These systems are not to be used to send or receive any communication or material that may reasonably be perceived as offensive, disruptive, discriminatory, or harassing, or that disparages or ridicules any individual or entity.
- Diocesan letterhead, office stationery, and/or supplies and photocopies are to be used for workplace business only.
- Employees who become aware of misuse of workplace assets or property should contact their supervisor.

Employees who violate these policy guidelines are subject to corrective action up to and including termination.

SECTION 4.12: VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and to avoid potential distractions and disturbances, to maintain employee and customer safety, and to protect property and confidential information from theft, only authorized visitors are allowed in the workplace. The presence of children, family members, and friends of employees should be brief and infrequent. Employees are responsible for the conduct and safety of their visitors.

All visitors should enter the Diocese at the designated reception area, sign in, and be escorted to their destination. Employees should not let anyone in the building through other entrances.

Employees are expected to report any unauthorized persons in the workplace to their supervisor immediately or escort the individual to the reception area.

SECTION 4.13: PROGRESSIVE CORRECTIVE ACTION

Progressive Corrective Action is a process designed to identify and correct the conduct and/or performance of an employee who does not meet the standards set forth by the Diocese of Springfield. Corrective action may include, but is not limited to, informal verbal counseling, formal written corrective action, suspension, and termination of employment. The implementation of Progressive Corrective Action does not alter the employment at will relationship that exists between the Diocese of Springfield and its employees.

SECTION 4.14: TERMINATION OF EMPLOYMENT

While it is impossible to list every action that is unacceptable conduct, the following are examples of work rules, which if violated may subject employees to disciplinary action up to, and including immediate termination of employment with or without progressive corrective action

- Willful and repeated acts of insubordinate behavior towards management.
- Continued unsatisfactory job performance or conduct, or sexual misconduct resulting in discredit to the organization
- Theft or inappropriate removal or possession of church property or vandalism
- Falsification of timekeeping records or omission of records or information
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace while on duty, or while operating employer-owned vehicles or equipment, or when attending an employee-related function. Employees may not use electronic cigarettes of any form while in the building.
- Fighting or threatening violence in the workplace; harassment of any type, threatening or causing bodily harm or other coercive or intimidation actions
- Insubordination or other disrespectful conduct toward management, or failure to follow management direction
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or other unauthorized materials such as explosives or firearms in the workplace or at an employer-related function
- Excessive absences from the workplace
- Unauthorized use of or abuse of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Espousing publicly, positions contrary to the teachings of the Church

SECTION 4.15: CONFLICT RESOLUTION

The Diocese encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from management.

Employees who disagree with Diocesan rules of conduct, policies or practices can state their concerns through the problem-resolution procedure described in this handbook. Employees will not be penalized or retaliated against for making a good-faith complaint that is reasonable, and presented in a business-like manner and for exercising the problem resolution process as follows:

When a problem or conflict surfaces, the employee must first present the problem to the immediate supervisor as soon as possible after the occurrence. If the supervisor is unavailable or if the employee

believes it would be inappropriate to discuss it with the supervisor, the employee may present the problem directly to the Human Resources Director who will work with the employee to resolve the problem.

Although every problem cannot be resolved to everyone's satisfaction, every effort will be made to resolve the problem through discussion between management and the employees involved with the aim of making the Diocese a better place to work.

SECTION 5 COMPENSATION

SECTION 5.1: EMPLOYEE DEFINITION

An employee is defined as any person who receives direct compensation from the Diocese of Springfield for any service performed for which the Diocese has the legal right to manage or control the method and result.

SECTION 5.2: SALARY ADMINISTRATION

The Diocese of Springfield provides for consistent pay practices, complies with federal and state laws, supports the diocesan commitment to Equal Employment Opportunity, and offers reasonable salaries within the Church environment. The Diocese is committed to paying equitable wages that are in accordance with the State of Massachusetts Equal Pay Act meaning equal pay for comparable work and is based on the requirements and responsibilities of each position.

Compensation for each position is based on a job analysis that includes several factors including the essential duties and responsibilities of the position, salary survey data of other dioceses and local area salaries. Compensation is reviewed periodically and changed, as necessary.

Questions an employee has about personal pay can be addressed with the employee's supervisor. For questions about the salary administration program of the Diocese, the Department of Human Resources can be contacted.

SECTION 5.3: EXEMPT AND NON-EXEMPT STATUS

The Federal Fair Labor Standards Act (FLSA) establishes two classifications of employees: non-exempt and exempt. Non-exempt employees must be paid on an hourly basis. Non-exempt employees must be paid at least the minimum wage and must be paid one and one-half times the hourly rate for all hours worked in excess of forty (40) hours in one week. Exempt employees must be paid on a salary basis and must meet the salary and duties test for administrative, professional, executive, computer-related or outside salesperson positions. Exempt employees are not entitled to overtime pay no matter how many hours they work in a week. Employees earning less than the amount required for exempt employees are automatically classified as non-exempt regardless of the duties they perform.

SECTION 5.4: EMPLOYEE CATEGORIES

Employees in the Diocese of Springfield are classified into various groups by defining their status. All provisions of the Federal Labor Standards Act (FLSA) apply and are to be complied with.

Employee Categories	Description
Regular Full-time, Benefits Eligible	Employees who work a minimum 30 or more hours per week and who maintain continuous regular employment status.
Regular Part-time, some benefits	Employees who work 20 – 29 hours per week and who maintain continuous regular employee status.
Part-time, Non Benefits Eligible	Employees who work less than 20 hours per week.
Per Diem	Employees hired on an “as needed” basis. They do not have a set work schedule or number of hours per week, nor do they necessarily work every week. The employee is paid only for the hours worked.
Temporary	Employment is for a defined limited period as an interim replacement or to increase the workforce or to help finish a specific project.
Principal and Teacher Agreements And Para Professionals/Teachers Aides Para Professionals and Teachers Aides are non exempt hourly workers.	Lay principals and teachers are employees whose employment is by a formal agreement. Agreements for principals and teachers are for one year only at the discretion of the pastor or principal. *New agreements are offered in accordance with School Policies and Procedures.

SECTION 5.5: CONDITIONS AND HOURS OF WORK

The following terms and their definitions are important payroll and bookkeeping information used in the calculation of employee compensation:

- Standard Work Week: Begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday night. *
- Hours worked: All the time an employee must be on duty and includes any additional time the employee is required to work.
- Workday: Consists of the regular business hours during which workplaces are normally open as determined by management at the workplace.
- Meal Breaks: Consist of an unpaid meal break of thirty (30) minutes or more. An employee cannot choose to work during an unpaid meal break to be paid for it, to have a shorter workday, or to “make up” time that may have been missed.
- Rest Periods: Short rest periods taken for necessity and as allowed or scheduled by the workplace.

*Diocesan Cemeteries work week start and end may differ

SECTION 5.6: FLEXTIME

Work schedules in the Diocese may vary from parish to parish or location to location. Employees will be informed by their supervisor of the schedule at their workplace. All employees are expected to be at work during the regular work hours set by management unless a flexible work schedule (Flextime) is approved. Flextime allows an employee, with the approval of management, to implement a scheduled work time during the core hours. Under Flextime, arrival and departure may differ from the standard operating hours by not more than two (2) hours. Employees whose presence is critical may not be eligible to participate in the Flextime program. Non-exempt employees may be asked to work overtime regardless of the Flextime schedule. Employees interested in flex time should consult their supervisor.

SECTION 5.7: PAY AND DEDUCTIONS

The Diocese of Springfield complies with all state, federal, and local wage regulations. Every effort is made to compensate employees in a fair and equitable manner.

Employees at the Diocese Pastoral Center, Catholic Charities, Catholic Communications, and Catholic Cemeteries are paid bi-weekly, every other Friday for work performed through the end of the previous two-week payroll period. Exempt Staff are paid to- date.

If a payroll falls on a holiday, employees will be asked to submit their time sheets early and an effort will be made to pay employees prior to the holiday.

SECTION 5.8: PAY DEDUCTIONS AND DIRECT DEPOSIT

The Diocese is required by law to make certain deductions from an employee's pay such as for federal, state, and local taxes, and social security and any state or federal garnishments.

The Diocese also offers programs and benefits to eligible employees which the employees must pay for. Employees authorize the Diocese to make payroll deductions for benefits during the enrollment process.

To ensure an employee's pay is available when needed, the Diocese strongly recommends direct deposit. The employee's money is safely deposited, avoiding delays and the possibility of lost checks. Forms required for Direct Deposit are available through the Department of Human Resources. Employee debit cards are available for individuals who do not have a banking relationship.

SECTION 5.9: TIMEKEEPING

Non-exempt employees are responsible for accurately recording the hours they work. Employers are required to keep accurate records of time worked to correctly calculate employee pay and benefits. “Time worked” means all the time that non-exempt employees spend performing their assigned work, *excluding mealtimes*.

Overtime worked must be approved in advance. Employee’s timesheets should be completed at the end of every week and submitted to their supervisor. A timesheet is a legal document that is required by federal law and falsification of a timecard is a violation of the law. Employees may not change time that is already recorded, enter a false time on purpose, tamper with time records, or record time for other employees. Violation of these requirements will subject the employee to disciplinary action up to and including termination.

Non-exempt employees are expected to begin and end their workday on time, according to their agreed upon hourly schedule with their Supervisor. Earlier or later times can only be worked with the approval of the supervisor. (Catholic Cemetery employees adhere to time clock procedures at their individual locations).

Non-exempt employees must sign their timecards and verify they are accurate. Each supervisor must review and initial the timecard record before submitting it for payroll processing. Any corrections needed must be initialed by both the employee and the supervisor.

Exempt employees, in accordance with Fair Labor Standards, are paid to accomplish their assigned job without regard to the hours required, which means extra hours in a day or week may be necessary. Exempt employees are required to submit timecards to record their attendance as well as to account for paid time off.

SECTION 5.10: OVERTIME

Diocesan operating requirements or other needs at times may not be possible to achieve during normal working hours and it may be necessary to ask employees to work overtime. The initial attempt would normally be to offer employees the opportunity to volunteer to work overtime. However, that effort may not always be possible. The following are the overtime requirements in the Diocese of Springfield:

- Non-exempt employees are required to be available to work overtime (past their regular scheduled hours) as required by and authorized by management. As required by law, overtime pay at the rate of one-and-one-half (1.5) times regular pay for the hours worked in excess of 40 hours in one week is based on actual hours worked.
- Non-exempt employees who work in excess of forty (40) hours in a given week will be paid at the rate of one and one half (1.5) times the employee’s regular rate of pay in accordance with current Federal and State Laws. Overtime pay is to be included in the employee’s paycheck in the pay period in which it is earned.

- With the immediate supervisor's written authorization, in place of overtime pay, the Diocese may adjust the work schedule of a non-exempt employee who works more than eight (8) hours in one workday so that the number of hours *for that work week* totals forty (40) hours or less.
- Compensatory time off in lieu of overtime pay is not allowable.

SECTION 5.11: TRAVEL AND OTHER BUSINESS EXPENSE PAYMENTS

The Diocese will reimburse employees for reasonable and actual expenses in connection with authorized business if approved in advance. Business trips outside the Diocese and the Commonwealth need to be pre-approved by the Vicar General.

Employees are responsible for making their own travel arrangements but are expected to exercise prudent business judgment in relation to all expenses covered by this policy. Obtaining the lowest reasonable cost should prevail as the key requirement over personal preferences in the selection of means and class of travel, specific carriers, or lodging. Expenses will normally be reported on the Travel Expense Report.

Employees will normally be reimbursed for the following expenses:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Mileage costs for the use of personal cars only when less expensive transportation is not available. Mileage reimbursement will be the prevailing mileage allowed by the federal government.
- The cost of standard accommodations in low to mid-priced hotels, motels, or similar lodging.
- Cost of meals based on the amount allowed by the Diocese for the travel destination.

Completed travel expense accounts submission is required within fourteen (14) days of completion of the travel. Original receipts are required for every expense item. All requests for reimbursement must be business-related. The recording of false or misleading information on expense reports is strictly prohibited. Employees failing to adhere to the travel expense reimbursement policy will be subject to disciplinary action up to and including termination.

SECTION 5.12: SEPARATION PAY

An employee who is involuntarily separated or laid off will be paid all *wages* and earned but not used vacation time, due on the last day of work. Personal time is not earned time and is not paid out at termination. An employee voluntarily separating from employment may be paid all earned wages including any unused vacation on the next regularly scheduled payday.

SECTION 6 BENEFITS

SECTION 6.1: BENEFIT ELIGIBILITY AND ENROLLMENT

To attract and retain highly qualified employees, several employee benefits are provided by the Diocese of Springfield. Eligibility depends on several factors, primarily an employee's employment classification. Eligibility for benefits and/or enrollment in any benefit does not guarantee continued employment. Although the Diocese strives to pay for many of the benefits, employees may have to share in the cost, depending on the benefit. Employees are to be enrolled in and are to receive benefits at the time of

eligibility in accord with the policies and procedures for each benefit, except as noted elsewhere in this handbook or mandated by law or contract.

SECTION 6.2: PAID HOLIDAYS

Annually, the Diocese of Springfield publishes a listing of approximately 17 paid days off which is a combination of holidays and holy days observed. The dates may vary depending on the schedule in place for the diocese.

If an employee is on vacation during a day that is normally a workday, the time will be paid as holiday time.

Note: Diocesan Catholic Schools, Catholic Cemeteries, and the Newman Center may choose holidays from the published list. Catholic Schools may use the list of approved holidays in the State of Massachusetts.

6.3: WORK ON A HOLIDAY OR HOLY DAY

Non-exempt employees who work forty (40) or more hours in a week and are required to work on a holiday or holy day will be paid one and one half (1.5) times their regular rate for all hours worked on that day.

All non-exempt employees, other than per diem or temporary employees, receive holiday pay proportionate to their regular work day equivalence. Work on a designated holiday should not be allowed except with prior management approval. Employees will not be compensated for holidays or holy days that fall outside of the employee's normal work schedule.

An employee who is on vacation or on paid Sick Leave or Family Medical Leave(FMLA) when a holiday occurs will not be charged accrued vacation or paid sick leave hours on the holiday.

SECTION 6.4: PAID VACATIONS (EXEMPT AND NONEXEMPT)

It is the policy of the Diocese of Springfield to grant earned vacation to all full and part-time employees who work a minimum of 20 hours per week consistently throughout the calendar year. Vacation is paid time off in recognition of eligible employees' length of continuous service. The policy does not apply to faculty, staff, non-eligible part-time, or temporary employees. The length of vacation time will vary depending on length of service as follows:

<u>Years of Service</u>	<u>Paid Days</u>
0-5	10
6-14	15
15+	20

Employees accrue (earn) Paid Vacation are based upon the # of hours in the individuals regularly scheduled work week. Regular part-time employees receive vacation hours in blocks of time equivalent to their work schedules. For example, an employee who works twenty (20) hours a week per year and who

has been employed six (6) years, receives fifteen (15) paid days of 4-hour increments at their current rate of pay. A 35 hour a week employee of 3 years receives 10 days @ 7 hours per day.

SECTION 6.5: COMPUTATION FORMULA FOR VACATION HOURS ACCRUED EACH WORK WEEK

Eligibility for vacation time begins on the first day of the month following the employee's date of hire and is pro-rated based on the number of months remaining in the calendar year. The total number of vacation days an employee is eligible to earn over a twelve-month period depends on the employee's continuous years of service. While vacation is earned monthly, the Diocese makes the full calendar year allotment available for use at the beginning of each year. Should the employee leave during the year having used more leave than earned, the difference will be deducted from the employee's final paycheck.

SECTION 6.6: VACATION SCHEDULING

Employees are expected to give their supervisor or director at least two (2) weeks' notice when they plan to take paid vacation. Time is granted based on the needs of the Diocese. Directors/Supervisors are responsible for scheduling vacation for their direct reports. If a paid holiday or holy day falls during an employee's scheduled vacation period, that day will not be charged against the employee's accrual of vacation hours.

Vacation time is calculated on a "use-it-or-lose it" basis, meaning employees may not carry forward any unused vacation from the previous year to the next calendar year. Under certain special circumstances, exceptions can be made. Exception requests need to be submitted to the employee's director. Final approval is at the discretion of the Director of Human Resources. The maximum amount authorized to be carried forward will be no more than 50% of the annual benefit amount. Employees must submit a plan to use their entire allotment of vacation time in the following year, with the carried over leave to be used within the first quarter of the new year. *Employees will not accrue vacation while on leave without pay.

The transfer of vacation time between employees is not permitted. Employees leaving their employment with the Diocese of Springfield will receive payment for unused, earned vacation only.

SECTION 6.7: SICK LEAVE

All employees are eligible to earn sick time under Massachusetts Earned Sick Time law. The Diocese of Springfield provides employees paid sick leave at their earned rate calculated off hours worked. Employees who work a minimum of 20 hours per week can earn up to the maximum of 9 days per year, calculated annually. Benefits for new employees are pro-rated for the year in which employment begins. Employees working less than 20 hours a week earn 1 hour for every 30 hours worked per mass law. If an employee cannot report to work because of illness or injury, the employee should notify the supervisor before the scheduled start of the workday or as soon as practicable. Notification to the supervisor is required for each day of absence. Sick leave is not payable upon termination of employment.

Absences of three or more consecutive days due to illness or injury require a doctor's statement that includes the nature of the illness or injury, its beginning, and a projected date of return to work. At the option of the Diocese, a similar statement may be required for absences of less than the three days.

Prior to returning to work, a doctor's statement is required stating the employee may return to work. If the employee does not provide the requested physician's statement, the absence will be considered an unexcused absence.

Certain illnesses or injuries may qualify an employee for extended leave under the Family Medical Leave Act (FMLA) as described in this handbook.

6.8: CALCULATION OF SICK LEAVE

The sick leave benefit will be calculated based on the employee's base pay rate at the time of the absence. Sick leave benefits calculations do not include any additional forms of compensation such as incentive pay, commissions, bonuses, or shift differentials.

Sick leave benefits are meant to provide income protection for the employee in case absence due to illness or injury as described in this section and may not be used for any other purpose. Other limitations:

- The "borrowing" of sick leave hours is not permitted. Similarly, the transfer of sick leave is not permitted.
- Employees using "leave without pay" for non medical reasons may not use sick leave.
- An employee may use sick leave if he/she receives Workers' Compensation, not to exceed 100% of weekly pay.
- Sick leave must be used in increments of 1 hour or more. See Earned Sick Leave

Unused sick leave benefits will be allowed to accumulate until thirty (30) days have accumulated at which time the accumulation will stop and not resume until such time as sick leave is used and falls below the thirty days. In addition, because sick leave is a paid benefit by the Diocese of Springfield, it will not be paid-out when employment terminates. Per *Mass Sick Leave* law, Employees may be required to submit medical documentation if using sick leave within two weeks (2) prior to leaving their job.

SECTION 6.9: HEALTH INSURANCE BENEFIT

The Diocesan health insurance plan offers voluntary medical and dental benefits and vision to eligible employees and their dependents. Full-time employees who work a minimum of 30 hours per week are eligible to enroll in the health insurance plan with coverage beginning on the first of the month following the date of hire.

SECTION 6.10: OPEN ENROLLMENT

Open Enrollment, is conducted during the month of May of each year, with a benefit effective date of July 1, and is the only time of the year that an employee can change his/her health benefits, unless a "qualifying event" occurs. Examples of such an event include marriage, birth of a child, etc. Enrollment must be for a period of twelve (12) months.

Detailed information regarding the health insurance program is available in the Summary Plan Description (SPD) provided by the Department of Human Resources during the open enrollment period, including an enrollment form and cost information.

SECTION 6.11: FLEXIBLE SPENDING ACCOUNT

The Diocese provides a payroll deducted flexible spending account (FSA) program for eligible employees who wish to enroll. Under this program, deductions taken from employee's pay before taxes, are placed in the employee's FSA account. The employee can use the money to pay for health care expenses not paid for by the employer's health insurance program during the plan year. Employees must be enrolled in the Diocesan medical program, or the Dependent Care FSA to participate. Employees must re-enroll annually during on-line open enrollment through the RETA portal. Employees receive notices prior to Open Enrollment and instructions to guide them. **Plan year:** The plan year starts on July 1 and ends on June 30 of the following year. Expenses can be incurred through the grace period which is adjusted annually. The program is voluntary. The employee determines the amount of the contribution based on a calculation of the amount needed to pay expenses covered by the FSA. An employee may contribute up to \$2,500 toward the FSA account. In accordance with IRS requirements, all money deposited into the FSA must be used by the end of the plan year, so it is important that the employee only deposit the amount that is anticipated will be needed.

SECTION 6.12: HIPAA

All current employees enrolled in the Diocese of Springfield employee group health plans are entitled to receive a Notice of the Privacy Policies and Procedures adopted by the Diocese of Springfield in compliance with Title 2 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the federal regulation adopted to implement HIPAA provided by the Department of Human Resources. The employee will receive all required notifications from the Diocese of Springfield insurance carrier upon request.

SECTION 6.13: MEDICAL COVERAGE CONTINUATION BENEFITS

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees, and their dependents continue their health insurance even though they are no longer eligible under the Diocesan health plan. The Medical Coverage Continuation Benefit is the voluntary continuation of medical benefits by an employee upon termination of employment.

The COBRA benefit allows an eligible employee and dependents to choose to continue their health insurance coverage for 18 to 36 months depending on their eligibility when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, death, or when a dependent child stop being eligible for coverage under the employee's health insurance.

If the employee chooses to continue the insurance, the employee will have to pay the full cost of at the Diocese's group rates. For any questions, an employee should contact the Department of Human Resources.

SECTION 6.14: WORKER'S COMPENSATION INSURANCE

The Diocese of Springfield provides comprehensive worker's compensation free of cost to the employee. The program covers injuries or illnesses that might happen during the course of employment that requires medical, surgical, or hospital treatment. Subject to legal requirements, worker's compensation begins after a short waiting period. If the employee is hospitalized, the benefit begins immediately.

To ensure the employee qualifies for coverage and to allow for a full investigation, any work-related injury or illness must be reported immediately to the employee's supervisor regardless of how minor it might seem. Worker's compensation covers only work-related injuries or illnesses. Neither the Diocese nor the diocesan insurance carrier will pay for injuries or illnesses while engaged in off-duty, personal activities.

SECTION 6.15: RETIREMENT PLANS

The Diocese of Springfield provides eligible employees with retirement benefits plans that reward them for their service and commitment to the Diocese.

SECTION 6.15.1: DEFINED BENEFIT PLAN

The lay employee defined benefit plan accruals were frozen as of November 30, 2010 at which time employees stopped earning pension benefit credits. An employee already vested in the plan (having worked 1,000 hours in at least the 5 previous years) continues to be eligible.

SECTION 6.15.2: 403 B RETIREMENT SAVINGS PLAN

In addition to the Defined Benefit Plan, to assist employees supplement their retirement, the Diocese provides a voluntary 403 B retirement saving plan via payroll deduction, which an employee may elect to participate in immediately.

Information on both the Defined Benefit plan and the 403B retirement savings plan can be obtained through the Diocesan Department of Human Resources.

SECTION 6.16: LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE

The Diocese of Springfield provides Life and AD&D insurance for employees who work thirty (30) or more hours per week **and** are enrolled in the medical plan, beginning on the first day of the month following ninety (90) days of continuous employment. The coverage, paid by the Diocese, cannot be waived. No dependent coverage is available.

SECTION 6.17: UNEMPLOYMENT INSURANCE AND PAID FAMILY MEDICAL LEAVE

The Commonwealth of Massachusetts provides an exemption from unemployment compensation for employees who are in the employ of a church or organization which is operated primarily for religious purposes and is supported by a church or association of churches. The Diocese of Springfield does not participate in either of these programs.

**SECTION 7
AUTHORIZED LEAVES OF ABSENCE**

SECTION 7.1: FAMILY AND MEDICAL LEAVE

Employees are covered by the Federal Family and Medical Leave Act of 1993 (FMLA). The following information is general in nature; official regulations of the FMLA shall prevail in all instances.

Under FMLA, eligible employees are entitled to take unpaid leaves of absence for up to twelve (12) weeks during a twelve (12) month period Parental Leave, which would be for the birth of a child or the placement of a child with the employee for adoption or foster care, or Medical Leave when the employee is unable to work because of a serious health condition. Covered also is medical leave which includes the need to care for an employee's spouse, child, parent, or the employee's own serious health condition.

To be eligible for leave, an employee must have been employed for at least twelve (12) months before requesting the leave and have worked for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of leave. An employee must provide written notice of the intent to take FMLA covered leave. When the need is foreseeable, the request must be submitted at least thirty (30) days prior to the desired beginning of the leave of absence. For additional details regarding FMLA including notice requirements, leave certification, pay during leave, return to work and health insurance, employees are encouraged to consult your immediate supervisor.

Leaves of absence under the Family Medical Leave Act are unpaid, but employees are permitted to use their accrued vacation and granted sick time. The cost of the medical plan coverage will continue to be paid by the Diocese, less the required employee premium contribution.

SECTION 7.2 MILITARY FMLA LEAVE

As of 2009, the FMLA statute includes two forms of protected leave for military families. First, the Military FMLA permits an employee who is the spouse, son, daughter parent, or next of kin of a member of the armed forces to take up to 26 workweeks of leave. The leave is provided to care for a member of the armed forces including the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or on the temporarily retired list, for a serious injury or illness. This includes veterans, who are undergoing treatment for a serious illness or injury incurred in the line of active duty and who were members of the armed forces within the five (5) years preceding the treatment. A covered condition is any injury or illness that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Exigency leave that may be taken is twenty-six (26) workweeks during a single twelve (12)-month period. The regulations clarify that the single twelve (12)-month period for military caregiver leave begins on the first day the eligible employee takes military caregiver leave and ends twelve (12) months after that date regardless of the method used by the employer to determine the employer's twelve (12) work weeks of leave entitlement for other FMLA qualifying reasons. The regulations further provide that an eligible employee is entitled to a combined total of twenty-six (26) workweeks of military caregiver leave and leave for any other FMLA-qualifying reason in a single twelve (12)-month period provided that the employee does not take more than twelve (12) workweeks of leave for any other FMLA qualifying reason.

Second, Family Member Military Duty Exigency Leave - Employees may use FMLA leave for (1) a qualifying exigency arising out of a contingency plan or operation, or (2) a qualifying exigency arising out of a covered family member's active duty in the regular armed forces when that family member is deployed to a foreign country. Qualifying exigencies include:

- Short-notice deployment
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and Recuperation
- Post-deployment activities
- Additional activities in which the employer and employee agree to the leave

SECTION 7.3: PARENTAL LEAVE ACT

The Massachusetts Maternity Paternal Leave Act (MPLA) provides for eight (8) weeks of unpaid parental leave for the birth or adoption of a child to eligible full-time employees, male, or female, for the purpose of childbirth or for adopting a child under eighteen (18) years of age or under age twenty-three (23) if the child is mentally or physically disabled. Among the expanded provisions of the law are the following:

- If an employee is allowed to take more than eight weeks of leave The Diocese is required to inform the employee in writing before the start of the leave that the extended leave will not result in extended job and benefits protection.
- Two parents working for the Diocese get an aggregate of eight weeks, not eight weeks each.
- In the event an employee is delayed and is unable to provide two weeks' notice, then the employee is required to inform the Diocese as soon as practicable if the if the delay is beyond the employee's control.
- The Diocese is has posted this law in the workplace.

The Diocese will not discriminate against an employee who requests parental leave. In cases in which the Family Medical Leave Act (FMLA) also applies, the leave will run concurrently and is not in addition to the time allowed under FMLA.

SECTION 7.4: PREGNANT WORKERS FAIRNESS ACT

In compliance with Massachusetts law, the Diocese will make a reasonable accommodation for an employee's pregnancy or pregnancy-related condition such as to express milk for a nursing child. Examples of accommodations include more frequent or longer paid or unpaid breaks, time off to attend to a pregnancy complication or to recover from childbirth, with or without pay, acquisition or modification of equipment or seating; temporary transfer to a less strenuous or less hazardous position; job restructuring; light duty; private non-bathroom space for expressing breast milk; assistance with manual labor; and a modified work schedule.

An employee asking for such an accommodation will not be discriminated upon or retaliated against. For additional information, employees requiring an accommodation are asked to consult with their immediate supervisor or the Department of Human Resources.

SECTION 7.5: SMALL NECESSITIES LEAVE ACT (SNLA)

Employees who have met the service requirements of twelve (12) months of service and 1,250 hours worked in the prior twelve (12) months are eligible for twenty-four (24) hours of unpaid leave for certain family obligations as follows:

- Participation in school activities directly related to the educational advancement of a son or daughter.
- Accompanying a son or daughter to routine medical or dental appointments.
- Accompanying an elderly relative to routine medical or dental appointments or other appointments related to elder care.

Employees are required to give a seven-day notice when the leave is foreseeable. Employees may use accrued vacation or management-approved personal time to receive pay for small necessities leave.

SECTION 7.6: BEREAVEMENT LEAVE

The Diocese grants bereavement leave to employees who need to take time off because of a death in their immediate family. For bereavement leave, “immediate family” means the employee’s spouse, parent, child, sibling, spouse’s parent, child, siblings, child’s spouse, grandparents, and grandchildren. Consideration will be given to requests for bereavement leave for the death of someone who was as close as an immediate family member.

Employees are eligible for up to five (5) days with pay. Four (4) additional unpaid days may be granted if significant travel is involved. Leave pay will be at the employee’s base pay rate. Available vacation may be used for additional time off with the supervisor’s approval.

SECTION 7.7: MILITARY SERVICE LEAVE

All the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) will be abided by, and military leave will be granted to all eligible full-time and part-time employees. Employees are eligible on their date of hire with no required minimum number of hours of work per workweek. Employees must give advance notice unless it is otherwise impossible or unreasonable.

An employee summoned by the government for duty, training, or to undergo an examination for fitness will be granted unpaid Military Leave. These leaves may last from a few hours to a maximum of five (5) years, unless extended in accordance with federal law. Individuals will not be fired, refused to be hired, disciplined, or otherwise be discriminated against because they are in the service. Employees may use any available accrued vacation as well as granted sick leave.

Benefits such as vacation or holiday benefits will not accrue, and sick leave will not accumulate during the leave. Upon return from military leave, depending on the length military service in accordance with USERRA, the employee will be placed either in the position the employee would have attained if he or she had stayed continuously employed or in a comparable position. For the purpose of determining the benefits that are based on service, the employee will be treated as if he or she had been continuously employed.

For detailed information regarding a call to active military service, the employee should consult his/her immediate supervisor or Human Resources.

SECTION 7.8: JURY DUTY

Employees are encouraged to fulfill their duty as citizens to their community when summoned to serve for jury duty. An employee summoned for jury duty will be excused from work for the time of service at the current base rate of pay for the number of hours the employee would normally have worked that day, less any payment made by the court. Employees who are subpoenaed to appear in criminal cases because they are victims of or witnesses to a crime may not be discharged from employment on that basis. Employees participating in civil hearings trials, or other proceedings that have no relation to their job will be required to use personal or vacation time or unpaid time off, if leave is exhausted.

Upon receipt, the employee is required to present the jury duty summons to the supervisor. This will help the supervisor plan for the employee's possible absence. Employees are expected to return to work when the court schedule permits.

Subject to the applicable terms, conditions, and limitations, the Diocese will continue to provide health insurance benefits for the full period of jury duty leave.

The jury/witness duty benefit does not apply to temporary or non-benefits eligible employees.

SECTION 7.9: VOTING

Eligible employees are encouraged to vote in federal, state, and local elections. As prescribed by law, workplaces will allow employees to take time off if there are less than three (3) consecutive hours between the opening of the polls and the beginning of their shift or less than three (3) consecutive hours between the ending of their shift and the closing of the polls.

An employee will be permitted to take time off from work without loss of pay to vote if he/she cannot vote outside of office hours, as prescribed by law. However, the supervisor may specify the period that the employee can be absent, either at the beginning of the workday when the polls open or at the end of the workday before the polls close. To be considered for a paid absence, an employee must notify his/her supervisor at least one (1) day in advance of the election date.

SECTION 7.10: PERSONAL LEAVE

Personal Leave of Absence covers any circumstances not specifically covered by the other types of leave for time off from work. An example would be to fulfill personal obligations. Personal Leave is unpaid and may be granted at the discretion of the workplace for a maximum of sixty (60) calendar days every five (5) years. If the initial period of leave is not sufficient, consideration will be given upon a written request for one additional extension of no more than thirty (30) days.

A request for leave does not indicate it will automatically be approved, as each request is considered individually, and leave will only be granted after consideration of several factors such as the business needs of the Diocese, workload and staffing requirements, and the requested period.

Subject to the terms, conditions, and limitations of the applicable plans, the Diocese will continue to provide health insurance benefits for the full period of an approved personal leave. Employees will be required to pay their portion of the insurance premiums. Benefits such as vacation and holidays will not accrue, and sick leave, which is granted by the Diocese, will not accumulate while the employee is on leave.

When a personal leave ends, the Diocese will make every reasonable effort to return the employee to the same position if it is available, or to a similar position for which the employee is qualified. However, the Diocese cannot make the the guarantee in all cases. If the employee fails to return to work promptly at the end of a personal leave it will be assumed that the employee has resigned.

SECTION 8 ELECTRONIC COMMUNICATIONS

SECTION 8.1: ELECTRONIC COMMUNICATIONS

To enable employees to do their job accurately and efficiently, the Diocese may provide access to computers, computer files, email system, and software. This includes personal computers, hardware, software, internal networks, email, voice mail, online and interactive services such as the Internet and the World Wide Web (www), facsimile, other electronic data and communication systems, and any subsequent developments in electronic communication that are used in the workplace. Employees are expected to adhere to the following requirements:

- The Diocese is committed to a workplace free of harassment and is sensitive to the diversity of its employees. In keeping with this commitment, users are not allowed to use computers and email in ways that are disruptive, offensive to others or harmful to morale. This includes sexually explicit images, messages, or cartoons, ethnic or racial slurs, racial comments, off-color jokes, or anything that might be perceived as harassment or disrespectful.
- Users may not use email or other media to solicit contributions to, or engage in businesses outside of the workplace, religious or political causes, support outside organizations, or engage in other business matters that are not work-related.
- Playing computer games or video games or participating in any other electronic entertainment activities during normal working hours are prohibited.

8.2: INTERNET USAGE

The Diocese provides employees with internet access to assist in doing their job and is intended for job-related activities only. This policy outlines the guidelines for using the internet. Employees are permitted occasional personal use if the use is kept within reasonable limits.

All internet data that is written, sent, or received through the diocesan computer system is part the official records of the Diocese. This means that the Diocese is legally obligated to share that information with law enforcement or other authorized parties. Employees are expected to ensure that the business information contained in email messages and other electronic transmissions is accurate, appropriate, ethical, and legal.

All computers, related equipment, services, and technology used to access the internet are the property of the Diocese which reserves the right to monitor its use. The Diocese also reserves the right to review any data written, sent, or received through Diocesan online connections or which is stored in its computer system.

Employees cannot write, send, read, or receive data through the internet that contains content that could be considered discriminatory, obscene, threatening, harassing, intimidating, or disruptive to employees or others. Unacceptable content includes, but is not limited to sexual comments or images, racial slurs, gender specific comments, or images that could reasonably offend based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is prohibited. Employees are responsible for ensuring that anyone who sends

material over the internet has the appropriate distribution rights. Any downloads from the internet must be checked for viruses, including checking for viruses on all compressed files both before and after decompression.

Additional prohibited activities:

- Using the time and resources of the Diocese for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the Diocese
- Sending or posting messages or material that could damage the image of the Diocese or its reputation
- Participating in or exchanging pornography or other obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempts to break into the computer system of another organization or person
- Refusal to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to the business purposes or activities.
- Use of the internet for personal activities of any sort or gambling
- Breaching the security requirements of the Diocese's electronic communications system
- Misrepresenting personal views as representing those of the Diocese
- Sending anonymous email or texts.
- Engaging in any other illegal activities.

Employees found to be in violation of the law, or these Diocesan policies will be subject to disciplinary action up to and including termination of employment and possible personal liability.

SECTION 8.3: SOFTWARE AND HARDWARE

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. To help ensure computer security, stability, licensing, and compliance, management must pre-approve any new installation of software or hardware, including software that is free and /or downloaded from the Internet.

Employees may not install employer-purchased software on their home computer without prior management approval and compliance with software licensing agreements. Employees are also responsible for ensuring that the person sending any software material over the Internet has the appropriate distribution rights.

SECTION 8.4: SPAM AND VIRUS PROTECTION

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses. A known risk associated with email is the receipt of unsolicited messages (SPAM) that may contain objectionable material. Employees are expected to take reasonable steps to prevent SPAM. If an employee believes that unsolicited messages have become a problem or if the system administrator determines that an employee's email address is receiving an unreasonable amount of SPAM, the workplace may change the employee's email address.

SECTION 8.5: USE OF HOME COMPUTER SYSTEMS

Employees who use their home computer systems for Diocesan or other Church affiliated business must take all necessary steps to ensure that such use does not result in disclosure of confidential information to unauthorized parties, including family members. Upon leaving employment, employees must permanently remove all such information from their computer system.

SECTION 8.6: EMPLOYEE ELECTRONIC COMMUNICATIONS RESPONSIBILITIES

Employees, have a duty to exercise care in their communications. Employees must be truthful, accurate, and professional, as with any other written formal business communication on behalf of the workplace.

Resources should not be wasted. Wasteful conduct includes, but is not limited to, sending unauthorized mass mailings or chain letters, and spending excessive amounts of time on the Internet for personal use. Access to systems must be password-protected. Passwords must be kept confidential. In addition, laptops or other computers or related equipment must not be left physically unsecured at any time. Any employee who knowingly violates these policies regarding the use of electronic communications will be subject to corrective action, up to and including termination.

SECTION 8.7: CELL PHONE USAGE

Cell phones are provided to some employees for business use. Use for short personal calls within reason are allowed. However, phones are subject to review of charges to ensure this policy is being adhered to.

Personal phone use must be kept to a minimum. Employees with personal phones are asked to place them in silence mode during work hours. In case of a need for emergency purposes, the supervisor should be notified.

Prudence is expected when using cell phones. Conversations should be kept private and quiet. Phones are to be placed on silence during work hours or when attending meetings. Inappropriate use of cell phones such as for harassment or intimidation of others or to view pornography or other inappropriate websites is strictly prohibited.

SECTION 9 EMPLOYEE SAFETY AND HEALTH

SECTION 9.1: SAFETY AND HEALTH RESPONSIBILITIES

The Diocese of Springfield is expected to be a safe and healthy place for employees and visitors. Therefore, workplace safety and health are a vital concern. The Human Resources Department in conjunction with the Vicar General and the Maintenance Department is responsible for implementing, administering, monitoring, and evaluating the safety program. However, a successful program depends on every employee being alert and committed to safety.

The Diocese regularly communicates with employees regarding workplace safety and health issues. The means of communications may include supervisor-employee meetings, bulletin board postings, memos, and other written communications.

Employees are encouraged to participate and cooperate in maintaining a safe workplace by providing ideas on workplace improvements or preventive measures necessary or to report any unsafe conditions that may exist.

Employees are expected to obey all safety rules and to exercise care in their work environment. Violations include causing hazardous or dangerous situations, not reporting hazardous or dangerous situations, and not correcting a problem when when corrective action could have been taken. Employees found in violation of Diocesan safety standards may be subject to disciplinary action up to and including termination.

It is important that the appropriate supervisor or Human Resources be informed immediately of any accident that causes an injury not matter how minor. Timely reporting enables Human Resources or the appointed investigator to promptly investigate, adhere to the law, and start insurance and worker's compensation processing.

SECTION 9.2: WORKPLACE VIOLENCE

The Diocese of Springfield is committed to the prevention of workplace violence and making the Diocese a safe place to work. The following policy contains the guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that during business hours or on Diocesan premises.

Employees are expected to treat co-workers always including supervisors and any employees with courtesy and respect. Employees are prohibited from fighting or engaging in any behavior that might be dangerous and harmful to others. Firearms, weapons or other dangerous or hazardous devices and substances are not allowed on any premise in the Diocese without proper authorization. Behavior that at any time threatens, intimidates, bullies, or coerces another employee, visitors, or members of the public is prohibited including off-duty periods.

Employees need to immediately report any threats or acts of violence to a supervisor. Employees should not, under any circumstances place themselves in a position of danger. Employees are encouraged to stay away from incidents of trouble or a disturbance and should not at any time try to stop incidents of violence.

The Diocese prefers to help employees work out any problems before they become serious and possibly violent. For this reason, employees who are engaged in a dispute with another employee are encouraged to discuss the problem with their supervisor or the Director of Human Resources. Employees who bring problems forth will not be disciplined or retaliated against.

All incidents of violence or threats or suspicious persons or activities will be promptly and completely investigated. The identity of any individual making a report will be protected when practical. An employee subject to an investigation will be placed on suspension with or without pay as deemed appropriate and necessary for the investigation or for safety reasons.

Any employee committing a violent act, or a threat of violence is subject to immediate dismissal. Employees found to be in violation of other sections of this guideline will be subject to disciplinary action up to and including termination.

SECTION 9.3: SMOKING

The Diocese of Springfield is committed to the promotion of a healthy and comfortable workplace for its employees. In to maintain a healthful environment, the following policy has been established:

- Smoking is permitted outside, in areas not in view of the public. Where appropriate, receptacles have been located.
- Employees are expected to use their unpaid lunch time, before work, or after work time to smoke.
- It is the responsibility of every employee to observe this policy and enforce it by asking our guests and visitors to comply with the policy whenever necessary.

SECTION 9.4: DRUG AND ALCOHOL/SUBSTANCE ABUSE

The Diocese of Springfield is committed to maintaining a safe and healthy work environment which enhances the welfare and security of its employees. A drug/alcohol-free workplace, one which prohibits the unlawful manufacture, distribution, sale, purchase, possession, impaired influence, or use of a controlled substance during working hours, is a mandatory condition to provide a safe environment for employees. “Controlled substance” refers to narcotics or any other mind-altering substances, including any other substance prohibited by law. Any person accepting or continuing employment with the Diocese consents to the testing set forth in this policy guideline and procedure.

Alcohol and/or drug dependency is recognized as an illness requiring appropriate intervention and treatment. Employees with such dependencies are expected to seek treatment before a problem interferes with job performance. through a personal counselor.

The Diocese may require any employee to submit to a drug or alcohol screening when there is reasonable suspicion that the employee is under the influence of alcohol or a controlled substance. Any employee found to be under the influence of alcohol or controlled substances during working hours, whether on company premises or on company business at another work site, will be subject to corrective action up to and including termination as provided in Section 4.

If an employee is suspected of the sale or distribution, while on the job or on employer property, of alcohol, illegal drugs and/or other controlled substances, the workplace will conduct a full investigation. Employees who are found to be in violation of this policy guideline will be subject to corrective action up to and including termination as provided in Section 4.

The Diocese reserves the right to conduct an unannounced search of any company property, including but not limited to desks, cabinets, and vehicles. As a condition of employment, employees are expected to cooperate in the conduct of such searches. Failure to cooperate may result in corrective action up to and including termination as provided in Section 4.

Any illegal substance found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

SECTION 9.5: OSHA – HAZARD COMMUNICATION STANDARD

Compliance with the Federal Hazard Communication Standard (better known as the Right to Know Law) as enacted by the Occupational Safety and Health Administration (OSHA), as well as any state/local regulations that may apply, is required for all workplaces with hazardous chemicals on site.

SECTION 9.6: BUILDING SECURITY/EMERGENCY PROCEDURES

Employees are expected to do everything possible to safeguard the workplace. Each employee can help prevent a disaster by observing all building security and emergency notification and evacuation procedures. Each workplace is expected to have documented building security and emergency procedures in place to address emergencies such as natural or man-made disasters, fires, or bomb threats. The establishment of emergency procedures should be coordinated with local fire and police officials.

SECTION 9.7: EMERGENCY CLOSINGS

Natural emergencies such as severe weather, fires, power failures earthquakes or other emergencies such as bomb threats or public disorders may cause the closing of a workplace. When a facility is officially closed, due to emergency conditions, employees will be paid during the time off. If an emergency closing is not authorized and employees do not report for work, they will not be paid during the time off. Notifications are posted on the main telephone lines that employees can call in for information.

In case of such an occurrence, depending on the severity, employees in essential operations may be asked to work on a day when a facility is closed due to the emergency. Employees in those situations will be paid at the rate of time-and-a-half for those hours worked.

SECTION 10 SEPARATION FROM EMPLOYMENT

SECTION 10.1: VOLUNTARY AND INVOLUNTARY SEPARATION

Voluntary separations are those initiated by the employee. Examples include, but are not limited to, resignation, retirement, death, total permanent disability, and an unexcused absence that is unreported for a period of three (3) or more consecutive scheduled workdays without verifiable evidence of a reason to be absent from the workplace.

Involuntary separations are those initiated by the Diocese. Examples include, but are not limited to, layoff, separation by mutual agreement, separation due to failure to return from approved leave of absence, separation due to exhaustion of approved leave of absence, release for inability to perform duties or to meet prescribed standards on the job after reasonable efforts have been made to assist the employee in meeting the standards expected by the employer, and discharge for conduct not in the best interest of the employer.

An employee must not be allowed to exhaust accrued vacation beyond the effective date of separation.

SECTION 10.2: EXIT INTERVIEW

It is important to obtain feedback from separating employees concerning working conditions, policies, supervision, and other matters related to their employment. Exit interviews provide a way for management to identify problem areas so that improvements can be made. Whenever an employee separates from employment voluntarily, management or a management delegate will conduct a confidential exit interview. The separating employee is encouraged to provide input as requested.

GLOSSARY

TERM	DEFINITION
Diocese of Springfield	The Bishop of Springfield’s Administrative Offices
Employee	Any person who receives direct compensation from the Diocese of Springfield for any service performed for which the workplace has the legal right to manage or control the method and result of the services.
Employer	The Diocese of Springfield including parishes and schools that hire others to perform a service or engage in an activity in exchange for compensation.
Employment at Will	Under Employment at Will, either the employer or the employee may terminate the employment relationship at any time, for any reason or no reason and with or without prior notice.
403B	Section 403(b) of the Federal tax code regulates the Tax Deferred Retirement Program (TDRP). Like a 401(k) plan, the TDRP allows eligible employees to save pre-tax dollars for retirement. Deposits to the plan are not subject to Federal and State tax at the time of deposit, and earnings on these deposits are deferred from taxes until withdrawn. Because taxes are paid on investments during retirement years when income is presumed to be lower, more wealth can be accumulated by saving on a pre-tax rather than an after-tax basis.
Involuntary Separations	Separations that are initiated by the employer.
Management	Any employee whose management activities include but are not limited to: interviewing; selecting and training employees; setting and adjusting rates of pay and hours worked; supervising, directing, and planning the work of employees; appraising

employee's productivity and efficiency for the purpose of recommending promotions or other changes in status; handling employee complaints and grievances; disciplining employees; providing for the safety and security of employees or property; planning and controlling the budget; and monitoring or implementing legal compliance measures. Examples include but are not limited to pastors, principals, or agency and administrative directors/managers/supervisors.

Nominal Retail Value	The value of an object that does not exceed \$25.
Per diem Employee	An employee employed on an intermittent basis to work on special projects or events during peak work periods, to fill in for an absent employee, or for any other workplace-identified operational need. Per Deim employees are not guaranteed a minimum number of work hours per week, nor do they necessarily work every week.
Other Church Organizations.	Separate entities serving the Roman Catholic Church, such as parishes, schools, agencies, and administrative and program offices of the Diocese of Springfield.
Overtime	Any hours worked by a non-exempt employee more than forty (40) hours per week.
Qualifying Event	A change in an employee's personal life that may impact their eligibility or dependent's eligibility for benefits.
Regular Employee	Includes full-time and part-time employees, but excluding Per Diem, temporary
Reasonable Accommodation	Changes or adjustments made in a workplace, program or job that make it possible for an otherwise qualified employee or with a disability to perform the duties or tasks required.
Voluntary Separations	Separations that are initiated by the employee.
Workplace	The business establishment, to include the workplaces of the Diocese of Springfield, where people are employed, and the work is done.

Exhibit 1

DIOCESE OF SPRINGFIELD

**RECEIPT OF
EMPLOYEE HANDBOOK AND AGREEMENT**

I _____ certify and acknowledge the following:
[Please print your name]

- I have received, read, and understand the provisions in the Diocese of Springfield Employee Handbook.
- I agree to follow the current policies and procedures as described in the Handbook, as well as any subsequent changes.
- I understand that the policies and procedures, rules, and benefits described are intended to serve only as guidelines and can be changed by the Diocese of Springfield without notice. I have been provided the opportunity to ask questions regarding these policies.
- I understand and agree that the information contained in the Employee Handbook does not create an employment contract between the Diocese of Springfield and me, and that my employment is for no definite period. My employment at the Diocese of Springfield is strictly at-will, as defined in the Employee Handbook.

Employee Signature

Date

Human Resources _____

Date _____