



# **The Diocese of Columbus**

## **Personnel Policy Code**

Effective January 1, 2018

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## **Introductory Statement**

It should be understood that this Employee Policy Code is not a contract (express or implied). It is intended solely to give employees a brief description of working conditions in general. The provisions of this policy code, and any other diocesan personnel policies, are necessarily subject to change without prior notice and are to be applied at the discretion of the Diocese of Columbus and may be withdrawn, applied or modified at any time or in any given circumstances.

Whenever the term "Director" is used in this code, it is understood to mean the Director or other equivalent supervisor (for example, the Moderator is a Director's equivalent supervisor).

It is understood that the responsibility for the interpretation and administration of the Code will generally rest with the designated authority, which is normally the Personnel Office, the Director or equivalent.

The enactment of this code is effective January 1, 2018 and supersedes all prior versions of the code. All other previous personnel policies will cease and be discontinued in order to provide a uniformity of personnel procedures in the Diocesan Offices. Any existing variances, in order to remain in effect, must be approved by the Bishop in writing.

# Mission Statement

The Mission of the Diocese of Columbus is as follows:

- I.** We are the people of God in the Roman Catholic Diocese of Columbus. Through Baptism we are called together as members of the community of faith established by Jesus Christ in the power of the Holy Spirit.
- II.** We proclaim and witness Christ's good news. United with the Holy Father and our Bishop of Columbus, we live the mission of Jesus through faithfulness to his gospel as understood and taught by the Roman Catholic Church.
- III.** With the help of the Lord Jesus, we commit ourselves to work toward a more full realization of God's reign on earth, by celebrating Christ's presence in worship and sacrament, by teaching and serving, by building up community and by fostering justice through prayer and action.

# Locations Covered By Personnel Policy Code Handbook

THE FOLLOWING OFFICES OF THE DEPARTMENTS, AGENCIES, AND INSTITUTIONS OPERATED AND ADMINISTERED BY THE BISHOP OF THE DIOCESE OF COLUMBUS ARE COVERED BY THIS PERSONNEL POLICY CODE HANDBOOK.

## **Chancery Office:**

### **Department for Administration**

- Black Catholic Ministries of Columbus
- Cathedral Square/Catholic Center Building
- Catholic Cemeteries
- \* Catholic Record Society
- Central Purchasing Service
- Communications Office
- Development, Planning, & Pastoral Services Office
- Finance Office
- Information Technology Office
- Latino Ministry Office
- Personnel Office
- Insurance Office
- Safe Environment Office
- Superintendent of Buildings Office
- The Catholic Times

### **Department for Catholic Charities & Social Concerns**

- \* Diocesan Council of Catholic Women
- \* J.O.I.N.
- Office for Social Concerns
  - Catholic Campaign for Human Development
  - Catholic Relief Services
  - Parish Social Concerns Ministry
  - Respect Life Program
  - Rural Life Program
- \* St. Francis Center

\* In addition, these offices conform to this Code except where other policies are required because of joint sponsorship and/or funding, or other relevant circumstances.

**Department for Education**

- Office of Religious Education & Catechesis
- Office of Catholic Schools
- Office of Youth and Young Adult Ministry
  - Catholic Scouting
  - Campus Ministry
  - Diocesan Recreation Association

**Department for Spiritual Life & Parish Ministry**

- Marriage & Family Life Office
- Missions Office
- Office for Divine Worship
- Sts. Peter & Paul Retreat Center
- St. Therese's Retreat Center

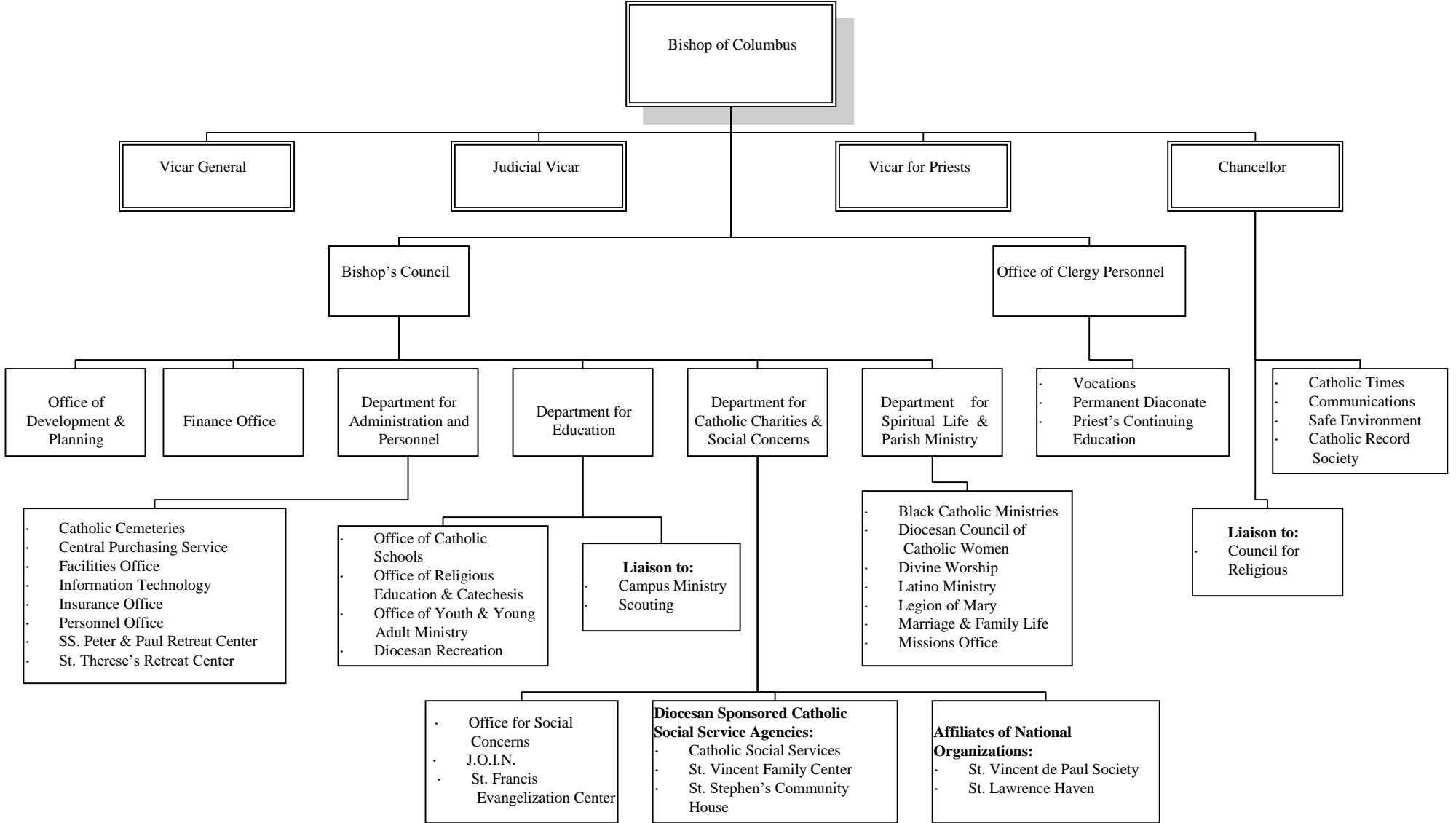
**Diocese of the Columbus Tribunal****Office of Clergy Personnel**

- Health Affairs Office
- Permanent Diaconate Office
- Priests' Continuing Education Office
- Vocations Office

\* In addition, these offices conform to this Code except where other policies are required because of joint sponsorship and/or funding, or other relevant circumstances.



# Diocese of Columbus ADMINISTRATIVE STRUCTURE





# **The Diocese of Columbus**

## **EMPLOYMENT**

### **SECTION 100**

## 101 The Employment Relationship

The legal nature of the employment relationship has traditionally been thought of as one that is described as “at will.” That means you are free to end your employment relationship at any time, for any reason, or for no reason. Likewise, the Diocese is also free to end the employment relationship at any time, for any reason, or no reason. That does not mean that either you or the Diocese is intending to terminate the relationship or does not hope and expect that it will last until you elect to retire. It merely means that neither party, you nor the Diocese, is legally obligated to the other to continue the relationship for any particular length of time, or to end it only for certain reasons or upon certain procedures.

We think it is important that all employees of the Diocese understand the precise legal nature of their employment relationship. **It is our policy that, unless otherwise expressed in written agreement executed by a Diocesan official with appropriate written authority, all employment is “at will.” No official of the Diocese is authorized to make any oral or spoken promise concerning employment which would change the nature of this “at will” arrangement. No such oral or spoken promises should be relied upon by any employee.**

Certain of the terms and conditions of the employment relationship, such as amount of paid time off (PTO), holidays, paid leave or other employee benefit plans are found in those plans or in other written Diocesan announcements or policies. None are to be construed as altering the basic “at-will” nature of the employment relationship.

## **102 Equal Employment Opportunity/Americans With Disability Act**

- I.** The Diocese makes employment decisions based upon factors such as performance abilities, talent, effort, and results. The Diocese provides equal employment opportunity to all qualified individuals without regard to race, color, religion (with due regard to those positions where religion is an employment factor and are to be filled by a practicing Roman Catholic or a priest because of the ecclesial nature of such positions), sex, national origin, age, ancestry, citizenship, non-disqualifying disability, or other legally protected status. (Note: Some state and federal laws may not apply to ministerial employees).
  
- II.** Individuals who engage in discriminatory conduct will be subject to corrective action, up to and including discharge. If an employee ever feels he or she has not received equal treatment in any respect of employment, he or she must immediately notify the Director, Moderator, or the Personnel Office. The concern will be investigated. If it is determined there is a problem, appropriate corrective action will be taken and the employee will be advised of the results of the investigation. No retaliation or adverse action will be taken against anyone if they express any problems or concerns relating to equal employment opportunities or perceived discrimination.
  
- III.** The Diocese will consider each individual by their job qualifications when recruiting, hiring, promoting, or assigning responsibilities. The Diocese will offer those with disabilities the same training, pay, and benefits that other employees in the same positions receive. All decisions will be based on qualifications for the position.
  
- IV.** In recognition of the disability law, employees must advise their Director if they believe: (i) they have an impairment that may constitute a “disability”; and/or (ii) they may need some form of accommodation in order to perform the essential functions of their job under this Act. The Diocese will make reasonable accommodations, when such accommodations do not present an undue hardship, to allow a person with a disability to perform a job’s essential functions. For any questions about disabilities or accommodations, contact the Director, Moderator, or the Personnel Office.

## **103 Fair Treatment**

The Fair Treatment Procedure has been established to enable employee complaints to be reviewed internally in an orderly and consistent manner. This procedure is not intended as a forum to air minor irritations, commonly referred to as “gripes.”

### **PROCEDURES**

- I.** The Diocese provides employees who have successfully completed their first ninety (90) calendar days of employment with a formal method through which they can voice their dissatisfaction when they believe they have been treated unfairly and their dispute cannot be resolved to their satisfaction through normal problem solving channels. Complaints, which cannot be resolved informally, should be directed to the appropriate member of management. Every effort will be made to resolve the complaint within two calendar days.
  
- II.** Should a complaint remain unresolved at this stage, an employee may choose to use the following Fair Treatment Procedure:

#### **Step 1:**

**EMPLOYEE** – Employees who have a formal complaint should complete the Fair Treatment Complaint form and make every effort to verbally discuss the complaint with their immediate supervisor. This discussion should take place within seven (7) calendar days after the event in question occurs.

**SUPERVISOR** - The supervisor is responsible for acting on the complaint and responding to the employee, both verbally and in writing, within seven (7) calendar days of receiving the complaint.

#### **Step 2:**

**EMPLOYEE** – If the complaint is not resolved to the employee’s satisfaction after Step 1 is completed, the employee is responsible for submitting the written complaint to the Director of Personnel within seven (7) calendar days of the date of the Supervisor’s response.

**DIRECTOR OF PERSONNEL** – The Director of Personnel is responsible for action on the complaint and providing the employee with a written response within seven (7) calendar days of receiving the written complaint.

#### **Step 3:**

**EMPLOYEE** – If the complaint is not resolved to the employee’s satisfaction after Step 2 is completed, the employee can request within seven (7) calendar days after the Director of Personnel’s response that the complaint be referred to a Fair Treatment Committee for its recommendation.

**FAIR TREATMENT COMMITTEE** – The Fair Treatment Committee shall be composed of seven (7) members, five (5) of whom vote:

1. The Moderator of the area involved.
2. A Director with at least one year of service with the Diocese, chosen by the employee filing the complaint and is not a relative of the employee filing the complaint. A Director must serve if chosen.
3. One (1) Diocesan employee with at least five years of full-time employment with the Diocese, chosen by the employee filing the complaint and who is not a relative of the employee filing the complaint.
4. Two (2) Diocesan employees with at least one year of full-time service with the Diocese, chosen by the employee filing the complaint and who are not relatives of the employee filing the complaint.
5. The Director of Personnel, who is responsible for chairing the committee; he/she will not be a voting member of the committee.
6. The Director of the area involved will be present to provide information regarding the complaint. He/she will not be a voting member of the committee.
  - a. The recommendation of the Fair Treatment Committee will be made by a simple majority vote.
  - b. The Director of Personnel is responsible for initially contacting all members of the Fair Treatment Committee to arrange meeting time and place.
  - c. The Fair Treatment Procedure is purely an internal matter, and anyone not employed by or under contract with the Diocese is prohibited from participating in this procedure in any capacity. The employee is responsible for verbally presenting his or her own complaint to the Fair Treatment Committee. The Director of the affected area will be present to provide information regarding the event in question. Neither the Diocese nor the employee may be assisted by a lawyer or legal counsel.
  - d. The Fair Treatment Committee shall limit itself to deciding whether the action in question was fair and proper, and may not change any policy, rule or procedure of the Diocese.
  - e. The Director of Personnel is responsible for providing the employee with a written copy of the committee's recommendation within seven (7) calendar days after the committee meeting.

**Step 4:**

**EMPLOYEE** – If the complaint is not resolved to the employee's satisfaction after Step 3, the employee can request in writing within ten calendar days that the Vicar General investigates the complaint and review the recommendation of the Fair Treatment Committee and render a final decision.

**VICAR GENERAL** – The Vicar General is responsible for making the final decision and providing the employee with a written response.

**III.** Employees are encouraged to use this procedure if they feel the need to do so. Employees will not be subject to reprimand or harassment as a result of initiating a formal or informal complaint, assisting a fellow employee, providing testimony or serving on a Fair Treatment Committee.

## 104 Types of Employment

- I. Full-time employees are those who are generally hired to work 30 hours or more per week for his or her job category. Eligibility for benefits is determined by the individual plan in effect. (Current benefits are described in the *Qualification For Benefits* Policy, **Section 302, Page 28**). A full-time employee may be classified as exempt or non-exempt as defined in the *Classification of Personnel* Policy, **Section 201, Page 16**.
- II. Part-time employees are those who are generally hired to work less than 30 hours but at least 15 hours per week for his or her job category. Eligibility for benefits is determined by the individual plan in effect. (Current benefits are described in the *Qualification For Benefits* Policy, **Section 302, Page 28**). A part-time employee may be classified as exempt or non-exempt as defined in the *Classification of Personnel* Policy, **Section 201, Page 16**.
- III. Temporary or seasonal employees are hired for a short, specific period of time, usually less than thirty (30) hours per week or for less than four (4) months per year or five hundred twenty (520) hours. Temporary or seasonal employees are not eligible for any benefits. Under the provision of temporary or seasonal employment, it should be pre-determined that the employee is temporary or seasonal and that the employee is advised that he or she would be removed from active status prior to the five hundred twenty (520) hours limit.
- IV. Students/Interns are those employees who are currently enrolled in a high school, technical, or college-level curriculum, and who are employed for a specified period of time that is established at the time of hire.
- V. Orientation Employees are those employees who are newly hired or who have transferred into a different or newly created position. The employee will generally be evaluated after the completion of their first ninety (90) calendar days of employment. At such time, or sooner, the Diocese will make a decision as to how well an employee has performed his or her job responsibilities and whether his or her employment with the Diocese should be continued. Newly hired or promoted Directors, Managers, and Moderators will generally be evaluated after one hundred and eighty (180) days.
- VI. Ministerial employees are those who hold a position that is important to the spiritual and pastoral mission of the church, and includes clergy.



# **The Diocese of Columbus**

## **COMPENSATION**

### **SECTION 200**



## 201 Classification of Personnel

The Diocese of Columbus classifies personnel based on the duties and responsibilities required of the position.

- I. Exempt Personnel:** An exempt employee is an employee who, because of his or her salary and duties, responsibilities and level of decision making authority is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to work whatever hours are necessary to accomplish the responsibilities and goals of his or her position. Thus, exempt employees may have more flexibility in their schedules in order to accomplish work. Exempt personnel include management, ministerial and certain staff positions. Exempt personnel are salaried and not eligible for overtime.
- II. Non-exempt Personnel:** Non-exempt personnel include employees holding clerical, maintenance and other support staff positions. Non-exempt personnel are generally paid on an hourly basis and are always eligible for overtime.
- III.** Each employee job description should clearly indicate the employee's classification as either exempt or non-exempt status.
- IV.** Please contact the Personnel Director for any questions.

## 202 Job Family Classifications

Each job at the Diocese is classified into a defined job family, which then determines the classification and pay range for that position.

- I. The correct classification of an employee is the title of the job he/she performs. This is important since the salary range is established for the job and the employee is then paid within that range.
- II. When an actual change has been made in an employee's job, which significantly increases the skill, effort, or responsibility of the duties performed, such a change is a promotion, and should be treated as such. To assure that reclassifications actually are promotions, all such transactions shall be investigated by the Director of Personnel, reviewed by the Director of the appropriate area, and referred to the Moderator of the area for final approval.
- III. The proper placement of jobs into their appropriate job families is also important. The following are factors for placement of jobs into each of the job families (as described in the *Classification of Personnel Policy*, **Section 201, Page 16**):
  - a. Professional: Includes all legally defined professional jobs that typically require a four-year college degree. These positions are generally exempt positions.
  - b. Technical: Includes all jobs that require one to two years of formal education or on-the-job training and perform technically related services that require a higher level of technical knowledge regarding machinery or equipment. These positions are generally non-exempt positions.
  - c. Service: Includes all entry-level jobs of a service nature that require a high school education. These positions are generally non-exempt positions.
  - d. Clerical: Includes all jobs that require meeting and greeting customers, typing, filing, answering the telephone, and maintaining files, basic computer knowledge and typically a high school education. These positions are generally non-exempt position.

## 203 Overtime

- I.** If a non-exempt employee is required to work more than forty (40) hours in a workweek, the employee will be paid a premium for the overtime hours worked, to comply with requirements of law including provisions of the Fair Labor Standards Act (FLSA).
- II.** Non-exempt employees may be provided additional overtime pay depending on the number of hours worked.
- III.** Since exempt employees receive a salary, they are not eligible for overtime but are able to flex their hours, with approval from his or her immediate supervisor, as needed to meet schedules and deadlines.
- IV.** Most Diocesan employees are designated as non-exempt and therefore are eligible for overtime compensation.
- V.** The Personnel Office will review and approve positions that meet legal requirements for exempt status.
- VI.** Non-exempt employees who work overtime during a pay period will be paid at the rate of time-and-one-half for overtime hours worked, which is based on any time worked over forty (40) hours in one week.
- VII.** A Director may choose to allow for flexibility of working hours in order to meet specific needs such as fluctuating volumes of work. Such an arrangement may be established within a given office or department with prior approval from the Director.
- VIII.** Flexible time may be used to reduce overtime in the same work week, but flexible time cannot be used to offset extra hours in one week against another week. In addition, these rules apply only to non-exempt employees.
- IX.** Overtime must be authorized by the employee's direct supervisor and is calculated to the nearest quarter hour.
- X.** Employees cannot work beyond their normal scheduled work day to make up for time lost by tardiness or absence, without the authorization of his or her direct supervisor.
- XI.** Should the Diocese make a mistake with overtime time in error, it is the responsibility of the employee involved to inform his or her direct supervisor so that a correction can be made.

## 204 Annualization Election

The Diocese may offer an “Annualization Election” to some or all of its employees whose working year is shorter than a full twelve (12) month year (“Eligible Employees”).

### I. Definitions

The following terms, as used in this Policy, shall have the meanings ascribed to them below:

- a. An “**Annualization Election**” is an election which, if properly made by an Eligible Employee, provides that the electing Eligible Employee shall receive compensation over a full twelve (12) month period, rather than over the course of the actual Work Period.
- b. The “**Deadline**” is the first day of the applicable Work Period.
- c. The “**Diocese**” is the Catholic Diocese of Columbus and its parishes, schools, departments, and other constituent institutions.
- d. The “**Election Form**” is the form prescribed by the Diocese for making an Annualization Election in accordance with the terms of this Policy.
- e. As to any Eligible Employee, the “**Work Period**” is an employment or working term of less than twelve (12) months. Each applicable Work Period commences on the first day of work for which the Eligible Employee is entitled to receive compensation and ends on the last day of work for which the Eligible Employee is entitled to receive compensation.

### II. Annualization Elections

- a. The Diocese currently gives Eligible Employees an option to make an Annualization Election with respect to compensation earned by such Eligible Employee during any Work Period. If an Annualization Election is in effect as to any Work Period, the Eligible Employee shall receive his or her annual compensation ratably over a twelve (12) month period, payable in equal installments in accordance with the Diocese’s normal payroll practices.
- b. The Diocese reserves the right to terminate this Policy and the ability of Eligible Employees to make an Annualization Election at any time, so long as the Policy is terminated by the Diocese in accordance with all applicable laws.

### III. Election Form

- a. Each Eligible Employee desiring to make an Annualization Election shall complete an Election Form. No election shall be valid unless such election is (i) made on the Diocese’s then-current version of the Election Form, (ii) signed by the Eligible Employee, and (iii) delivered to the payroll and/or Personnel Administrator responsible for maintaining the Eligible Employee’s payroll files. By submitting a completed Election Form, the Eligible Employee agrees to be bound by the terms and conditions set forth in this Policy and the Election Form.

- b. A valid Annualization Election shall remain in effect indefinitely for all Work Periods following submission of an Election Form unless the election is revoked or changed in accordance with **Number V** of this Policy.
- c. The form can be procured from the Finance Office.

#### **IV. Timing of Election**

- a. In order for the Annualization Election to be effective as to any Work Period, the completed Election Form must be received and accepted no later than one (1) business day before the applicable Deadline. By way of example, and without limiting the foregoing, if an Eligible Employee begins work on Wednesday, August 15, the Eligible Employee must submit an Election Form on or before Tuesday, August 14 if such Election Form is to apply for the Work Period commencing on August 15.

#### **V. Binding Effect of Election; Revocations or Changes in Elections**

- a. An Annualization Election shall become irrevocable as to any Work Period on the applicable Deadline. Any subsequent changes to an Annualization Election on or after the Deadline shall not become effective until the first day of the following Work Period. An Annualization Election can be revoked or changed at any time before the applicable Deadline.
- b. In order to revoke or change an Annualization Election, the Eligible Employee must submit a new Election Form in accordance with the terms of **Number III** of this Policy. A new Election Form shall supersede any previous Election Form only upon the Diocese's acceptance of the new Election Form.

#### **VI. Default Rule if No Proper Election is Made**

- a. Any employee who does not make a proper Annualization Election in accordance with the terms of this Policy and at least one (1) day before the Deadline shall receive his or her compensation ratably over the course of the actual Work Period, payable in equal installments in accordance with the Diocese's normal payroll practices.

#### **VII. Disclaimers**

- a. *Each Eligible Employee is advised to seek independent tax advice regarding the Annualization Election and any tax consequences to the Eligible Employee resulting therefrom. The Diocese shall not be liable for any tax liabilities resulting from, or relating to, any Eligible Employee's decision to either make or not make an Annualization Election. The Diocese shall not be liable for paying any compensation due to an Eligible Employee in accordance with the instructions of such Eligible Employee as set forth on an applicable Election Form.*

## **205 Time Records**

The Diocese is legally obligated to record all time worked by non-exempt employees. Therefore, each employee is responsible for providing payroll with accurate time records.

- I.** All non-exempt employees and others as assigned must keep their time. Employees must record their time-in and time-out for each hour worked. Time records must be submitted on the appropriate date to the Finance Office to assure payment of hours recorded for each scheduled pay date. Late submission of an employee's time record may result in the employee waiting until the next scheduled pay to receive payment for the recorded hours of the late submitted time record.
- II.** Timing-in or timing-out for another employee or falsification of timing information is grounds for corrective action, up to and including discharge.
- III.** Employees should arrive at work no more than fifteen minutes before their scheduled work day, but early enough to be at their work station by the start of their scheduled work time. Employees should time-out no later than fifteen minutes after their scheduled work day unless they receive permission to continue to work from their Supervisor.
- IV.** Employees who arrive late or leave early are considered to have a partial absence unless they receive permission to do so from their Supervisor.
- V.** Employees who arrive early or leave late without permission from their Supervisor, which causes overtime, may receive corrective action, up to and including, discharge.

## **206 Payroll Deductions**

The Diocese is required by law to deduct federal, state, and city income taxes, as well as Social Security contributions, from an employee's paycheck. Certain other payments such as insurance premiums, garnishments, retirement contributions, etc., may also be made through payroll deduction when the employee properly authorizes the deduction in advance or it is required as a condition of employment.

- I.** All employees must sign an authorization form to withhold payments and contributions from their paychecks. Whenever an employee wishes for any reason to change the amount(s) deducted, he or she may do so, within the limits of the law, by signing a new authorization form in the Personnel Office. Completion of the Open Enrollment process authorizes the Diocese to withhold the deductions associated with the selected benefits by the employee.
  
- II.** For further information, please contact the Personnel Office.

## **207 Direct Deposit**

The Diocese offers direct deposit to all its employees.

- I.** Employee's pays are calculated on a semi-monthly basis, with 24 pay periods per calendar year.
- II.** Direct wage deposit is strongly encouraged for all employees.
- III.** The employee must complete a direct deposit authorization form and submit it to the Personnel Office to enroll in direct deposit.
- IV.** The Personnel Office will establish the employee's account with the financial institution (bank/credit union) chosen by the employee.
- V.** Pay vouchers are distributed on the 15<sup>th</sup> and 30<sup>th</sup> of each month unless payday falls on a weekend. Should this occur, pay vouchers will be distributed on the Friday before the weekend.



## 208 Expense Reimbursement

The Diocese provides reimbursement to employees for approved travel and business-related expenses.

- I. Reimbursement is made under the following conditions:
  - a. Mileage: Mileage reimbursement will be granted at the then prevailing rate of mileage approved by the Diocese per mile driven. Mileage reimbursement will be granted for driving from the employee's primary work site or home to an alternate work site. Mileage reimbursement will not be granted for miles driven between the employee's home and primary work site. If the employee drives from their home to an alternate work site and then to their office or vice versa, they shall deduct the amount of miles between their home and office from that calculation. To receive mileage reimbursement, the employee must complete the mileage section of a Diocesan expense reimbursement form and submit that form to his or her supervisor for approval and signature within thirty (30) days of the expense. The supervisor will then submit the form for payment through proper channels.
  - b. Business expenses: Such expenses must be related to the business of the employee's office. To receive such reimbursement, the employee must complete the business expense reimbursement section of a Diocesan expense reimbursement form, attach receipts documenting those expenses to the form, and submit that form to his or her supervisor for approval and signature. The supervisor will then submit the form for payment through proper channels.
  - c. No reimbursement will be given for expenses that are not documented with receipts.
  - d. The Diocese reserves the right to reject expenses it deems inappropriate.



# **The Diocese of Columbus**

## **BENEFITS**

### **SECTION 300**

## 301 Summary Of Benefits

The Diocese offers benefit eligible employees various benefit options.

- I. At present, the overall benefit plan for eligible employees of the diocese includes:
  - a. Retirement 403(b) Matching plan of the Diocese;
  - b. Health insurance;
  - c. Dental insurance;
  - d. Term group and voluntary life insurance;
  - e. Worker's compensation;
  - f. Unemployment insurance;
  - g. Short term disability;
  - h. Long term disability;
  - i. Vision insurance;
  - j. Flexible Spending Account (FSA);
  - k. Dependent Care Account (DCA);
  - l. Paid Time Off (PTO);
  - m. The ten (10) paid holidays (as described in the *Holidays/Holiday Pay Policy, Section 312, Page 39*).
  
- II. Some benefits do now, or may require in the future, a sharing of cost by the employee.
  
- III. All employees who enroll in the health, dental, vision, FSA and/or DCA plans are automatically enrolled in the Diocesan Premium Conversion/Section 125 (pre-tax) Plan.
  
- IV. If an employee requesting health coverage that includes enrolling his or her spouse in the Diocesan health plan and the spouse **has** access to group health coverage at his or her place of employment, the employee's spouse must enroll in his or her company's plan or the employee will be subject to a monthly spousal fee. The spousal fee also applies if the spouse receives cash/credit from the employer to purchase health coverage elsewhere. However, this additional spousal fee will be waived if one of the following events occur:
  - a. Spouse is not eligible for or offered group benefits at his/her place of employment (employee must provide documentation from spouse's employer of ineligibility);
  - b. Spouse is self-employed (employee must provide documentation such as letterhead, business card, invoice, or tax papers);
  - c. Spouse is not employed;
  - d. Spouse is also employed by the Diocese;
  - e. Spouse is retired;
  - f. If the employee's spouse is enrolled in group health insurance coverage at his/her place of employment as primary coverage (a copy of the spouse's group health insurance card must be attached to the Spousal Employment Statement form) then the spouse may also be on the Diocesan health plan as secondary coverage.

If verification is provided, the Diocesan health coverage will be provided and the employee shall pay the standard portion of the policy's cost as established by the

Diocese. The Insurance Office can provide employees with the current costs established for these various circumstances.

- V.** Certain offices of the Diocese may provide other benefits. An employee should ask his/her Director if additional benefits are provided in his/her office. Benefits for religious women, priests, deacons, brothers, and non-diocesan clergy are determined by a specific agreement with the Bishop.
- VI.** Part-time employees are eligible for certain pro-rated fringe benefits such as PTO accrual. In addition, part time employees are eligible to enroll for dental, vision, long term care, and voluntary life insurance, by paying 100% of the established premium.
- VII.** Unless contrary by contract or policy, an employee's transfer to another office in the Diocese administered by this policy code will not change or interrupt the employee's accumulated benefits.
- VIII.** On approaching age 65, it is important for all employees to review the Medicare Health Program information sent by their local Social Security Office. Medicare Coverage provided by the government may become the partial carrier of benefits for those properly enrolled under certain circumstances. Please consult with the Insurance Office regarding current applicable circumstances. The application for Medicare benefits is the responsibility of the individual who must make application through the local Social Security Office.
- IX.** Every eligible employee has the benefit of a retirement plan. Participation in the Diocesan Retirement Plan is mandatory for eligible lay employees. A vendor outside the structure of the Diocese administers this plan. The particulars of the plan are available from the Insurance Office. Each eligible employee will receive from the vendor a quarterly statement of contribution and current account balance.
- X.** Benefits may be changed, modified, or discontinued at any time at the sole discretion of the Diocese. Eligibility, benefits, procedure, and decisions shall be as stated in the respective plans and/or policies.
- XI.** All determinations under the plans and/or policies are to be made by the trustees or insurers, and not the Diocese. Copies of all current plans or policies are maintained by the Insurance Office and are available on the diocesan website. These plans or policies will be given to new employees so that they will be aware of all the benefits and procedures. The Diocese will assist employees in these matters, but the trustee or the insurer makes the ultimate determination for all procedures and benefits.

## 302 Qualifications For Benefits

- I. The comprehensive plan includes group benefits that consist of: medical, dental, life insurance, short and long term disability, flexible spending account (FSA) and dependent care account (DCA), and vision insurance. In addition, the Diocese provides a retirement plan for employees who meet the eligibility requirements of the plan.
- II. To qualify for Group Benefits, the following policies apply:
  - All employees (which may include those ordained to the Permanent Diaconate) who work an average of 30 hours or more per week or 130 hours or more per month for the months he or she is scheduled to work, are eligible for full time group benefits.
- III. Group benefits must be applied for within 31 days of hire or applied for during the Open Enrollment period. Application is accepted during certain other times only when prescribed life changes occur (see *Life Changing Events Policy*, **Section 303, Page 30**).
- IV. “Employee” is defined as an individual receiving a W-2 form annually (i.e., independent contractors are not employees and are not eligible for benefits).
- V. To qualify for Retirement Benefits, the following policies apply:
  - a. Employees’ Plan – any full-time employee. Full-time is defined as regularly employed for not less than thirty (30) hours per week and not less than twenty (20) weeks per year. An employee shall become eligible to participate in this Plan on the first of the month following his or her hire/eligibility date. Complete eligibility requirements are contained in the Plan document.
  - b. Priests Retirement Plan – any ordained Priest incardinated in the Diocese of Columbus. Each Priest shall become eligible to participate in this Plan on the later of his ordination or incardination into the Diocese. Complete eligibility policy is contained in the Priests Retirement Plan document.
- VI. The following will serve to assist in the interpretation of qualifications of benefits:
  - a. Regular Employee – hired to work a prescribed full schedule of hours per week for his or her job category, either full-time or part-time.
  - b. Eligibility for benefits is determined by the individual work schedule in effect. A regular employee may also be an hourly employee hired to work a regular number of hours per day or week.
  - c. Temporary or Seasonal Employee – hired for a specific period of time, **usually less than thirty (30) hours per week or for less than four (4) months per year or five hundred and twenty (520) hours.**

- d. Temporary or Seasonal employees do not qualify for any benefits. Under the provision of temporary or seasonal employment, it should be pre-determined that the employee is temporary or seasonal and that the employee is advised that he or she would be separated from employment prior to the five hundred and twenty (520) hour limit.

### **303 Life Changing Events**

- I.** Employees may make changes to their benefit selections once every year during the Open Enrollment Period, usually held in November.
- II.** Employees may also make changes in their applicable benefit selections whenever they encounter a life-changing event. A life changing event is defined as:
  - a.** The birth of a child
  - b.** Adoption of a child
  - c.** Guardianship of a child
  - d.** Court Administrative Order
  - e.** Marriage
  - f.** Divorce
  - g.** Loss of Coverage (includes gainful employment or loss of employment by spouse)
  - h.** Death
- III.** For the employee to make changes to their plan, they must make the changes no later than thirty-one (31) days after the date of the qualifying event.
- IV.** All new enrollees in the Diocesan Health Plan are required to provide a social security number to enroll in the health plan. In addition, proof of marriage and dependent birth certificates must be provided to enroll in the medical coverage.
- V.** For more information, contact the Insurance Office.

## 304 Health Insurance

The Diocese offers two health insurance plans to all benefit eligible employees.

- I. Eligible employees may enroll in one of the health insurance plan coverages within the first thirty-one (31) days of employment or during an Open Enrollment Period. Coverage will be effective the first day of the month following the employee's hire date or the first day of January following Open Enrollment.
- II. Eligible employees who choose to participate in the health insurance plan coverage are responsible for paying 15% for the Base Plan or 20% for the Enhanced Plan of the premium for coverage. Health coverage premium payments are made through payroll deduction.
- III. Any employee who enrolls in a health plan is automatically enrolled in the section 125 (pre-tax) program.
- IV. As the result of a qualifying event (see *Life Changing Events Policy, Section 303, Page 30*), an eligible employee may enroll in a health insurance plan coverage within thirty-one (31) days of the qualifying event. Coverage will be effective the actual date of the qualifying event.
- V. A dependent child may be enrolled in the diocese's health plan up to age 26. However, if a dependent child between the ages of 19 and 26 is working and has access to health coverage at his or her place of employment, the dependent child may not be eligible to enroll on the diocese's health plan.
- VI. The Diocesan-sponsored group health coverage will be discontinued when an employee retires, terminates, or transfers to a status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).
- VII. Employees who retire or terminate may convert their health insurance coverage to an individual coverage plan, offered at rates determined by the Diocese's insurance company, without having to undergo a medical examination. Employees who purchase this individual coverage must do so within thirty-one (31) days following the termination date of coverage. An employee who retires may purchase a Medicare supplement through the Diocese's health plan vendor.
- VIII. An employee who experiences an involuntary separation of employment from the diocese is eligible under Ohio law to elect twelve (12) months of coverage continuation with the group plan. The cost of the continuation of coverage will be at the expense of the employee, which is both the combined Diocese's and the employee's portion.



## 305 Dental Insurance

The Diocese offers two dental insurance plans to all benefit eligible employees.

- I. Eligible employees may enroll in one of two available dental insurance plans within the first thirty-one (31) days of employment or during an Open Enrollment Period. Coverage will be effective the first day of the month following the employee's hire date or the first day of January following Open Enrollment.
- II. Eligible employees who choose to participate in one of the two dental insurance plans are responsible for paying 10% of the premium for the Base Plan coverage or 35% of the premium for the Enhanced Plan coverage. Dental coverage premium payments are made through payroll deduction.
- III. Part-time employees are eligible to enroll for dental coverage by paying 100% of the established premium.
- IV. Any employee who enrolls in a dental plan is automatically enrolled in the section 125 (pre-tax) program.
- V. As the result of a qualifying event (see *Life Changing Events* policy, **Section 303, Page 30**), an eligible employee may enroll in the dental insurance plan coverage within thirty-one (31) days of the qualifying event. Coverage will be effective the actual date of the qualifying event.
- VI. A dependent child's coverage is effective through the end of the month in which they turn 24.
- VII. The Diocesan-sponsored group dental coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).

## 306 Vision Insurance

The Diocese offers two voluntary vision insurance plans to all benefit eligible employees.

- I. Eligible employees may enroll in the vision insurance plan coverage within the first thirty-one (31) days of employment or during an Open Enrollment Period. Coverage will be effective the first day of the month following the employee's hire date or the first day of January following Open Enrollment. Coverage will be effective the actual date of the qualifying event.
- II. Eligible employees who choose to participate in one of the vision insurance plan coverages are responsible for paying 100% of the premium for coverage. Vision coverage premium payments are made through payroll deduction.
- III. Part-time employees are eligible to enroll for vision coverage by paying 100% of the established premium.
- IV. Any employee who enrolls in the vision plan is automatically enrolled in the section 125 (pre-tax) program.
- V. As the result of a qualifying event (see *Life Changing Events Policy, Section 303, Page 30*), an eligible employee may enroll in the vision insurance plan coverage within thirty-one (31) days of the qualifying event.
- VI. A dependent child's coverage is effective through the end of the month in which they turn 24.
- VII. The Diocesan-sponsored group vision coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).

## **307 Life Insurance**

The Diocese offers benefit eligible employees group life insurance coverage and the option to purchase additional coverage.

### Group Life Insurance

- I.** All eligible employees will be provided with a group life insurance benefit. Eligible employees must participate in and complete an enrollment form within thirty-one (31) days of their hire date.
- II.** All eligible employees are provided with group life insurance coverage equal to \$50,000. Group life insurance benefits will be paid to an insured employee's named beneficiary in the event of the employee's death.
- III.** All newly fulltime eligible employees have the option to purchase up to an additional \$250,000, which includes accidental death & dismemberment (AD & D), in increments of \$10,000 guaranteed (no medical underwriting is required) life insurance coverage. The overall maximum coverage cannot be more than seven (7) times an employee's annual salary. Partial AD&D benefits will be paid to insured employees who suffer any accidental dismemberment, such as loss of vision or loss of a limb. Full AD&D benefits will be paid to an insured employee's named beneficiary in the event of the employee's death as the result of an accident.
- IV.** Part-time employees are eligible to enroll in the voluntary life, which includes Accidental death & dismemberment (AD & D) coverage, by paying 100% of the established premium. Partial AD&D benefits will be paid to insured employees who suffer any accidental dismemberment, such as loss of vision or loss of a limb. Full AD&D benefits will be paid to an insured employee's named beneficiary in the event of the employee's death as the result of an accident.
- V.** Optional coverage for a spouse and/or child can also be purchased within thirty-one (31) days of the employee's eligibility date, typically hire date. The spouse's coverage can be up to a maximum of \$250,000 in increments of \$5,000 (up to ½ of employee's coverage amount) and the child's up to a maximum of \$25,000. These options are guaranteed, however, medical underwriting will be required if not elected within thirty-one (31) days of the employee's eligibility date.
- VI.** The Diocesan-sponsored group life coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).
- VII.** Employees who retire or terminate may convert their group life insurance coverage to an individual coverage policy, offered at standard rates by the Diocese's insurance company, without having to undergo a medical examination. Employees who wish to purchase this individual coverage must do so within thirty-one (31) days following their retirement or termination.

## 308 Short Term Disability

The Diocese realizes that an employee may not be able to work for a short period of time (up to 13 weeks) due to a medical condition.

- I. Group benefits must be applied for within thirty-one (31) days of hire or applied for during the Open Enrollment Period. Application is accepted during certain other times only when prescribed life changes occur (See *Life Changing Events* Policy, **Section 303, Page 30**).
- II. The Diocese provides base coverage to all eligible employees that provides financial support for the employee should they become incapacitated and not able to work. All eligible employees are **required** to file a claim and participate in the short-term disability program should the employee be unable to work. The elimination period is seven (7) calendar days (which equates to five (5) working days) with a benefit of 65% of the employee's weekly salary and a maximum benefit of \$2,000 per week paid directly to the employee from the insurance company. Any frozen sick hours must be used to supplement the other 35% or PTO time accrued may be used by the employee to supplement the other 35% of the employee's pay, which would be paid under the normal pay cycle by the employee's employer. Regular deductions, such as benefits, including pension contributions, would continue to be taken from the employee's pay received from his or her employer.
- III. Eligible employees must participate in and complete the enrollment for the base benefit and return within thirty-one (31) days of their hire date.
- IV. The Diocesan-sponsored short term disability coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).
- V. Please contact the Insurance Office for any questions.

## 309 Long Term Disability

The Diocese realizes that an employee may not be able to work for an extended period of time due to a medical condition.

- I. Group benefits must be applied for within thirty-one (31) days of hire or applied for during the Open Enrollment Period. Application is accepted during certain other times only when prescribed life changes occur (See *Life Changing Events* Policy, **Section 303, Page 30**).
- II. The Diocese provides base coverage to all eligible employees that provides financial support for the employee should they become incapacitated and not able to work. All eligible employees are required to file a claim and participate in the long-term disability program should the employee be unable to work. The elimination period is ninety (90) days with a benefit of 40% of the employee's monthly salary and a maximum benefit of \$2,500 per month. Any available frozen sick hours must be used to supplement the long term disability benefits or PTO time accrued may be used by the employee to supplement the employee's pay, which would be paid under the normal pay cycle by the employee's employer. Regular deductions, such as benefits, including pension contributions, would continue to be taken from the employee's pay received from his or her employer.
- III. The plan offers the employee a buy-up option that increases the benefit from 40% to 65% of the employee's monthly salary and a maximum benefit of \$7,500 per month.
- IV. Eligible employees must participate in and complete the enrollment for the base benefit and return within thirty-one (31) days of their hire date.
- V. The Diocesan-sponsored long term disability coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.). However, the plan is portable and the employee may choose to continue the coverage on an individual basis.
- VI. Please contact the Insurance Office for any questions.

## 310 DIOCESAN RETIREMENT PLAN

The Diocese provides you with a retirement benefit through our 403(b) Plan. The summary below describes the basics of the retirement plan:

- I. Mandatory participation for any employee who works 30 or more hours per week;
- II. Eligible employees will begin participation on the first of the month following when they become eligible (but not before January 1, 2014);
- III. Requires a contribution by the employee of 2% of gross pay, which will be automatically withheld from each employee's paycheck;
- IV. The diocese will match the employee's contribution with a 2% contribution;
- V. Each participating employee must submit paperwork (Account Opening Form, Signature Page, and Beneficiary Form) to open a 403(b) account with MassMutual, our record keeper. Completed forms must be returned to the Diocesan Insurance Office, along with the other benefit enrollment forms, no later than thirty-one (31) days from your hire date.
- VI. Each employee must specify on the Account Opening Form how they want both employee and employer contributions invested. How the funds are invested is the responsibility of each employee based on available investment options. If you would like additional information about investing your retirement contributions, or have questions about investing, you may contact Jim Gleason, Financial Advisor with Ameriprise Financial, at no cost to you. Jim's contact information is:

400 W. Wilson Bridge Rd. Ste. 280, Worthington, OH 43085  
Office: 614.848.3437 Ext. 4 | Fax: 614.848.3459  
[james.m.gleason@ampf.com](mailto:james.m.gleason@ampf.com)

- VII. Employees will vest in employer contributions based on credited service (6 year graduated vesting) – 2 years 20%; 3 years 40%; 4 years 60%; 5 years 80%; 6 years 100%.
- VIII. If you would like to make an elective contribution to the 403(b), you may do so by also completing a Salary Deferral Form. This elective contribution is separate from the mandatory 2% retirement contribution you will make.
- IX. The Diocesan website contains the Enrollment Packet (and forms on pages 81, 82, and 83) that provides a description of each of the investment options available to you along with the Summary Plan Description for the 403(b) Plan, which provides insight on the workings of this benefit. The Summary Plan Document is labeled: 403(b) Summary Plan Description Effective January 1, 2014 and you may access this information at: <http://www.colsdioc.org/Offices/DeptforAdministrationPersonnel/HumanResources/RetirementInformation.aspx>.

### **311 Tax Sheltered Annuity (403(b)) Plan**

The Diocese understands the importance for employees to save and invest money for their future retirement.

- I.** Through a provision of the Federal income tax law, the Diocese can provide employees with an opportunity to invest in tax-sheltered annuity programs (403(b)), which provides an option of a pre-tax or post-tax benefit.
- II.** All full time and part time employees may designate a portion of their wages to be deducted from their paychecks and deposited in a tax-sheltered annuity program. The pre-tax option funds are not subject to federal or state income taxes until they are withdrawn from the program (age 59 & ½ without subject to any withdraw penalties). The post-tax option are subject to federal and state taxes at the time of the contribution, however, are not subject to federal or state taxes at the time of distribution. This long-term investment program is designed to supplement an employee's retirement income.
- III.** Employees must initiate their own plan and may enroll in this program at any time through the Diocese's approved vendor.
- IV.** Proper instruction on how to handle payroll deductions can be obtained through the Personnel or Finance Offices.

## **312 Holidays/Holiday Pay**

The Diocese offers paid holidays for all regular employees for Diocesan recognized holidays. All regular employees of the Diocese are eligible for holiday pay.

- I.** Regular employees will be entitled to the following ten paid holidays: New Year's Day, Martin Luther King Day, Good Friday, Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, and Christmas.
- II.** Holiday pay is based upon the number of hours you regularly work on one workday.
- III.** Holiday pay for full-time hourly employees who regularly work a 40-hour work week is eight hours. Part-time employees receive holiday pay equal to the number of hours regularly scheduled for one workday. If a holiday falls on a day the employee is not regularly scheduled to work, the employee is not eligible to receive holiday pay (as an example, an employee who regularly is not scheduled to work on Mondays and a holiday falls on a Monday, the employee is not eligible for holiday pay).
- IV.** An employee who is full-time and paid on a salaried basis, the holiday pay is their regular weekly salary and it is not usually affected by a holiday.
- V.** If a holiday falls during an employee's PTO, the holiday counts as a holiday and not towards the employee's PTO time.
- VI.** To receive the holiday pay, an employee must have worked, in full, his or her regularly scheduled workday before and after the holiday. Exceptions to this are:
  - a.** If an employee will be deemed to have worked these days if he or she were ill and presents a medical certification which is approved by the employee's Director;
  - b.** If an employee was on a prior approved and scheduled PTO; or
  - c.** If the absence is the result of a death in the employee's family as defined in the Diocesan Bereavement policy.
- VII.** Employees who are on leave or not otherwise actively working are not eligible to receive holiday pay. In addition, if a holiday falls on a day when an employee is receiving disability pay, military pay, sick pay benefits, workers' compensation pay or other pay for time not working, the employee is not eligible for holiday pay.



### 313 Paid Time Off (PTO)

The Diocese’s Paid Time Off (PTO) Program is an earned benefit, which provides a flexible approach to paid time off for vacation and illness for all fulltime and part-time employees.

- I. Employees accrue paid time off based on actual paid productive and PTO hours. PTO benefits do not accrue while an employee is on a short-term disability, long-term disability, leave of absence, or while receiving Workers’ Compensation benefits. A newly hired or re-hired fulltime employee, based on a 40 hour workweek, would accrue paid time off at the following rate schedule:

#### MAXIMUM PTO ACCRUAL & SCHEDULE

YEARS OF SERVICE	ALL NON-MANAGEMENT STAFF	
	<u>ANNUAL</u>	<u>PER PAY</u>
1	120	5.000
2	128	5.333
3	136	5.667
4	144	6.000
5	152	6.333
6	160	6.667
7	168	7.000
8	176	7.333
9	184	7.667
10	192	8.000
11	200	8.333
12	200	8.333
13	200	8.333
14	200	8.333
15	200	8.333

- II. A part-time (non-exempt) employee would accrue paid time off based on actual paid productive and PTO hours and is prorated from the above PTO schedule for fulltime employees. For example, a part-time, non-exempt employee who works 20 hours per week with one (1) year of service would accrue PTO at fifty percent (50%) of the fulltime employee or sixty (60) hours per year or two and one half (2.5) hours per pay. PTO benefits do not accrue while an employee is on a short-term disability, long-term disability, leave of absence, or receiving Workers’ Compensation benefits.
- III. The PTO plan year runs on a calendar year basis from January 1 to December 31.
- IV. Employees hired prior to January 1, 2011 who have accrued sick days will have the accumulated balance set aside (defined as “frozen sick”) to supplement the diocesan short-term disability and/or long-term plan in order to receive his or her full pay. A fulltime employee may only use the “frozen sick” balance for days absence from work that are associated with the short-term or long-term disability plans. A part-time

employee may only use the “frozen sick” balance for a non-work related illness or injury that exceeds seven (7) calendar days. The balance of “frozen sick” days are determined by the employee’s length of service. An employee with five (5) or more years of service will receive up to a maximum of one hundred and twenty days (120) days set aside. An employee with less than five (5) years of service will receive up to a maximum of seventy three (73) days set aside. The Diocese will reduce an employee’s accumulated balance by one day for each day an employee utilizes his or her “frozen sick” days regardless of what percentage pay is received from the Diocese.

- V. During the first ninety (90) calendar days of employment, although PTO hours do accrue, an employee may not use any accrued PTO during this time period. Beginning on the ninety-first (91<sup>st</sup>) day of employment, the employee may use any available PTO hours for vacations and/or short-term sick leave, illness or personal reasons, subject to the Director’s approval.
- VI. Employees must recognize that the Diocese’s top priority is to maintain adequate staffing coverage for each office and that PTO requests will be honored when the request does not unduly inhibit the functioning of the office.
- VII. In order to provide adequate staffing coverage, PTO requests are to be submitted at least two weeks in advance (except for an absence caused by an unexpected illness). Requests will be honored on a first-come, first-served basis. The request may be denied if it is not made on the *Request for PTO Authorization Form*. Requests that are not submitted with proper notice will be reviewed and honored, when possible, on an individual basis.
- VIII. Any employee who does not report to work for his or her assigned scheduled hours will be paid from his or her accumulated PTO bank (should a balance exist). When an employee has utilized all of his or her accrued PTO, the employee will be placed on an unpaid Personal Leave of Absence in accordance with the *Leave of Absence* policy.
- IX. Employees may carry over up to forty (40) hours of accrued PTO from one calendar year to the next.
- X. The employee must use PTO time as a vacation or illness; employees cannot be given additional compensation for working instead of taking PTO.
- XI. An employee will forfeit any unused PTO hours above the forty (40) carryover hours on December 31<sup>st</sup> of each calendar year.
- XII. In addition to the above accrual of PTO hours, the Diocese offers employees up to 10 paid holidays per calendar. It is the responsibility of the employee to work his or her last scheduled workday before and after a diocesan-recognized holiday. Unscheduled/unexcused absence(s) before and/or after a diocesan-recognized holiday will result in the employee forfeiting the holiday pay. Recognized holidays are:

New Year’s Day	Martin Luther King Day
Good Friday	Easter Monday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Day

- XIII.** Employees who are hired into a Diocesan Office from a parish or school of the Diocese of Columbus will not be given credit for years of service within the Diocese. For employees who transfer to a parish or school from a Diocesan Office, time-off benefits will be determined by the individual parish or school at the time of hire. No benefit accruals will be transferred.
- XIV.** Upon termination of employment from the Diocese, an employee with more than one (1) year of service will be paid one hundred percent (100%) for all unused accrued PTO hours. An employee with less than one (1) year of service will forfeit all unused accrued PTO hours. All unused PTO hours will be paid at the employee's current base hourly rate only. Upon termination of employment from the Diocese, should an employee have a negative PTO balance, the employee will have the equivalent dollar amount deducted from his or her last pay. An employee who has "frozen sick" days will not be compensated for any balance and will forfeit all accumulated "frozen sick" days.
- XV.** For further information regarding the Diocese's Paid Time Off Program, or assistance with filing a short-term or long-term disability claim, please contact the Personnel or Insurance Offices.

## 314 Workers' Compensation

The Diocese is self-insured for Workers' Compensation, which provides financial assistance for employees in the event of a job-related injury or illness. This program is administered in compliance with provisions of the State of Ohio's Workers' Compensation Act as defined for a self-insured employer.

- I. Employees who are injured in the course and scope of their employment should immediately advise their Director.
- II. Job-related injuries or illnesses should be reported within forty-eight (48) hours of occurring and will be covered by Workers' Compensation, which pays for all necessary medical care, and after seven (7) days of disability, may pay compensation benefits as well. Employees may use their accrued sick hours after an incident for any work missed for the first seven (7) days and less than fourteen (14) days. Employees should be aware that their failure to report an incident or illness within forty-eight (48) hours of the incident might delay or affect their Workers' Compensation benefits.
- III. Should an incident result in an employee incurring minor injuries, a report should be completed before the employee receives treatment. If an employee requires medical treatment immediately following an incident and is unable to complete a report, the employee can be assisted by Emergency Department personnel to complete the proper report. **In no instance will the lack of a completed Incident Report delay emergency treatment of a serious injury.**
- IV. If the employee requires medical treatment, the Emergency Department physician will determine whether the employee should return to work after being treated. If the employee can return to work, his or her Director will note the time the employee resumed his or her duties, and is responsible for forwarding the completed report to the Insurance Office within forty-eight (48) hours of the incident. If the employee cannot return to work, the employee is responsible for notifying his or her Director of their status, who will record the employee's absence as Workers' Compensation on the attendance record.
- V. The determination of whether to certify a workers' compensation claim is to be made solely by the Diocesan Personnel Office in consultation with the Diocese's third party administrator and/or legal counsel. Only the Diocesan Personnel Office, the Diocese's third party administrator and legal counsel have authority to certify or reject a workers' compensation claim.
- VI. For questions, forms and other information for filing a Workers' Compensation claim, please contact the Insurance Office by calling 614-224-1221.

## **315 Unemployment Compensation**

The Diocese is required by the State to provide unemployment benefits.

- I.** The Diocese is self-insured for the Unemployment Compensation.
- II.** The Insurance and Personnel Offices are responsible for handling unemployment compensation claims.
- III.** Premiums are assessed to the employing units (offices) of the Diocese and the Insurance Fund of the Diocese pays benefits to the State of Ohio Compensation Bureau on the basis of reimbursing the State of Ohio for paid claims. Certain offices of the Diocese are covered by plans other than the Diocesan plan.
- IV.** Questions and/or assistance are available in the Personnel Office.

## 316 Flexible Spending/Dependent Care Accounts

The Diocese offers voluntary Flexible Spending (FSA) and Dependent Care (DCA) Accounts to all fulltime benefit eligible employees. Employees working less than 30 hours per week are not eligible to participate in the FSA and DCA.

- I. Eligible employees may enroll in the Flexible Spending (FSA) and/or Dependent Care (DCA) Accounts within the first thirty-one (31) days of employment or during an Open Enrollment Period. Coverage will be effective the first day of the month following the employee's hire date or the first day of January following Open Enrollment. Coverage will be effective the actual date of the qualifying event.
- II. Eligible employees who choose to participate in a FSA (\$2,500 annual maximum) and/or DCA (\$5,000 annual maximum) are responsible for contributing 100% of the amount in the account(s). Contributions are required to be made through payroll deduction. Participants are able to carry over up to \$500 of the FSA into the next calendar. Any amount over \$500 will be forfeited. All DCA contributions must be used in the calendar. Any remaining amount is forfeited.
- III. An employee is required by IRS rules to annually elect to participate in the FSA and DCA. Failure to do so during the Annual Open Enrollment (typically November) will result in the account(s) defaulting to a \$0 election for the upcoming benefit year.
- IV. Any employee who enrolls in the Flexible Spending (FSA) and/or Dependent Care (DCA) Accounts is automatically enrolled in the section 125 (pre-tax) program.
- V. As the result of a qualifying event (see *Life Changing Events* Policy, **Section 303, Page 30**), an eligible employee may enroll in the Flexible Spending (FSA) and/or Dependent Care (DCA) Accounts within thirty-one (31) days of the qualifying event.
- VI. Coverage will be discontinued when an employee retires, terminates, or transfers to an employment status that does not qualify for the Flexible Spending (FSA) and/or Dependent Care (DCA) Accounts benefit eligibility (such as part-time, a non-FMLA leave of absence, etc.).

## **317 Benefit Administrators of Insurance and Pension Benefits**

Most benefits offered by the Diocese have a plan administrator to assist the Diocese and/or its employee with questions on the details of the plan.

Please contact the Insurance Office at (614) 224-1221 with any questions regarding your benefit coverage or you may contact the vendor directly. The current plan administrators are listed below:

### **I. FLEXIBLE & DEPENDENT CARE ACCOUNTS**

Custom Design Benefits  
3737 West Fork Road  
Cincinnati, OH 45247  
(800) 598-2929 or (513) 598-2929  
[Flex@CustomDesignBenefits.com](mailto:Flex@CustomDesignBenefits.com)  
Account Information: [www.MyFlexOnline.com](http://www.MyFlexOnline.com)

### **II. DENTAL**

United HealthCare of Ohio  
9200 Worthington Rd.  
Westerville, OH 43082  
614-410-7000  
[www.myuhc.com](http://www.myuhc.com)

### **III. HEALTH**

United HealthCare of Ohio  
9200 Worthington Rd.  
Westerville, OH 43082  
614-410-7000  
[www.myuhc.com](http://www.myuhc.com)

### **IV. LIFE (Group Policy)**

Lincoln Financial Group  
For information, contact the Diocesan Insurance Office  
(614) 224-1221

### **V. LIFE (Voluntary Policy)**

Lincoln Financial Group  
For information, contact Diocesan Insurance Office  
(614) 224-1221

### **VI. SHORT TERM DISABILITY**

Lincoln Financial Group  
For information, contact Diocesan Insurance Office  
(614) 224-1221

**VII. LONG TERM DISABILITY**

Lincoln Financial Group

For information, contact the Diocesan Insurance Office  
(614) 224-1221

**VIII. PENSION BENEFITS**

Findley Davies

Retirement Focus Service Center

1-888-917-7107

<https://www.retirementfocus.com>

**IX. 403(b) RETIREMENT PLAN**

Ameriprise Financial Services, Inc.

James M. Gleason

Financial Advisor

400 W. Wilson Bridge Rd Ste 280

Worthington, OH 43085

614-848-3437, ext. 4

Fax: 614-848-3459

[james.m.gleason@ampf.com](mailto:james.m.gleason@ampf.com)

**X. VISION (voluntary benefit)**

Vision Service Plan (VSP)

1-800-877-7195

[www.vsp.com](http://www.vsp.com),





# **The Diocese of Columbus**

## **ATTENDANCE & LEAVES OF ABSENCE**

### **SECTION 400**

## 401 Attendance

Employees are to abide by the regular scheduled work hours established by the office in which they work. Punctuality in attendance and in assignments is expected.

- I. If an employee is to be late or absent for any reason, notification and an acceptable explanation must be given to the Director before the beginning of the work day. The Director will make arrangements for the transfer of the work assignment of an absent employee when possible. An employee must report his/her intent to be absent to his/her Director for each day the employee is absent. An employee who is absent for three consecutive regular scheduled work days or more, or who has a pattern of absenteeism, may be requested to bring a physician's statement when he/she returns to work.
- II. Any absence on a scheduled work day that is not pre-approved as vacation, holiday, leave of absence, certified Workers' Compensation injury, jury duty, military duty, Americans with Disabilities Act, Family Medical Leave Act, bereavement leave, or a hospital admission will be counted as an absence.
- III. In administering this policy, the Diocese recognizes that unusual circumstances can arise. For this reason, each employee's case will be thoroughly reviewed by the Director of Personnel before any corrective action is taken. This policy also recognizes that there are many departments with various needs. Department Directors will have the discretion in terms of determining staffing needs for their area(s).
- IV. An employee who qualifies for assistance under the Americans with Disabilities Act or Family Medical Leave Act is required to notify his/her Director immediately upon the occurrence of the first absence from work that was the result of the Americans with Disabilities Act or Family Medical Leave Act. Updated medical documentation may be required for recurring absences from work under Americans with Disabilities Act or Family Medical Leave Act.
- V. An employee who becomes ill while on duty must report to his/her Director. The Director may authorize the employee to be excused to return home, to be examined by the employee's attending physician or to go to the Emergency Room for serious illnesses. The employee will be responsible for any charges for services received through the Emergency Department. If the employee is sent home post examination or comes to work sick and has to go home, this policy does not apply.

**VI.** All employees will adhere to the following attendance occurrence model, as defined above in **II, Page 50** of this policy, to track attendance during a revolving calendar year (an occurrence will remain active for 1 year):

1 Occurrence =	Noted
2 Occurrences =	Noted
3 Occurrences =	First Written Warning
4 Occurrences =	Noted
5 Occurrences =	Second Written Warning
6 Occurrences =	Noted
7 Occurrences =	Final Written Warning
8 Occurrences =	Discharge

**VII.** The first day of absence will be a first occurrence. Consecutive days of absence (starting at two days) will be considered as two attendance occurrences. The third consecutive day of “call off” will require a physician’s excuse or it will be counted as a third occurrence. The corrective action process begins when an employee accumulates three or more attendance occurrences.

**VIII.** Employees who are in active corrective action, whether attendance or performance related, will continue in the progression of corrective action according to the progressive *Corrective Action Policy, Section 510, Page 71*.

**IX.** An employee who has three consecutive occurrences or repeated occurrences of failing to report for their scheduled work day without notifying their Director shall be considered to have voluntarily abandoned their position and will be discharged from employment with the Diocese.

**X.** The Diocese reserves the right to investigate any incident of absence or tardiness to determine its legitimacy.

**XI.** Directors must keep an attendance record covering all employees. Employees paid on an hourly basis should keep a time report of daily work hours. It is the responsibility of the employee to know the status of his/her attendance.

**XII.** Directors are responsible to notify the Personnel Office of attendance information when an employee accumulates three (3) or more attendance occurrences so the proper corrective action paperwork can be completed and presented to the employee in a timely manner.

**XIII.** Directors are also required to notify the Personnel Office when an employee is on a leave of absence by completing and forwarding the *Time-Off Request Form* to Personnel.

## **402 Inclement Weather**

From time to time, the Diocese finds it necessary to close the building because of adverse weather conditions or any other emergency situation. If the decision is made to close the building, the primary and contingent notification plans will be implemented as follows:

### **I. Primary Notification Option**

- a.** The Operations Manager, Personnel Director, Chancery or a designated representative of the Diocese will initiate a message with the outside company to a pre-determined list of employee phone numbers and/or e-mail addresses.
- b.** The message will be sent to all employees informing them that the building is closed for the day.
- c.** The Catholic Center's phone number at 614-228-2453 will also be programmed with a message that the building is closed for the day.

### **II. Contingent Notification Option**

- a.** The Operations Manager or his/her designee will contact the Chancery and advise them of inclement weather or an emergency situation that would cause the need to close the building.
- b.** Once the Chancery makes the decision to close the building for the day, the Operations Manager and the Personnel Office will be notified.
- c.** The Operations Manager will then initiate a message with the outside company and have the message sent notifying the employees of the decision to close the building.
- d.** The Catholic Center's phone number at 614-228-2453 will also be programmed that the building is closed for the day.
- e.** The Chancery, Personnel Director and Operations Manager will ascertain the situation that evening and early morning. If the building remains closed the next day, a message will be sent again to employees as described in II c above for continuing communication.

## **403 Leaves of Absence**

### **I. Personal Leaves of Absence**

Full-time and part-time employees who have completed ninety (90) calendar days of employment may apply for a personal leave of absence, without pay, for compelling personal reasons, for a period up to thirty (30) days (which may be renewed at monthly intervals for up to six months total leave). Personal leaves are granted at the Diocese's discretion, and each request will be reviewed in light of the employee's record of employment, length of service, job responsibilities, business needs, and the reasons for the request.

### **II. Medical Leaves of Absence**

**1. FMLA** - The Family and Medical Leave Act (FMLA) is a federal law that generally provides for unpaid leaves of absence for up to twelve weeks, for eligible employees, for child care for a newborn or adopted child, care for a spouse, child or parent with a serious health condition, for an employee's serious health condition that renders them incapable of performing his or her job, or for care and exigent circumstances of service members. Although all of the details of the FMLA are too extensive to set forth in this policy the Diocese intends to comply with the requirements of the law, where applicable, and employees should review the policy statement and FMLA material issued by the Diocese. Any leave of absence questions or requests should be directed to the Diocese Personnel Office. The Diocese's FMLA policy is included in this Manual at Appendix A.

**2. Non-FMLA** - An unpaid medical leave of absence is a privilege the Diocese may extend to employees who have completed ninety (90) calendar days of employment, where the leave is not covered by the FMLA, or in excess of FMLA leave. (Provided that the ninety (90) day eligibility period does not apply to pregnancy or maternity and related medical absences.) It allows an employee to take time off from work for approved medical reasons. The leave is taken without pay, but the employee does not incur a break in service with the Diocese. Unless prohibited by law, the maximum period of a leave of absence is six months (either continuous, or six months total or cumulative absence in a twelve-month period). A leave of absence must be requested in writing and submitted to the Diocese Personnel Office as soon as the need for such leave is known. The management staff will determine, in its sole discretion, whether to grant a leave of absence request and its length. Unless otherwise required by state or federal laws (including disability requirements), if the employee does not return to work at the expiration of the six-month period or other specified time period, employment is considered terminated.

**3.** The following are guidelines for leaves of absence that are not covered by the FMLA or which are in excess of FMLA leave:

**a.** Employees who need to be absent from work for approved medical reasons may request a medical leave of absence. So that we have adequate records, the leave is to be requested in writing as soon as the need for the leave is known. You may be required to

submit medical documentation from an appropriate provider that specifies the reason and/or continuing need, satisfactory to the Diocese and/or its medical advisors, for the leave of absence.

**b.** With the exception of Military or FMLA leaves, employees who are granted a leave of absence from active employment will have their medical insurance coverage continued to the end of the month following the onset of the leave at the usual contributory rate; thereafter it may be continued at the employee's own expense for up to twelve (12) months or until termination, whichever comes first. An employee in this circumstance will pay both the employee's share and the Diocese's share of the insurance policy costs.

**c.** Time off for medical leave is unpaid and no compensation is provided during a leave. PTO and holiday benefits will not accrue during the leave except when the employee is using available PTO days. Upon return from a leave, unused benefit time accrued prior to the leave will be credited. The employee is financially responsible for the full payment of his/her insurance/benefit premiums during the leave of absence. If the employee fails to pay the premiums during the leave of absence, the premiums in arrears will be deducted from the employee's pay upon his/her return to work, beginning with the first pay period.

**d.** So that the Diocese maintains adequate records, extended leaves requires a written request as soon as the need for the leave is known by completing the *Request For Time-Off Authorization Form*. The employee may be required to submit medical documentation from an appropriate provider that specifies the reason and/or continuing need, satisfactory to the Diocese and/or its medical advisors, for the leave of absence.

**e.** The Diocese may request that the employee on non-FMLA leave be examined by a physician designated by the Diocese (at the Diocese's expense), and failure to comply will result in a denied leave of absence or immediate termination of the leave of absence. Employees returning from a medical leave of absence must provide a doctor's written certificate that they are able to return to normal work duties.

**f.** Employees are expected to return to work from a medical leave as soon as released to do so by their physician or medical provider. Employees returning from a medical leave of absence may be required to submit a "return to work authorization" from their medical provider. Unless prohibited by law, the maximum period of a medical leave of absence is six months, as set forth above. Unless otherwise required by local, state or federal law (including disability requirements), if an employee does not return to work when released or at the end of the six-month period, whichever is earlier, the employee's employment will be terminated.

**g.** For employees who are on a leave of absence not covered by the FMLA, or that is in excess of that available under the FMLA, it may be necessary or advisable that a replacement employee be hired during a leave of absence period, and there is therefore no guarantee of reinstatement nor any guarantee of reinstatement to any particular position. For the employee on such leaves whose former position is no longer available, if the employee's former position is no longer available, the Diocese may make reasonable attempts to offer him/her work in a comparable position, provided that such work is available and that the Diocese determines that the employee is able to perform that work. Any refusal to accept reasonably comparable or suitable work that is offered will result in the termination of employment. (Employees who are on FMLA or military leave are guaranteed reinstatement to their former position or a substantially equivalent position.

However, if an employee is on a leave of absence for a period of time that exceeds that available under the FMLA, the employee may forfeit any guarantee of reinstatement.)

### **III. Child Care Leave**

The Diocese understands the importance of the birth or adoption of a child. Employees may be granted a non-medical paid personal leave of absence for up to five days for maternity/paternity or the adoption of a child. If the employee wishes to request additional leave for paternity or maternity, he or she may make such a request under the provisions of the Family Medical Leave Act and/or the Diocese of Columbus' extended personal leave policy. An employee requiring additional paid days off beyond the five allowed by this policy may do so by using accrued PTO days.

### **IV. Military Leave of Absence**

Any employee who leaves his or her employment in order to perform training or service in the Armed Services of the United States shall be granted a leave of absence to comply with the terms of existing Federal legislation that is applicable to the Diocese and its circumstances.

### **V. Educational Leave**

Leave may be granted, at the discretion of the Diocese, for an employee to pursue job-related educational training. Educational leaves may not exceed a total of six months.

### **VI. General Terms for Leaves of Absence**

With the exception of FMLA and military leaves, employees must exhaust all accrued PTO and sick hours prior to a leave being granted. The time when an employee is on leave of absence does not count as hours worked.

No other leaves of absence, other than described above, are available. If an employee gives a false reason for a leave of absence, improperly abuses a leave of absence, or does not return to work at the expiration of a leave of absence, employment will be immediately terminated. Employees who engage in work or other conduct during a leave of absence which is inconsistent with their reasons for leave, or which is the same or similar to their normal work duties, will be subject to discipline or discharge. A formal written leave of absence generally is not necessary for absences of less than three (3) days. Absences of less than three days' duration may be granted without a written request for leave. Approval of absences must be given as soon as practicable in advance of the day of the absence whenever the absence can be foreseen.

## 404 Bereavement

The Diocese understands that when a loved one passes time is needed to make arrangements and be with family and other loved ones. A full-time or part-time employee who has successfully completed his or her first ninety (90) calendar days of orientation employment will be granted paid bereavement leave in the event of a death in the employee's immediate family for the purpose of attending the funeral and making necessary arrangements.

- I. For the purpose of this policy, "immediate family" is defined as: spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nieces, nephews, aunt-in-law, uncle-in-law, grandparent, grandchild, grandparent-in-law, sibling, stepchild, stepparent, stepbrother, stepsister, step-grandchild or step-grandparent.
- II. Employees are responsible for notifying their Director to request bereavement leave prior to taking the leave. The employee's Director is responsible for initiating the *Request For Time-Off Authorization* Form. The Director may require documentation from the services being submitted upon the employee's return to work.
- III. Paid bereavement leave can last up to:
  - a. one (1) day in the case of aunt, uncle, nieces, nephews, aunt-in-law, uncle-in-law;
  - b. three (3) days in the case of the death of a grandparent, grandchild, grandparent-in-law, sibling, sister-in-law, brother-in-law, stepbrother, stepsister, step grandchild or step grandparent; and
  - c. five (5) days in case of the death of a spouse, child, stepchild, parent, stepparent, son-in-law, daughter-in-law or parent-in-law.
- IV. In order to receive bereavement leave pay, the days must be consecutive calendar days, must include the actual day of the funeral or service and must be scheduled workdays.
- V. Bereavement leave pay shall not exceed the pay employees would receive for working their scheduled hours, and is not counted in computing overtime.
- VI. If an employee's PTO time is interrupted by a death in his or her immediate family as defined in this policy, the employee will receive bereavement leave pay in lieu of PTO time.
- VII. Employees on disability, leave of absence or other periods where the employee is not actively working are not eligible for this benefit.
- VIII. PTO or sick time may be granted to an employee at the discretion of the Director for the purpose of attending a funeral of someone other than an immediate family member described above in **Number I** of this Policy.



## **405 Jury Duty/Subpoenas**

The Diocese recognizes the civic responsibilities of its employees and thus the right of employees to serve on jury duty or subpoenas when they are summoned to do so.

- I.** The Diocese will not request that an employee be exempted or excused just because the employee does not wish to serve.
- II.** The Diocese provides time off with pay to all permanent full-time employees who are scheduled to work at the same time they have been summoned to appear for jury duty. The time off with pay for jury duty will be limited to 20 working days in a calendar year, and the employee must submit to the Personnel Office written notice from the court of the jury duty to receive compensation.
- III.** Part-time and temporary employees are not eligible for jury duty compensation from the Diocese.
- IV.** The Diocese will provide paid time off to all employees who are subpoenaed or requested by the Diocese as a witness.
- V.** Upon receiving a jury duty notice or subpoena, employees should immediately discuss the matter with his/her Director. Directors are responsible for indicating jury duty/subpoena service on their employees' time records.
- VI.** Except as set forth above, all personal court appearances and subpoenas that are not jury duty or Diocesan requests will not be paid by the Diocese. Benefit eligible employees will be required to use vacation days, if available, for any missed scheduled work days.



# **The Diocese of Columbus**

## **CONDUCT EXPECTATIONS**

### **SECTION 500**

## **501 Disruptive Behavior**

In order to ensure orderly operations and provide the best possible work environment, the Diocese expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Diocese.

In keeping with the tenets of the Catholic Church, the expectations for appropriate behavior by all employees include:

- I.** Consider the well-being of individuals first.
- II.** Take responsibility for his or her own behavior.
- III.** Behaviors that are acceptable will depend on the perception of those subjected to the behavior.
- IV.** Maintaining the confidence and trust of co-workers and the community in the judgment and professionalism of the Diocese.
- V.** Interaction with staff members, volunteers, visitors and vendors or any other individual shall be conducted with courtesy, honesty, respect, compassion and dignity.
- VI.** The Diocesan staff will strive to:
  - a.** Communicate with staff, volunteers, visitors and vendors in a courteous manner.
  - b.** Listen to and respect the opinion of all colleagues.
  - c.** Promote a spirit of teamwork.
  - d.** Maintain composure and professionalism at all times.
  - e.** Refrain from making discriminatory judgments of any individual.

### **Disruptive Behavior**

- I.** Disruptive Behavior is described as a style of interaction with staff, volunteers, visitors, vendors or any other individual which causes distress between an individual or individuals and affects the overall morale within the work environment. This behavior undermines productivity and leads to higher turnover and may even result in ineffective or sub-standard service.
- II.** Disruptive Behavior can be caused by anyone who participates in the organization, including management, administrative and support staff, volunteers, priests, vendors or visitors.
- III.** Types of disruptive/intimidating behaviors, not taken in a supervisory capacity, include but are not limited to:
  - a.** Profane, disrespectful, insulting, demeaning or abusive language.
  - b.** Shaming another for negative outcomes.
  - c.** Sexual comments or innuendos.
  - d.** Inappropriate touching, sexual or otherwise.

- e. Inappropriate arguments with staff, volunteers, priests, vendors, or visitors.
- f. Jokes or comments about race, ethnicity, religion, sexual orientation, age, disability, physical appearance, socio-economic or educational status or other protected characteristics.
- g. Outbursts of anger.
- h. Throwing objects.
- i. Criticizing someone in front of another individual.
- j. Comments that undermine an individual's trust in another person or the Diocese.
- k. Intimidating behavior that has the effect of suppressing input by other members of the team.
- l. Deliberate failure to adhere to Diocesan policies and procedures without adequate evidence to support the alternative chosen.
- m. Behaviors that a reasonable person would interpret as “bullying”.
- n. Retaliation against any employee who has reported an instance of violation of any policy or procedure. This includes those who have participated in the investigation of such an incident.

## **PROCEDURE**

- I. Anyone can report disruptive or intimidating behavior. Diocesan staff and volunteers who feel they have witnessed or have been the recipient of disruptive/intimidating behavior should report the disruptive behavior or intimidating behavior to the Director of Personnel. Management Staff that receive reports or witness disruptive/intimidating behavior are required to report such behavior immediately to the Director of Personnel or his/her designee.
- II. The Director of Personnel or his/her designee will review the information and complete an investigation into the disruptive/intimidating behavior. The Director of Personnel or his/her designee will interview witnesses and speak with both the recipient and the person exhibiting disruptive/intimidating behavior.
- III. After the investigation, the appropriate action, at the discretion of the Director, will be taken if the actions were deemed by the Director to be disruptive or intimidating. If an employee is found to have caused disruptive or intimidating behavior they will receive corrective action per the *Corrective Action Policy*, **Section 510, Page 71**.

## **RETALIATION**

- I. The employee or volunteer who files a report or cooperates in an investigation of intimidation, disruptive, or unprofessional behavior should not fear intimidation or retribution.
- II. At no time will the accuser or anyone involved in the investigation, be retaliated against for his or her actions truthful. Those who do retaliate will receive corrective action, up to and including, discharge.

## 502 Workplace Harassment/Safe & Productive Work Environment

It is the policy of the Diocese of Columbus to provide a work environment that is free from hostile, intimidating, and threatening behavior and in which all people are treated with dignity and respect. The Diocese maintains a zero tolerance policy for unlawful hostile behavior in the workplace. All employees are to accomplish their work in a businesslike manner that is faithful to the spirit of charity and goodwill intrinsic to the mission of the Catholic Church. The Diocese prohibits all unlawful discrimination and harassment. Such unlawful harassment of employees is not permitted regardless of job titles or working relationships.

- I. **Specifically prohibited is harassment on the basis of race, color, age, religion, disability, gender, national origin, or other protected characteristic. Harassment that is based on these characteristics is inappropriate and it can include physical conduct, or the expression of general hostility to the characteristic, or actions prompted by conforming to stereotypical notions. This includes unsolicited remarks, gestures, or physical contact, or the display or circulation of written material or images that are derogatory to either gender or to racial, ethnic, or religious groups. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of their race, color, age, religion, disability, gender, sex, national origin or which is based on the characteristics of a person's relatives, friends, or associates.**
- II. Prohibited harassment can take many forms. It includes behavior that, to the person involved or to a reasonable person in the same or similar circumstances, would not be welcome and would be personally offensive. Sexual harassment, in particular, consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment also includes gender-based treatment and harassment that would not have occurred but for the sex of the victim.
- III. Examples of behavior that cannot be tolerated include but are not limited to:
  - a. Abusing the dignity of an employee by insulting or degrading sexual remarks, slurs, or conduct;
  - b. Threats, intimidation, demands, or suggestions that an employee's job, salary, or other terms of employment are dependent (either implicitly or explicitly) on the employee's toleration or submission to sexual advances;
  - c. Improper conduct which has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, or **offensive working environment**; or
  - d. Retaliation against any employee for complaining about these acts.
- IV. Sexual harassment is not limited to conduct that is sexual in nature; it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard

to inflammatory or offensive comments or conduct that are based upon race, color, age, religion, disability, gender, sex, or national origin.

- V. The Diocese forbids inappropriate or unwelcome conduct, regardless of whether it may rise to the level of unlawful harassment. Violation of these policies will result in corrective action. The Diocese is committed to providing a workplace in which the perpetration of domestic violence is neither tolerated nor excused. Employees are prohibited from making any physical assault or threat while on Diocesan premises, during work hours, using Diocesan resources (phone, e-mail, pagers, fax, etc.) or at a Diocesan-sponsored event. This applies not only to acts against other employees but also to acts against all individuals.

**If any employee of the Diocese encounters any problems of this nature from others in the office or from non-employees (such as clients, visitors, vendors, contractors, etc.), he or she must bring the offensive conduct to the attention of the Director, Director of Personnel, or Moderator. If the employee feels more comfortable doing so, the concern should be brought to the attention of the Vicar General.**

- VI. Employees who experience behavior they believe is contrary to this policy are responsible for reporting the hostile behavior. Failure to report any objectionable conduct by an employee indicates that the relationship is consensual and/or the conduct does not create an unreasonable or offensive working environment.
- VII. In addition, employees who witness what they believe to be prohibited harassing conduct are expected to bring the conduct to the attention of one of the individuals listed above. These individuals will respond to the concern immediately.
- VIII. Any complaints about harassment or hostile behavior will receive prompt and impartial attention, including an investigation. **Where it is determined by the Diocese that sexual or other improper harassment of or behavior toward another employee has occurred, appropriate corrective measures ranging from a warning to dismissal will result.** Complaints will be treated confidentially to the extent practical and consistent with the Diocese's obligations under the law. No employee who makes such a complaint will suffer any retaliation or adverse treatment because of the complaint.

## **503 Workplace Violence**

### **I. Workplace Violence Defined**

Workplace violence is any act, gesture, threat or other communication that is, or may be reasonably perceived as, of a violent nature. Such behavior creates an intimidating and hostile work environment. Examples of violent behavior include (but are not limited to):

- a. Causing injury (whether physical or emotional) to another person.
- b. Making threatening remarks in person, via telephone, e-mail or any other form of communication.
- c. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another to emotional distress.
- d. Intentionally damaging employer property or property of another employee.
- e. Possession of a weapon while on Diocesan property or while on Diocesan business.
- f. Committing acts motivated by, or related to, harassment or domestic violence.

### **II. Reporting**

While employees are not expected to be skilled at identifying potentially dangerous situations or persons, employees are expected to exercise good judgment and to inform their supervisor, Personnel or the Chancery if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- a. Discussing weapons or bringing them to the workplace.
- b. Displaying overt signs of extreme stress, resentment, hostility, or anger.
- c. Making threatening remarks.
- d. Sudden or significant deterioration of performance.
- e. Displaying irrational or inappropriate behavior.

Any potentially dangerous situations should be reported immediately to a Director, Moderator, or the Chancery Office. Employees who are found to be in violation of this policy will be subject to disciplinary action up to and including discharge from employment. Violent acts may also be reported to appropriate law enforcement agencies.

### **III. Dangerous Or Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. A Supervisor should be notified as soon as possible along with appropriate law enforcement.

## **504 Unethical Activity**

- I.** No employee will be discharged, suspended, harassed, or discriminated against in any other way because they provide information to the Diocese of Columbus that they reasonably believe concerns illegal activities, financial mismanagement, corporate fraud, or ethical violations at the Diocese of Columbus.
- II.** In addition, employees who make truthful reports to or otherwise assist a law enforcement officer relating to the commission of a crime will be protected against reprisal.
- III.** Any employee may make reports or complaints of such concerns by contacting the Personnel Office or the Chancery Office.
- IV.** Complaints or reports can be made confidentially, by e-mailing the “Confidential E-Mail” at [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org) or anonymously if desired by sending a written report to the Director of Personnel or Vicar General at the Chancery marked “Confidential.”
- V.** Any such reports or complaints will be taken seriously and investigated.



## 505 Code of Conduct With Minors

The Diocese of Columbus' Code of Clergy Conduct applies to all employees of the Diocese of Columbus. The Code of Conduct is as follows:

### DECREE

Standards of Clergy Conduct

### PREAMBLE

This decree establishes standards of clergy conduct in accordance with Article 6 and Article 12 of the Charter for the Protection of Children and Young People approved in November 2002 by the United States Conference of Catholic Bishops. These policies are also applicable, mutatis mutandis, to other persons in positions of trust in the Diocese.

The purpose of these standards is to make clear to clergy and others in positions of trust the need to exercise prudence, avoid any semblance of impropriety, protect their own ministry and reputation, and, most importantly, to safeguard children, young people and other vulnerable persons from harm. At the same time, these standards of conduct are not intended to stifle the ability of priests, deacons and others who exercise some ecclesiastical office or ministry to carry out their ministry or to be available and accessible to their people, nor are they intended to create an atmosphere of suspicion. Furthermore, these standards are general and are to be interpreted broadly rather than minutely structured in every detail. It is understood that the standards require adaptation to the various circumstances of time and place or in case of emergency.

This decree is not an exhaustive policy but presupposes and further specifies other laws, policies and procedures already in existence; in particular, in accord with Canon 285, it seeks to further specify appropriate clerical conduct and, in accord with Canon 277, to provide more specific norms to the clergy for conducting themselves with due prudence. It is understood that acts already condemned by the law of the Church or by the moral teaching of the Church are always and everywhere forbidden and it is not necessary to reiterate them in this document. Given the tense and suspicious atmosphere which prevails today, even perfectly innocent activities may now be viewed as compromising, ambiguous or imprudent. It is this reality which these standards seek to address.

### STANDARDS

These standards apply to the incardinated clergy of the Diocese of Columbus at all times and in every place, both within and outside of the Diocese of Columbus. They apply to all religious and extern priests and deacons who exercise any ministry under the authority or oversight of the Bishop of Columbus. They apply, mutatis mutandis, to lay persons in positions of trust exercising an authorized ministry as an employee or volunteer for the Diocese of Columbus, its offices, agencies, parishes, institutions and organizations.

### ALL CLERGY (AND, INsofar AS APPLICABLE, OTHER PERSONS IN POSITIONS OF TRUST) SHALL:

1. Ensure that their activities and interactions with other people, particularly youth, shall be as open as the situation allows, and shall avoid any interaction that has even the appearance of being secret or clandestine.
2. Make a clear distinction between the public and private areas in the rectory, and make the private areas generally inaccessible to visitors.

3. Meet with individuals only in the office of the church or public areas of the rectory, church or school, and, insofar as possible, never be alone with a minor, especially in circumstances which are concealed from public view (e.g., behind closed doors or in an automobile). The confessional or other location in which the Sacrament of Reconciliation is being properly celebrated according to the approved rite is exempt from this provision. Care must also be exercised whenever a minor requests a private, confidential conference.
4. Limit access to the priest's private quarters to the priest, rectory staff, other clergy and the priest's relatives.
5. Avoid spending excessive amounts of time with the same parishioners or families, or in the homes of the same families or persons. (While social interaction with laypersons is desirable, exceeding prudent boundaries can be misconstrued.)
6. Avoid forming purely personal relationships with minors. Young persons should not be the focus of an adult's social life, nor should adults share inappropriate personal information with youth or pursue purely social, recreational or interpersonal activities alone with them. They should not visit youth in their homes when parents or other responsible adults are not present.
7. Show broad interest in the children and youth of the parish or assignment but avoid showing preference or giving privileges to specific individuals, such as giving them money or gifts, asking them to accompany oneself on errands, asking them to perform services or help with jobs or tasks, outside of regular employment, excusing them from school or giving them access to the rectory.
8. Follow all Diocesan regulations regarding youth activities and ensure that another reliable adult is present whenever supervising or chaperoning a minor or a group of minors, which may only occur in the context of events sponsored by the parish, school or diocese.
9. Remember you are role models who must always reflect the values of the Catholic Church in word and action in all circumstances, public and private, whether on or off duty. In particular, speak and act gently and respectfully and with discretion in any mode of communication, and avoid all coarse, demeaning or suggestive language, conversations or discussions.
10. Never request or permit young persons to accompany you on vacation trips or overnight or day trips.
11. Never invite young persons to a private residence or other private dwelling, be it a family home, vacation cottage, rental, condominium or any other place which is not then and there being used as a venue for a church-sponsored gathering.
12. Always strive to act with utmost professionalism, to develop a keen sense of propriety and the ability to sense and avoid potentially problematic situations.
13. Behave in such a forthright and open way as if every action were being observed by an unseen third party.

## **506 Concealed Weapons**

The Diocese is committed to providing a safe working environment and maintaining safe working conditions for all staff. All regulations established by the Occupational Safety and Health Administration, state and city law, and sensible safety practices are strictly adhered to by the Diocese.

- I.** The Diocese does not permit, and will not tolerate, the possession of handguns or any other weapon on its premises or properties by employees, volunteers, students, contractors, vendors, customers, or other members of the public.
- II.** This prohibition applies to Diocesan owned and rented premises, while at Diocesan-sponsored events, while performing any duties for the Diocese, parking lots, vehicles that the Diocese owns, leases or are used for business purposes, and any automobiles parked in Diocesan parking lots.
- III.** Violation of this prohibition by an employee, regardless of whether the possession of the firearm otherwise complies with the Ohio Concealed Carry Law, will be grounds for immediate disciplinary action up to and including discharge of employment and possible prosecution. Non-employees who violate this prohibition shall be subject to prosecution.
- IV.** The only exceptions to this policy are law enforcement officers on official business and ordained personnel who live on church property and who own firearms that are maintained in an open, non-concealed manner and are owned solely for the purpose of hunting or as recreation such as target shooting.
- V.** An employee aware of another person's violation of this policy, should immediately ask that the person who is carrying the weapon to remove it from Diocesan property. The employee with the knowledge of another's possession of a weapon must also immediately notify a Director or Moderator of with that information. If the person carrying the weapon does not comply with said request, law enforcement must be called to remove the weapon and the person.
- VI.** Any attempt by an employee of the Diocese to remove a weapon or person carrying a weapon is strictly forbidden.

## 507 Conduct and Activities Outside Employment

Employees are expected to be examples of moral behavior and professionalism.

- I. An Employee understands that as an Employee of a Catholic institution, an employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, the employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals.
- II. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy below. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.
- III. An employee has the right to appeal such corrective actions through the established *Fair Treatment Policy* process, **Section 103, Page 12**.

### ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at <http://www.vatican.va/archive/ccc/index.htm>.

Should you have any questions, feel free to contact Dominic Prunte, Personnel Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

## 508 Substance Abuse

The Diocese strictly prohibits the use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug while on Diocesan property, or in the performance of any services for the Diocese. Off duty and off premises use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug is also a violation of Diocesan policy if such conduct interferes with the employee's work or the work of co-workers, or if public knowledge of such conduct adversely impacts on the reputation of the Diocese.

The Diocese also strictly prohibits the unauthorized use, personal possession, or storage of alcoholic beverages on the Diocese's property, or in the performance of any services for the Diocese.

- I. As a condition of continuing employment with the Diocese, each employee must abide by the following requirements:
  - a. The use, manufacture, distribution, dispensation, sale, storage, or possession of an illegal drug or alcoholic beverages by any employee while on Diocesan property, or in the performance of any services for the Diocese, is strictly prohibited. The presence of any illegal drug in an employee's system or being under the influence of alcohol while the employee is on Diocesan property or while the employee is performing services for the Diocese is also prohibited.
  - b. The use of any legal (prescription) drug by any employee while performing services for the Diocese is also strictly prohibited if such use affects the safety of the employee or others, or the employee's ability to perform his or her job duties. An employee who has been informed or has discovered that the use of a legal drug may affect his or her job performance or safety is to promptly report such drug use and possible side effects to his or her supervisor or to management.
  - c. Employees involved in the sale, purchase, or transfer of illegal drugs or controlled substances on Diocesan property, during work time, or while using Diocesan vehicles will be subject to immediate dismissal and possible criminal prosecution. Violation of these rules will result in corrective action up to and including ending of employment on the first offense.
  - d. At its discretion, the Diocese may require any employee to submit to alcohol or drug testing or screening at any time, including random testing. A refusal to submit to the test or failing the test may result in the immediate discharge of employment. **You should be aware that an employee who tests positive or refuses to submit to chemical testing for alcohol or controlled substances (not prescribed by a treating physician) after a work-related injury faces a rebuttable presumption that the proof will be on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury, and failure to overcome this rebuttable presumption will disqualify the employee for compensation and benefits under the Workers' Compensation Act.**

- e. Sick leave for the purpose of treatment is available to employees. If additional treatment is required, a leave of absence without pay can be arranged. However, criminal activities involving the sale, distribution, or use of illegal drugs or other controlled substances upon the property of the Diocese will be reported to the proper law enforcement agency whenever appropriate. In addition, a request for treatment or treatment itself will not excuse violations of this policy.

**II.** Any questions concerning this Policy should be made to the Director of Personnel. The Diocese reserves the right to interpret this Policy, and to modify, amend, or expand the policy as necessary to ensure a workplace free from substance abuse.

## **509 Smoking**

The health hazards associated with tobacco use, including being subjected to secondary passive smoke, are well recognized. As a reminder, “No Smoking” signs shall be visibly posted to demonstrate that the Diocese of Columbus is a non-smoking facility. Smoking by employees, volunteers, vendors, and visitors is prohibited.

### **I. Definition**

Smoking is defined as inhaling, burning, or carrying any lighted smoking material.

### **II. Smoking is prohibited:**

- a.** In any buildings or enclosed area under the Diocese’s control (including offices, lounges, restrooms, meeting rooms, cafeterias, garages, storage and file rooms, elevators, hallways, stairways, etc.); and
- b.** In any area immediately adjacent to the entrances or exits to buildings; and
- c.** In any Diocesan-owned vehicles used for business purposes.

**III.** These prohibitions apply at all times, and regardless of the presence or absence of other employees in the area.

**IV.** Smoking is permitted on property outside buildings, enclosed areas or vehicles, away from doors, windows, or other openings in the buildings. Diocesan-owned properties serving as residences for ordained clergy shall be considered private, and those clergy living in those places shall make their own decisions regarding smoking in said private areas.

**V.** No adverse corrective actions will be taken, or tolerated, against a person who exercises any rights afforded by the law, or who reports or attempts to prosecute a violation of the law. Violations of this policy may be reported to the Chancery Office (614-224-2251) or to the State of Ohio’s reporting hotline (866-559-6446). If any employee believes that he or she has suffered such an adverse personnel action in retaliation for the exercise of these rights, they may file a written complaint in accordance with the established grievance process.

## 510 Corrective Action

To ensure orderly operations and provide the best possible work environment, the Diocese expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Diocese.

### I. Types of Corrective actions:

- a. Conference Report – Written counseling session given to an employee to explain and discuss positive and/or areas of improvement concerns regarding behavior and performance standards. This is given to the employee by supervision and is not considered part of the four (4) step corrective action process. The Personnel Office may assist the supervisor with this action.
- b. Performance Improvement Plan – Written plan signed by both the employee and the employee’s immediate supervisor with approval from the Personnel Office. This plan will explain and document the areas of concerns, what are the accepted standards for those concerns, corrective actions to meet those accepted standards and a time frame to meet those accepted standards. If an employee is unable to meet those mutually agreed upon acceptable standards, corrective action may result. (See *Performance Evaluation Policy*, **Section 617, Page 107** for more details).
- c. Administrative Leave – Employees may be placed on paid or unpaid administrative leave while an investigation of an inappropriate behavior or poor performance standards is conducted. If the leave is unpaid, it will be considered a suspension level disciplinary action.
- d. Progressive Corrective Action Process – Employees who show patterns of violating Diocesan policy or behavior guidelines may find that corrective actions appropriate to the circumstances will be initiated. The Diocese of Columbus will determine the appropriate corrective action to be applied in a given situation, which is an exercise of discretion by management, taking into account what management determines are relevant facts and mitigating factors. As such, the Diocese reserves the right to forego the following corrective actions procedures at any time. It is not intended or implied that each level or type of action must be applied before the next. Generally, once an employee has entered the Progressive Corrective Action Process, he or she will progress to the next level of corrective action with each succeeding violation.

### II. The four stages of the Progressive Corrective Action Process are:

- a. First Written Warning – The behavior or policy violation, and the expectation for improvement or modification, will be discussed by the supervisor and the employee and will be fully documented on the Corrective Action Form, which will be placed in the employee’s personnel file. For the purposes of progressive corrective action, First Written Warnings remain active for six (6) months.



- b. Second Written Warning – The behavior or policy violation, and the expectation and time frame for improvement or modification, will be discussed by the supervisor and the employee, and will be fully documented on the Corrective Action Form, which will be placed in the employee’s personnel file. For the purposes of progressive corrective action, Second Written Warnings remain active for one (1) year.
- c. Final Written/Corrective Action Suspension – The behavior or policy violation, and the expectation and time frame for improvement or modification, will be discussed by the supervisor and the employee, and will be fully documented on the Corrective Action Form, which will be placed in the employee’s personnel file. The employee will receive a Final Written Warning for occurrences related to attendance or behaviors of lateness. The employee will be suspended for a minimum of one full working day without pay for behaviors related to performance or inappropriate behavior in violation of Diocesan policy. At this time, the employee must decide if he or she can make a total employment commitment. For purposes of progressive corrective action, the Final Written Warning/Corrective Action Suspension remains active for one (1) year. Employees may be suspended for longer periods of time pending the final decision or verdict on any governmental investigations, if applicable. Any inappropriate behavior which would warrant corrective action during this one-year period from the date of the issuance of the Final Written Warning/Suspension will, as a general rule, result in discharge of employment.
- d. Discharge – An employee who has reached the final stage of the Progressive Corrective Action Process will be discharged from employment with the Diocese. If further review is necessary, an employee may be suspended up to five (5) working days until final determination can be made. If investigation reveals that discharge is justified, discharge will occur immediately. Corrective action, which results in discharge from employment, will affect future employment opportunities with the Diocese. If the investigation reveals that discharge is not justified, the employee will be reinstated at the appropriate corrective action level, and be paid for the day(s) he or she was suspended.

**III.** The corrective action listed above is only a guideline, and the Diocese retains the management rights to impose whatever remedial action is necessary under the circumstances, up to and including discharge, even if all elements of progressive corrective action have not occurred.

**IV.** It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. However, the inappropriate behaviors listed below are not inclusive and are intended to serve as a guide in administering formal levels of discipline. Deterioration in performance after initial corrective action may accelerate the Corrective Action Process.

**a. Minimum Corrective Action - First Written Warning:**

1. Careless or improper job performance.
2. Misuse of breaks or meal periods.
3. Failure to follow Diocesan or department policies, procedures, or instructions.
4. Improper distribution, posting, soliciting, or loitering on Diocesan premises.
5. Unauthorized absence from work area.
6. Excessive unauthorized personal telephone calls.
7. Excessive unauthorized personal cell phone calls.
8. Practical joking or horseplay.
9. Violation of the Attendance Policy.
10. Patterns of excessive “in early” or “out late” causing overtime.
11. Violation of the smoking/tobacco product policy and/or restrictions.
12. Excessive violations of parking rules and regulations.
13. Failure to attend a mandatory in-service or department meeting.
14. Posting, altering, or removing written material from bulletin boards on Diocesan property.
15. Failure to promptly report any accident on the premises which results in personal injury or property damage.
16. Failure to maintain proper personal appearance, dress, or personal hygiene.
17. Failure to report to the work area after reporting to work.
18. Failure to report potentially fraudulent activities.

**b. Minimum Corrective Action - Second Written Warning:**

1. Rude or improper behavior or speech.
2. Making defamatory statements about employees, supervisors, or the Diocese.
3. Sleeping during working hours.
4. Failure to record time in or out, unauthorized altering or removing of any time record or other Diocesan records, or permitting others to do the same.
5. Failure to detect non-compliance where reasonable diligence would have led to discovery of problem.
6. Failure to instruct subordinates (if applicable) on compliance issues.
7. Violation of Conflict of Interest policy.

**c. Minimum Corrective Action - Suspension:**

1. Endangering or placing at risk the welfare of the client, visitor or co-worker.
2. Violation or careless neglect of safety rules.
3. Failure to obtain or renew license, certification, or permit required for a position.
4. Insubordination (refusal to follow instructions).
5. Use of threatening language to supervisor, fellow employees, or individuals on the premises or on the phone.

6. Conduct or use of the Diocesan property or property of another employee, which results in loss or damage.
7. Workplace harassment.
8. Sexual misconduct.
9. Harassment or discriminatory behavior related to gender, race, color, national origin, ancestry, religion, age, disability, sexual orientation, FMLA status, veteran's status or any other protected characteristics.

**d. Minimum Corrective Action - Discharge:**

1. Using another employee's badge for any reason.
2. Possession, use or sale of intoxicating beverages, controlled substances, non-medically authorized drugs, or any other substances on the Diocese's premises that may impair job performance.
3. Possession, use or sale of controlled substances or non-medically authorized drugs that lead to an arrest by a local, state, or federal agency.
4. Violation of Substance Abuse policy.
5. Falsification of or unauthorized distribution of records.
6. Failure to disclose or misrepresentation of material or information.
7. Physical violence or threats toward the client, visitor or co-worker.
8. Providing fraudulent, misleading or incorrect information on an employment application.
9. Failure to return to work from a leave of absence.
10. Off-duty convictions of a felony or misdemeanor may result in termination of employment.
11. Theft including the use of Diocesan property without permission.
12. Unauthorized disclosure of confidential information.
13. Non-compliance with regulations or laws.
14. Making defamatory statements or exhibiting behavior that result in emotional, financial, or public relation (including behavior prior to employment) harm to the Diocese.
15. Possession of a weapon on the premises.
16. Failing to successfully complete a fitness for duty exam.
17. Failing to successfully complete a Performance Improvement Plan

**V.** Questions concerning corrective action should be discussed with the Director of Personnel. Employees will not be subject to corrective action without review by the Director of Personnel or a designee. Corrective action involving discharge will be subject to review by the Director of Personnel, the Office Director and the appropriate Moderator. Employees, who believe that corrective action was unwarranted, with the exception of discharge, are encouraged to appeal the action through the Fair Treatment Procedure (as described in the *Fair Treatment Policy*, **Section 103, Page 12**).

**VI.** Nothing in this *Corrective Action* policy shall be construed to impair or affect the at-will status of employees.



# **The Diocese of Columbus**

## **THE WORK ENVIRONMENT**

### **SECTION 600**

## 601 Building Use/Limited Access

- I. To provide for the safety and security of employees and to avoid potential distractions and disturbances, only authorized visitors are allowed on Diocesan properties and 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. Individuals on official business with the Diocese and invited visitors are authorized persons. For purpose of this policy, employees are considered authorized personnel when on duty, on their lunch and breaks or during a period of 15 minutes prior to coming on duty and during a period of 15 minutes after going off duty.
- II. The Catholic Center is open on Mondays through Thursdays from 6:30 a.m. to 7:00 p.m., and Fridays from 6:30 a.m. to 6:00 p.m. with the exception of the holidays listed in the *Holidays/Holiday Pay Policy*, **Section 312, Page 39**. Employee access to the building is ordinarily limited to those times.
- III. Arrangements must be made in advance according to the guidelines established in *Conference Rooms Policy*, **Section 603, Page 89** and with the Operations Manager for any use of the building outside the hours it is normally open. Such a request should only be made for significant reasons. The authority to grant or deny the request lies first with the Operations Manager and ultimately with the Episcopal Moderator.
- IV. In cases of emergency, the building may be closed. If the closing occurs before business hours, an attempt will be made to notify employees at home (as described in the *Inclement Weather Policy*, **Section 402, Page 51**). If the building is closed during business hours, a notification from the Personnel Director or Chancellor will be given. All employees must follow the directives given and vacate the building.
- V. Occasionally, the Personnel Director or Chancellor may give instructions to clear the parking lots for an event. When this occurs, the building normally does not close. While employees are released to leave work early at that time, they may move their car elsewhere and return to work, if they wish to do so.
- VI. The daily U.S. Postal delivery for each office may be picked up in the first floor lobby of the Catholic Center any time. Delivery of packages are made to the Central Purchasing Office, who will then deliver directly to the appropriate office.
- VII. Nothing may be pasted, taped, or pinned to any painted surfaces in the building. Each kitchenette has a bulletin board for mandated regulation posters (e.g. workers' compensation, Family Leave, Wage and Hour, etc.) and notices of job postings. Posters concerning upcoming, business-related or current events in the building may also be placed on the easel provided in the front lobby. Once an advertised event has transpired, the person posting the notice is responsible for removing it in a timely fashion (as described in the *Solicitation, Distribution & Posting Policy*, **Section 622, Page 115**). Nothing should be posted on doors, in hallways, or other public places. The Diocese of Columbus reserves the right to remove unauthorized postings.

- VIII.** Any employee wishing to hang personal décor on the walls in their office are to consult with the Operations Manager prior to hanging anything. Any décor must be suitable to the environment of the Catholic Center. The Operations Manager has the right to require that a member of the Facilities Office staff install personal décor. The following have the right to require that an employee remove décor: the employee's Director and/or Moderator, the Operations Manager, and the Chancery.
- IX.** The use of emergency exits in any circumstances other than a true emergency is prohibited.
- X.** The Catholic Center has four elevators: two passenger elevators are located on the northeast side of the building; a freight elevator is located in the center portion of the building; and a passenger elevator is located on the southwest corner of the building. Only building maintenance staff may use the freight elevator, and the passenger elevator on the southwest corner has been turned off and is not to be used at this time.
- XI.** Disarming or defeating the security control by any means, such as propping open a door, is prohibited. Alarms on the Young Street and Lynn Street fire tower doors will sound if these doors are disturbed.
- XII.** In keeping with fire and safety regulations, supplies are not to be stored in the fire towers.
- XIII.** All employees should familiarize themselves with the current emergency/fire safety procedures, building exits and evacuation routes designated for their floor that are posted in the kitchens and conference rooms on each floor. If the alarm sounds, all employees must evacuate the building by the designated route and wait for an all-clear signal before returning.
- XIV.** Elevators are **never** to be used during evacuation of the building. Close the office door behind you and check the offices next to yours as evacuation proceeds. You are responsible for the safe evacuation of visitors to your floor or office in case of an emergency. Special consideration should be given to those who require additional assistance in the evacuation process. If an employee, for reasons of disability or injury, is unable to evacuate and other employees are unable to remove that person, he or she should be moved to the nearest stairwell if it is possible and safe to do so, and emergency personnel arriving on the scene must be notified immediately so they can rescue that person.
- XV.** Under no circumstances may employees keep lit candles in their work areas. The keeping and use of appliances in Catholic Center office space without the approval of the Operations Manager is not permitted.
- XVI.** All employees are to report any unauthorized persons on the Diocese's properties to the front desk on the first floor or their Director immediately.

## 602 Communication/Equipment

All computers that are furnished by the Diocese are the property of the Diocese and should be used for business purposes only. In order to maintain a safe working environment and ensure Diocese's confidentiality, the Diocese reserves the right to monitor and inspect the use and content of all Diocesan computers in an employee's possession or used by an employee. By using a Diocesan computer, you are consenting to have your use monitored or inspected by the Diocese, at its discretion and without prior notice. **In short, employees should have no expectation of privacy while using any Diocesan computer.**

### I. Passwords

Employees may not use a password or code to access or retrieve any files other than as required for work purposes or when expressly authorized by the Diocese. All passwords or codes must be provided to the Diocese and no other passwords or codes may be used.

Passwords for all systems are subject to the following rules:

- No passwords are to be spoken, written, e-mailed, hinted at, shared, or in any way known to anyone other than the user involved. This includes supervisors and personal assistants.
- No passwords are to be shared in order to "cover" for someone out of the office. Contact IT, and it will gladly create a temporary account if there are resources you need to access.
- Passwords are not to be your name, address, date of birth, username, nickname, or any term that could easily be guessed by someone who is familiar with you.
- Passwords are not be displayed or concealed on your workspace.

At any time it deems necessary, the Information Technology Office holds the option to enforce strong password protection which could implement all of the following:

- Password is at least 10 characters long.
- Password contains mixed case.
- Password contains at least three non alphanumeric characters.
- Password contains at least two numbers.
- Password must be changed every 90 days.
- Password cannot be repeated.

### II. Diocesan Information

All Diocesan confidential information (including but not limited to trade secrets, legal issues, personal census information, or personnel issues) is the property of the Diocese. Any misuse of Diocese confidential information, including the transmission of such information to unauthorized parties, may lead to corrective action and, where appropriate, criminal prosecution.

The use of the Diocesan logo, branding materials, intellectual property, or materials identifying the Diocese is strictly limited to authorized business purposes, and only by those who are duly authorized by the Diocese to do so.

### **III. Software/Hardware Acceptable Use**

#### **Software**

Employees may not load unauthorized software on to a Diocesan computer from a zip drive, CD-ROM, flash-drive, external hard drive or other storage device. In addition, employees may not download unauthorized software on a Diocesan computer from an email or web page. Unauthorized software may contain viruses that can damage the Diocesan computer equipment and network; therefore, always contact the Information Technologies staff before loading or downloading any software.

All software acquired for or on behalf of the diocese or developed by diocesan employees or contract personnel on behalf of the diocese is and shall be deemed diocesan property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Employees needing software other than those programs listed in the Diocesan Standard Software Image must request such software from the Information Technology Office. Each request will be considered on a case-by-case basis in conjunction with the purchasing section of this policy.

#### **Purchasing**

All purchasing of software to be used by diocesan employees shall be centralized with the information technology office to ensure that all applications conform to diocesan software standards and are purchased at the best possible price. All requests for diocesan software must be submitted to the director of said office for approval. The request must then be sent to the information technology office, which will then determine the standard software that best accommodates the desired request.

#### **Licensing**

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on diocesan computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the company's Software/Hardware Policy.

Please review the diocesan intranet for standard software image and hardware configuration.



## **Hardware**

All hardware devices acquired for or on behalf of the diocese or developed by diocesan employees or contract personnel on behalf of the diocese is and shall be deemed diocese property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

## **Storage**

All computer users are provided with two areas of shared disk space. Please review the standard storage section on the diocesan website for the particulars on location and quotas. Users will not be granted access to their local storage devices except in those situations that have been approved by the Information Technology Office. The Information Technology Office holds the option of setting and enforcing disk space usage quotas depending on the type and volume of information that is being stored by either the individual or the office.

## **Use of Storage**

Each Diocesan user is assigned a personal storage area. This area is ONLY for business file storage. All data stored in the personal storage area is the property of the Diocese of Columbus. All files which have use or require access by a department are to be stored on the departmental storage area, not a personal storage area.

It is permissible to store non-business personal files, if deemed necessary, in this area temporarily. There should be no assumption of confidentiality of this non-business personal information while it resides in the personal storage area. Non-business personal files must be removed from Diocesan storage as soon as practical.

## **Additional Needs**

Employees needing computer hardware or software, other than what is stated on the diocesan website, must request such hardware from the Information Technology Office. Each request will be considered on a case-by-case basis in conjunction with the purchasing section of this policy.

## **IV. Internet**

Use of a Diocesan computer and the Diocesan network should be limited to business purposes. Employees should use their discretion and limit personal use of the internet to their own free time. Any internet communication made through the Diocese's equipment is the property of the Diocese and subject to monitoring at any time. **Employees should therefore have no expectation of privacy in connection to use of the internet through Diocesan equipment.**

Using a Diocesan computer and the Diocesan network to access sexual or pornographic material, material that contains racial, sexual or religious slurs, or any other content that may be deemed foul, inappropriate, or offensive is strictly prohibited.

## V. Company Email

Any communication made through the Diocese's email system is the property of the Diocese and subject to monitoring at any time. **Employees should therefore have no expectation of privacy in connection to use of the Diocesan e-mail system.**

Use of the Diocese's email system should be limited to business purposes. Employees should use discretion and limit the amount of personal messages sent through Diocesan e-mail accounts.

Employees should not use the Diocesan e-mail account to open any e-mails which they suspect may contain inappropriate content or malignant software (such as a virus or spyware). If you receive an email from an unknown source, or are suspicious about its content, contact the Information Technologies staff immediately.

Using the Diocesan e-mail system to transmit any confidential Diocesan information to an unauthorized party is strictly prohibited.

Using the Diocesan e-mail system to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited.

The Diocese forbids the use of Diocesan electronic communications resources for any purpose that could strain or compromise these resources. The Diocese also forbids electronic communications that interfere with the use of these resources by other employees. Toward this end, digital resources may not be used to:

- Perpetuate chain e-mail letters or their equivalents. This includes letters that require the recipient to forward an e-mail to a specified number of addresses in order to achieve some monetary, philosophical, political, superstitious, or other goal. E-mails that are part of a multilevel marketing or pyramid-selling scheme, sometimes known as "Ponzi Schemes," are illegal in many places and are specifically forbidden under this policy.
- Create and/or send "spam." Spam is defined as any unsolicited electronic communication that is sent to any number of recipients who did not specifically request or express an interest in the material advertised in the communication. It will be considered a greater offense if the diocese's electronic communications resources are exploited to amplify the range of distribution of these communications.
- Send or encourage "letter bombs." Letter bombs are extremely large or numerous e-mail messages that are intended to annoy, interfere, or deny e-mail use by one or more recipients.

- Practice an activity designed to deny the availability of electronic communications resources, also called "denial of service attacks." These activities deny or limit services through mail bombing, malicious executables such as viruses, threatening a virus, or opening a large number of mail connections to a mail host or SMTP relay without authorization or permission.

## **VI. Remote Access**

The diocese may provide tools and equipment for remotely accessing the diocesan domain. This may include computer hardware, software, internet access, e-mail, voicemail, connectivity to host applications, internet phones and other applicable equipment as deemed necessary.

The use of equipment and software provided by the diocese for remotely accessing the diocese computer network is limited to authorized persons and for purposes relating to diocesan business. The diocese will provide for repairs to diocesan equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.

Troubleshooting software and hardware conflicts in a remote setup can take hours, and can result in a complete reinstall of operating systems and application software as the only remedy for problems. For that reason the Information Technology office will only provide support for equipment and software provided by the diocese.

The diocese will bear no responsibility if the installation or use of any necessary software causes system lockups, crashes, or complete or partial data loss. The employee is solely responsible for backing up data on their personal machine before beginning any diocesan work. At its discretion, the diocese will disallow remote access for any employee using a personal home computer that proves incapable, for any reason, of not working correctly with the diocesan-provided software, or being used in a production environment.

Employee must sign and return the Remote Access Agreement prior to being granted remote access.

## **VII. Personal E-mail**

Employees may not access their personal e-mail accounts (e.g. G-mail or Yahoo mail) on any Diocesan computer.

Employees should not use their personal e-mail accounts on a Diocesan computer to open an e-mail which they suspect may contain inappropriate content or malignant software (such as a virus or spyware). If you receive an e-mail from an unknown source, or are suspicious about its content, contact the Information Technologies staff immediately.

Using a personal e-mail account to transmit any confidential Diocesan information is strictly prohibited.

Using a personal e-mail account through a Diocesan computer to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited.

### **VIII. Instant Messaging**

Any communication made through an internet messaging service on a Diocesan computer is the property of the Diocese and subject to monitoring at any time. Employees should therefore have no expectation of privacy in connection with instant messaging on a Diocesan computer.

Instant messaging through a Diocesan computer should be limited to business purposes. Employees should use discretion and limit the amount of personal messages sent to co-workers or third parties.

Using an instant messaging service to transmit any confidential Diocesan information to an unauthorized party is strictly prohibited.

Using an instant messaging service through a Diocesan computer to send messages containing sexual or pornographic material, racial, sexual, or religious slurs, or any other content that could be deemed foul, inappropriate, or offensive is strictly prohibited.

**Remember that all information stored and sent through a Diocesan computer is the property of the Diocese. Therefore, you should have no expectation of privacy for any information that you store on, send from, or receive on a Diocesan computer.**

**Employees who fail to comply with this Policy may be subject to corrective action, up to and including discharge of employment.**

### **IX. Social Networking and Blogging Policies**

On-line communication electronic dialogue tools (weblogs, chat rooms, wikis, etc.) and social networking sites (such as MySpace, Facebook, YouTube, etc.) by Diocesan employees or representatives are subject to this policy, as well as all other applicable Diocesan policies. Communications that do not identify the individual as a Diocesan employee, or which do not discuss or relate in any way to the Diocese, are usually not covered by this Policy.

#### **a. Confidentiality**

Employees must maintain the confidentiality of information that is a trade secret or considered by the Diocese as confidential or proprietary (such as Diocesan data, marketing or financial information, customer or vendor data, personal information of an individual, Diocesan policies or internal discussions, etc.), as well as any other information that is not generally available to the public. Employees must honor all

confidentiality agreements, as well as the confidential nature of information of third parties. Employees must not disclose or speculate on non-public financial, operational, or technical information. Employees must not disclose medical or personal information about others. Employees must not discuss work-related legal proceedings or communications with counsel. Employees may not post anyone else's material without approval.

**b. Be Respectful**

Communications should not attack, or abuse, or be derogatory or offensive about the Diocese, its public image, products, or anyone associated with it (including customers and business associates). Don't use ethnic or sexual slurs, personal insults, obscenity, or any other conduct that would not be acceptable in the workplace. Respect the privacy and feelings of others. Be careful about exaggeration, guesswork, obscenity, legal conclusions, and derogatory remarks or characterizations - you communicate at your own risk.

**c. Identify Yourself**

Employees must disclose employment or association with the Diocese in all communications that are on behalf of the Diocese, or which relate or refer to the Diocese or its business. In those circumstances, you must state that anything expressed is your own personal view and that you do not speak for the Diocese. Employees should never claim or imply that you are speaking for the Diocese and communications may not include Diocesan logos or trademarks.

**d. Be Careful**

Each employee is legally responsible for his/her communications, and may be subject to liability for defamatory, obscene, or harassing communications, or those that violate any laws (including confidentiality, privacy, financial disclosure, fair use, and copyright laws). All such communications are prohibited by this Policy.

**e. Be Accurate and Ethical**

Employees may not communicate information that is untrue, unfair, or deceptive. Communications should be based on current, accurate, and complete data. You should clearly identify personal views or opinions as such; must not engage in any activities that are illegal or contrary to the Diocesan policies; are personally responsible for his/her communications.

**Employees contacted by a member of the media concerning any communication that relates to the Diocese or its business, must talk with your supervisor and the Director of Communication or Associate Director of Communication before responding, or direct the call to the Communication Office staff.**

**Employees who fail to comply with this Policy may be subject to corrective action, up to and including discharge of employment.**

## **X. Diocesan Phone System**

The Diocese's phone system is integral to its employees' ability to communicate with each other and with clients. Therefore, it is important that these phone lines are available for business purposes. Additionally, occasionally and without notice the Diocese may need to monitor the phone lines in order to maintain the system and ensure its security.

### **a. Company Phone Use**

The use of Diocesan phones should be limited to business purposes. Therefore, employees should use their discretion and limit the amount of personal calls made and received on Diocesan phones.

Using a Diocesan phone to relay confidential Diocesan information to an unauthorized individual is strictly prohibited.

### **b. Voicemail System**

All information stored on the Diocesan voicemail system is the property of the Diocese. Occasionally and without notice, the Diocese may need to monitor the voicemail system, which may include retrieving and listening to messages left on your voicemail box, or messages that have been left on the voicemail box of other employees. Even messages that have been deleted may be retrieved, if necessary. Therefore, employees should have no expectation of privacy with respect to the voicemail system.

Using the Diocesan voicemail system to create a message that may be deemed foul, inappropriate, or offensive is strictly prohibited.

**Employees who fail to comply with this Policy may be subject to corrective action, up to and including discharge of employment.**

## **XI. Cell Phones and Mobile Devices**

Cell phones and other mobile electronic devices (such as laptops, iPods, iPhones, PDAs, BlackBerrys, etc.) are commonplace and often indispensable tools of the workplace. However, some features that are included in many cell phones and mobile devices make them both potentially a distraction and a danger to the Diocese's confidentiality. In order to ensure employee safety and Diocesan/customer confidentiality, occasionally and without notice, the Diocese may need to monitor the use of such devices within the work setting. **Therefore, employees should have no expectation of privacy with regard to the use of cell phones or other mobile electronic devices within the scope of Diocesan employment.**

### **a. Use During Work**

The use of cellular phones and other mobile electronic devices during work should be limited to business purposes. Employees should limit the amount of personal conversations and/or text messages in which they engage during work hours.

Cell phones may be monitored by outsiders; consequently, conversations regarding confidential Diocesan matters should not be conducted on a cell phone. Confidential conversations should be in person or over the Diocesan telephone system.

**b. Use While Driving**

Use of a cell phone or other electronic mobile device while driving may increase chances of having an accident. In the event that a call must be made or answered, for safety purposes, pull the vehicle off the road and place it in “park” before using the mobile device.

**It is the policy of the Diocese that employees, while in the course of any work-related activity, may not use their cell phones or other mobile devices while driving.** This means that employees may not use cell phones to conduct work-related activity in any vehicle while driving, including personal vehicles. In addition, employees may not use cell phones for any purpose, including conducting personal conversations, while driving during the course of work, or while driving a Diocesan-owned vehicle.

**c. Camera Phones**

Cell phones or other mobile electronic devices that have a photographic or video recording capability must not be used to record any subject matter, event, material, or person related to the business of the Diocese. Recording confidential Diocesan information is thus strictly prohibited. **Violation of this policy may result in the confiscation of the images or videos as well as corrective action, up to and including discharge of employment.**

**d. Storage of Company Information**

The use of a cell phone or other mobile electronic device to store or transmit confidential Diocesan information is strictly prohibited. **Violation of this policy may result in the confiscation of the information as well as corrective action up to and including discharge of employment.**

**e. Storage and Transmission of Inappropriate Content**

Using a cell phone or other mobile electronic device to transmit a message or other file which may be deemed foul, inappropriate, or offensive to a co-worker, or during Diocesan business, is strictly prohibited. Storing such a message or file on a Diocesan-owned cell phone or mobile electronic device is likewise strictly prohibited.

**f. Cellular Communications**

The Diocesan wireless communications policy is to provide services and limited support for cellular phones, other wireless communications devices to employees who have a recognized business requirement and have the approval of their managers for the expenses involved. Specific details are covered in the sections that follow. **Any and all diocesan information is the property of the diocese and use of this data outside the normal duties as an employee of the diocese is expressly forbidden.** All direct office expenses associated with wireless services will be charged to the

user's departmental budgets. Because of the indirect administrative costs involved in managing these services, diocesan-sponsored wireless services are restricted based upon the type of service and the individual user's responsibilities.

The diocesan wireless partner provides company-sponsored cellular service on corporate accounts for higher-level management employees (Director and above). For employees below the director level, the Finance Office will allow reimbursement of equipment and monthly cellular expenses based upon diocesan guidelines at the discretion of the individual employee's manager. Such reimbursement must be requested through the diocese expense reporting process and will require normal managerial approvals.

Employees on diocesan-sponsored cellular plans will be limited to the vendors, equipment, and service plans available in our established accounts. Employees eligible for diocesan-sponsored cellular plans that wish to use a different vendor and/or who wish to use equipment not offered under existing standards may choose to make their own selections and request reimbursement through the expense reporting process. Such reimbursement will be at the discretion of the Finance Office.

Due to administrative burdens, the diocese is pursuing a user self-help approach to supporting wireless services wherever feasible. Toward that goal, cellular telephone users will generally need to address issues directly with their cellular service providers.

It is the responsibility of each employee to use reasonable care in handling and protecting wireless devices provided by or paid for by the diocese. Diocesan insurance policies cannot cover this type of loss. Should such equipment be lost, stolen, or damaged beyond repair, replacement costs must be borne by either the responsible employee or by the employee's office at the discretion of the Finance Office and depending upon the circumstances of the loss. If the current corporate plan includes damage insurance, the employee will be responsible for the deductible applied to the replacement cost.

The diocese will order and add a cellular phone to the corporate account for an employee at or above the position of director who requires the use of a cellular phone to perform his or her job responsibilities. Cellular phones covered under this policy are limited to those that are currently supported by the diocese.

An employee's manager must submit written (e-mail) authorization to the Information Technology Office requesting a cellular phone for the employee. If additional accessories (headset, spare battery or spare charger) are required for use with the phone, this must be requested in writing at the time the order is placed. Due to the administrative burden to the diocese, accessory requests made after the cellular order has been placed will be the responsibility of the employee to complete. The decision whether to purchase other auxiliary equipment after the initial cellular order is at the manager's discretion. If a manager approves reimbursement of such an expense, this



must be done through the expense report process. Available plan discounts on accessory equipment may not be applicable after the initial purchase. The Finance Office will have the final say on whether a particular plan and phone will be recommend.

Should an employee desire a type of cellular telephone or a cellular service provider that is not supported, the employee is responsible for the procurement of and payment for that phone as detailed in the "Employee-owned cellular phones" section of this policy.

Monthly fees for service will be paid for by the diocese and billed to the office in which the employee works. Reimbursement of excessive cellular charges may be requested and approved at the manager's discretion.

The cellular service provider will handle day-to-day maintenance and support. Please contact the Information Technology Office for the support number.

Diocese-owned cellular phones must be turned in to the diocese human resources office when the employee leaves the Diocese. Any accessories provided with the phone, or paid for through the expense process, must be turned in with the phone at the time of exit, as they are the property of the diocese.

Employees must sign and return a Wireless Plan Participation Agreement prior to being considered for plan participation.

**Employees who fail to comply with this Policy may be subject to corrective action, up to and including discharge of employment.**

## 603 Conference Rooms

The Catholic Center has a variety of spaces available that are suitable for departmental and committee meetings as well as other gatherings and events during regular operating business hours.

- I. To schedule one of the following conference rooms, you should do so as far in advance as possible to allow for access to the conference room and building. As this process should be the norm, it is also understood that a last minute meeting may be necessary. In these types of situations, accommodations will be made to the best of our ability at the time of the request.

### Conference room

- 1<sup>st</sup> floor conference room
- 2<sup>nd</sup> floor conference room (smaller – G2)
- 2<sup>nd</sup> floor conference room (larger – G4)
- 3<sup>rd</sup> floor conference room
- 3<sup>rd</sup> floor print library area
- 4<sup>th</sup> floor conference room
- 5<sup>th</sup> floor conference room

- II. Conference rooms are intended for use only by Diocesan offices and agencies, departments, committees, and consultative groups in the conducting of official Diocesan business. A member of the office scheduling the use of the conference room must be present and responsible for seeing that guidelines are followed.
- III. Notwithstanding the above, once a meeting has been scheduled in any conference room, including departmental space, it is expected that all parties will honor the schedule.
- IV. In the event that more than one party claims to have reserved a room at the same time, the master calendar will be followed. If this does not work, the parties may seek mediation from the Episcopal Moderator within whose administrative area the conference room is located.
- V. If a party has reserved a room and subsequently cancels the meeting, that party is responsible for providing notification to the schedule keeper and the Operations Manager so that the master calendar can be adjusted and the room made available to others.
- VI. Meetings may only be scheduled at times when the building is open unless scheduled in advance and approved. All meetings should cease at least 15 minutes before the building closes. Normal building hours are Mondays through Thursdays, 6:30 a.m. to 7:00 p.m., and Fridays from 6:30 a.m. to 6:00 p.m.
- VII. Parties using any conference room must abide by the rules and regulations established for that room. The room must be left in a neat and tidy condition. Any damage or cleaning cost incurred will be billed to the office or department that reserved the room.

**VIII.** The use of the First Floor Conference Room is intended to complement its design and furnishings. The following are guidelines for its appropriate use:

- a.** In general, the First Floor Conference Room is reserved for larger groups and for the Bishop's use.
- b.** It will be made available to other appropriate Diocesan groups if other meeting space is unavailable.
- c.** Under some circumstances, the Chancery may preempt other groups already scheduled to use the room.

## 604 Confidentiality

The Diocese understands the importance of confidentiality and, at times, is required to maintain personal and private confidential information about employees and/or those whom it serves. Therefore, the information cannot be used for any reason other than those that occur as part of an employee's regular job duties to perform.

- I. Employees of the Diocese have the legal and ethical responsibility to keep all information about employees, volunteers and those individuals served confidential and private.
- II. At times, the Diocese is required to maintain personal and private confidential information about our employees and others. During employment with the Diocese, employees may have access to certain private confidential information about other persons and employees. This information is confidential and private and status must be maintained. Such confidential information includes, but is not limited to, the following examples:
  - a. credit card information
  - b. banking account information
  - c. social security numbers
  - d. addresses;
  - e. phone numbers; and
  - f. birthdates

The sharing of this information (either individually or in combination with other sensitive information) could harm the Diocese, our employees and our patrons. The unauthorized disclosure of sensitive, personal, private or confidential information is strictly prohibited. Without proper authorization from an employee's direct supervisor or a member of the Personnel Office, this information cannot be used for any reason, other than those that occur as part of an employee's regular job duties, nor disclosed to anyone outside the Diocese. **Failure to follow this policy may lead to corrective action, up to and including discharge of employment.**

- III. As employees go about the business of providing service this may be difficult. At times, information may need to be discussed with others who need that information in order to do their job. These guidelines have been prepared to assist employees in making decisions about confidentiality. Ultimately, each employee, in consultation with his or her supervisor, is responsible for making the appropriate decision regarding the communication of information, which may be confidential in nature.
- IV. Employees who release or discuss any confidential information without permission or authority to do so will be subject to corrective action, up to and including discharge.
- V. The Diocese will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any person, including employees, volunteers, visitors and others for filing a complaint to the Diocese for testifying, assisting, or participating in an investigation.

## 605 Conflict of Interest

All employees shall avoid activities and situations which actually, potentially, apparently or are perceived to conflict with the Diocese's interests or interfere with the Diocese's duty to serve the Roman Catholic Church's teachings and missions ("Conflict" or "Conflicts"). Employees are to perform their duties in good faith and in a manner reasonably believed to be in the best interest of the Diocese and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances.

### I. Definitions

- a. **Financial Interest:** An employee has a "financial interest" if that person has directly or indirectly, through business, investment, or family (including spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children; grandchildren and great grandchildren; spouses of children, grandchildren and great grandchildren) any one of the following:
1. An ownership or investment interest in any entity with which the Diocese has a transaction or arrangement;
  2. A compensation arrangement with the Diocese, other than compensation earned as salary or wages for normal employment, or any entity or individual with whom the Diocese has a transaction or arrangement; or
  3. A potential ownership or investment interest with, or compensation arrangement with, any entity or individual with whom the Diocese is negotiating a transaction or arrangement.
- b. **Compensation:** Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature

### II. **Types of Conflicts.** A conflict can include, but is not limited to, the following:

- a. Having a direct or indirect financial interest or a close personal interest through family or otherwise in a company, service, transaction, property, or product that could be affected (in a positive or negative manner) by decision which the employee makes;
- b. Serving as a partner, member, shareholder, director, officer, or trustee of another entity that has a direct or indirect interest in a transaction with the Diocese;
- c. Revealing or misusing confidential information;
- d. Accepting or offering substantial gifts, excessive entertainment, favors or payments which may reasonably be construed to constitute undue or otherwise improper influence;
- e. Breaching any fiduciary duty owed to the Diocese;
- f. Participating in any private inurement transactions, which include transactions where the Diocesan resources are transferred to an individual solely by virtue of the individual's relationship with the Diocese and without regard to accomplishing the purpose of the Diocese;

- g. Exploiting opportunities for personal and private benefit that could otherwise benefit the Diocese;
- h. Taking direct action on behalf of the Diocese that may result in a material personal or private benefit or that may result in material adverse impact to a personal or private competitor;
- i. Publicly engaging in behavior or making statements which are inconsistent and/or potentially embarrassing to the teaching and mission of the Catholic Church;
- j. Utilizing Diocesan facilities and materials for the employee's own personal gain; and
- k. Engaging in outside employment as prohibited herein.

### **III. Outside Employment**

Generally, any other job interest or activity from which the employee seeks monetary payment or other financial gain during the employee's regular or assigned working hours for the Diocese shall constitute a conflict and shall be prohibited. However, an employee's outside employment will not be construed as a conflict so long as the hours of the outside employment do not overlap or coincide with the employee's required time as set forth by the Diocese, so long as the employee's work performance is not affected by such outside employment, and so long as such outside employment is not otherwise a conflict, and so long as employment has been approved by the Director.

### **IV. Duty to Disclose**

Employees shall disclose all conflicts, including all transactions involving a financial interest, to the Vicar General of the Diocese. Employees may be asked to disclose annually, in writing, any actual, potential, perceived or apparent conflict of interest situations and shall include sufficient detail so as to allow a complete and objective assessment of the conflict. The duty to disclose includes the following:

- a. Disclosure of actual, potential, perceived or apparent conflicts, directly or indirectly involving the employee ("Primary Conflicts"); and
- b. Disclosure of conflicts of which the employee is aware which directly or indirectly involves another employee ("Secondary Conflicts").

### **V. Non-Retaliation**

No employee shall be subject to any form of retaliation or corrective action for disclosing an actual, potential, perceived or apparent secondary conflict. The Diocese shall ensure that employees reporting secondary conflicts shall suffer no retaliation as a result of their involvement in the investigation, except in the case of intentional misconduct or bad faith, provided that the Diocese shall not be in any way restricted from taking action against an employee for an employee's own violation of this Conflict of Interest policy. Any employee found to have intentionally or willfully falsely reported a conflict or secondary conflict, or found to have failed to disclose a conflict or secondary conflict of which the employee knew or should have known, or found to have reported a conflict or secondary conflict in bad faith, shall be subject to corrective action.

**VI. Procedures for Addressing a Disclosed Conflict**

The employee shall disclose all conflicts to the Vicar General of the Diocese. The Vicar General then shall undertake whatever steps he deems necessary to determine if a conflict exists and, if so, what action is required.

**VII. Violation of Policy/Failure to Disclose Conflict**

If any supervisor has reasonable cause to believe that an employee has failed to disclose an actual or possible conflict or secondary conflict, the supervisor shall inform the Vicar General of the basis for such belief, and the Vicar General shall afford the employee the opportunity to explain the alleged failure to disclose.

- a. After hearing the response of the employee, the Diocese may undertake such further investigation as may be warranted under the circumstances.
- b. If the Vicar General determines that an employee has in fact failed to disclose an actual or possible conflict or secondary conflict, has intentionally or willfully falsely reported a conflict or secondary conflict, or has reported a conflict or secondary conflict in bad faith, the Diocese, will take appropriate corrective action against the employee who violate this Conflict of Interest Policy. This corrective action may include, but not be limited to, oral admonishment, written reprimand, reassignment, suspension, or discharge.

**VIII. Subsequent Conflicts and Disclosures**

Notwithstanding previous disclosure of actual, potential, perceived or apparent conflicts or secondary conflicts, an employee shall make a new disclosure of conflicts, including secondary conflicts, when any matter involving the conflict arises for discussion or action. In the event that an employee is uncertain whether an actual, potential, perceived or apparent conflict exists, the employee should make disclosure of the circumstances that may give rise to an actual, potential, perceived or apparent conflict or secondary conflict.

**IX. Miscellaneous**

- a. Diocesan Property. Any materials, computer, audio visual, any kind of written materials which are developed by an employee either during working hours or with Diocesan facilities, equipment, materials, shall be the property of the Diocese unless otherwise negotiated between the Diocese and the employee.
- b. Confidential or Privileged Information. Information known to be confidential that is acquired by employees in the course of employment or association with the Diocese and its affiliated entities will be used only for the benefit and purposes of the Diocese. Employees shall neither disclose confidential information (as described in the *Confidentiality* Policy, **Section 604, Page 91**) outside the scope of their authorized duties nor utilize their position or association with the Diocese for personal identification or advantage.

## **606 Dangerous Situations**

The Diocese recognizes that from time to time an employee may encounter a dangerous situation.

- I.** If a situation ever appears dangerous, it probably is. If imminent danger exists, local law enforcement should be called.
- II.** In an emergency, employees should call 911 and describe the emergency situation.
- III.** Employees need to also be sure to specify the exact location of the problem (e.g. the floor and office, etc.).
- IV.** Please refer to the Diocesan Employee Emergency Procedures booklet for specific instructions on various emergency and dangerous situations.



## **607 Employment of Relatives**

The Diocese's policy shall be that employees in supervisory roles are prohibited from dating or being married or related to any subordinate employee directly or indirectly. While it is not the desire of the Diocese to become involved in employees' personal lives, experience has shown that dating, marriage, and family relationships among employees, where there may be a supervisor-subordinate relationship or employees working in the same office or work area, can seriously affect an office's business and activity. This includes claims of favoritism, claims of stricter treatment, personal legal or harassment problems, and the potential for personal issues to spill into the workplace.

- I.** Relatives shall not be hired, transferred, promoted, or demoted into regular positions that have a direct Supervisor-Subordinate relationship. In cases of a Diocesan transfer, situations will be reviewed on a case-by-case basis.
- II.** For the purpose of this policy, a relative is defined as: spouse, child, parent, parent-in-law, grandparent, sibling, aunt, uncle, stepchild, stepparent, stepbrother, stepsister, or individuals sharing the same household.
- III.** Should the marriage of two employees result in a husband and wife being employed in a position of a direct Supervisor-Subordinate relationship, the husband and wife may not continue to work in this manner. If there are no positions into which one of the employees can be transferred, either one of the employees will be required to give a proper resignation notice, or the employee with the least seniority at the Diocese will be involuntarily terminated.
- IV.** The Diocese may employ relatives for temporary positions provided a clear understanding exists that the employment relationship is temporary. Any relative hired by the Diocese must meet all selection standards and fulfill all job qualifications.

## 608 Employment/Termination

There are various reasons that an employee's employment ends at the Diocese.

- I. The employment of an employee, whether actively working or on inactive status, will be ended for the following reasons:
  - a. If the employee resigns, whether verbally or in writing;
  - b. If the employee is discharged;
  - c. If the employee retires;
  - d. Termination of employment as a result of a reduction in force;
  - e. If an employee is absent for three consecutive working days without notifying the Diocese and presenting reasons for the absence that are satisfactory to the Diocese;
  - f. If the allowed period of a leave of absence has expired, or if the employee fails to report to work on the day following the expiration of an authorized leave of absence;
  - g. If the employee has been determined to be disabled and cannot perform the essential functions of their job with reasonable accommodations;
  - h. If the employee submitted an application for employment containing false or misleading information (even if the falsity of the information comes to light after the date of hire); and
  - i. If the employee fails to notify the Diocese within 24 hours of his/her intent to return to work and/or fails to report for work within three working days from a layoff after being notified by the Diocese.
- II. If an employee resigns, that employee initiated the end employment and must submit a written completion of the *Notice of Resignation* form at least two weeks in advance.
- III. If the Director deems it appropriate or necessary, the resigning employee will clean his or her office and vacate it immediately rather than working for the two-week notice. Under these circumstances the employee will still be paid for the two-week notice period. The Director will consult with the Moderator and the Personnel and Finance Offices to arrange delivery of the departing employee's final paycheck.
- IV. Compensation will be paid upon resignation of employment normally based upon the regular Diocesan schedule of payroll. Unused PTO will be in accord with *Paid Time Off* Policy, **Section 313, Page 40**.
- V. Employees who have been involuntarily discharged from employment with the Diocese may file a written appeal of the ending of employment decision by utilizing the *Fair Treatment* Policy as described in **Section 103, Page 12**. Such an appeal must be filed within seven (7) calendar days of being informed of the ending of employment.
- VI. Unless otherwise prohibited by law, individuals are required to follow the Fair Treatment procedure for any contest of an involuntary ending of employment (regardless of the grounds or basis for the ending of employment, or the nature of the claims advanced by the individual), and an individual's failure to exhaust the above administrative remedy

may foreclose any other contest or action (judicial or administrative) concerning the ending of employment.

- VII.** A Director should promptly notify the Moderator and the Personnel Office when an employee resigns or is discharged. A copy of the completed *Notice Of Resignation* form will be forwarded by the Personnel Office to the Finance, Insurance and Information Technology Offices so that necessary arrangements regarding insurance, compensation for unused benefits, exit interview, computer and parking access, and surrender of identification card and keys can be made.
- VIII.** The required notification will be filed in the employee's personnel file with the Personnel Office. A copy of the completed *Notice Of Resignation* form, if requested, will be made available to the employee by the last scheduled date of employment.
- IX. Benefit Status Upon End of Employment**
- a. The conversion of benefits refers only to eligible lay employees who are covered under the Diocesan benefit plans. Please note that the Diocese is exempt from COBRA regulations.
  - b. Employees who resign, retire or are discharged from employment will be paid for unused PTO days according to the *PTO* policy, **Section 313, Page 40**. If the ending of employment for lay employees is due to health factors, which preclude the employee from working and/or receiving retirement benefits (where applicable), then the employee may be paid accrued sick days.
  - c. All other benefits cease at the end of the month of the employee's termination date and are not available through the Diocese. To convert medical, life, or long term care insurance coverage, the Insurance Office will mail information to the employee. The employee should contact the Insurance Office within thirty (30) days after ending of employment.

## **609 Exit Interview**

The Diocese hopes to enjoy a long and mutually satisfying relationship with each of its employees. However, for a variety of reasons, employees may find it necessary to pursue other career opportunities.

- I.** Employees whose employment with the Diocese ends, whether through resignation or involuntary discharge, may be invited to an exit interview conducted by the Director of Personnel, held during the employee's last week of employment.
- II.** The purpose of the exit interview is to encourage employees to freely discuss their reasons, both apparent and unstated, for leaving the Diocese, and to offer suggestions for improvement.
- III.** The Personnel Office will also use the exit interview meeting to review the compensation allowances, benefits, and other payments the terminating employee is scheduled to receive or, if applicable, reimbursement owed to the Diocese.
- IV.** The employee has the right to decline this interview and declining said interview will not affect the employee's eligibility for rehire.

## **610 Gratuities (Receipt of Gifts)**

Diocesan employees are not permitted to solicit or accept gratuities from visitors or vendors.

### **I. Visitors**

- a.** Employees are responsible for serving all visitors equally and cannot solicit gifts, tips, fees, donations, or gratuities.
- b.** Visitors who insist upon showing their appreciation for service they have received by giving items of nominal value (e.g., flowers, food, etc.) should be encouraged to express their appreciation to an entire office, rather than focusing on one or two individuals.

### **II. Vendors**

- a.** Employees shall not solicit or accept gifts from any person or firm doing, or seeking to do, business with the Diocese where it might be reasonably inferred that the purpose of the gift is to influence the employee in the conduct of Diocesan business with the vendor.
- b.** Employees are not prohibited from accepting advertising novelties of nominal value (e.g., pens, pencils, calendars, etc.) when circumstances clearly show that the gifts are offered for goodwill purposes.

**III.** Employees who doubt the propriety of accepting a gift or other consideration should check with their immediate supervisor or the Personnel Office for a determination. As a general rule, any situation, which raises even the slightest doubt of propriety, should be avoided.

**IV.** For further information, refer to the *Conflict of Interest* Policy, **Section 605, Page 92.**

## **611 Identification Badge**

The identification badge is an essential part of an employee's attire and should be worn properly at all times.

- I.** Upon hire, the Information Technology Office will issue the new employee an identification badge containing his/her name and department.
- II.** An employee's initial identification badge and any Diocesan-initiated replacement or promotion/transfer will be issued free of charge. If the employee loses this badge, he or she must report the loss immediately to his or her Director. The Director shall notify the Information Technology Office, which will deactivate the lost badge and issue a new one. The expense of the replacement badge is the responsibility of the employee who lost the badge. Employees who fail to return their identification badge to the Personnel Office upon termination will have the cost of the badge deducted from their final paycheck.
- III.** An employee may not deface the badge by placing on or inserting items, such as stickers or pins, into the badge. Doing so may interfere with the electronic chips inside.
- IV.** Employees should wear their identification badge while on duty.
- V.** Employees must take their badge with them to ensure that they may easily access the parking area and building.

## **612 Kitchens**

The Diocese provides a kitchen area on each floor of the Catholic Center where employees may store, heat and/or eat their lunch.

- I.** A working microwave from an individual department may be used in the common kitchen until it becomes inoperative, at which time the Diocese will purchase a new one.
- II.** Two options are available for coffee/beverage equipment on a floor-by-floor basis:
  - a.** A coffee or other machine may be purchased by the Diocese, with the cost of the maintenance, care and supplies being shared by all departments on prorated basis based on the total number of staff or coffee drinkers per department.
  - b.** A coffee/beverage service that will provide equipment, maintenance, and care may be contracted to a coffee machine for a particular floor of the Catholic Center. Such service must be paid for by all departments on the floor based on the prorated basis described above in **II a** of this Policy.
  - c.** The option to be implemented on each floor will be determined by the majority of the department heads and may be revised as the need occurs.
- III.** The cleaning service employed by the Diocese of Columbus provides general maintenance (such as vacuuming and trash removal) for the kitchens. Other maintenance and care (such as cleaning dishes and caring for appliances) are the responsibility of each floor. Directors will work out any details regarding this. Individuals are responsible for cleaning up after their own use of the kitchen.
- IV.** Under no circumstances should food, coffee grounds, tea bags, etc. to be placed in kitchen drains. Employees who do this and cause clogs will be responsible for any plumbing costs incurred. General common sense, cleanliness, and courtesy should be used by everyone using kitchen appliances or space.

## **613 Lunch Period/Break Periods**

The Diocese understands that employees need time during the day to eat their lunch and also take a break from the workday schedule.

### **I. Lunch Period**

- a.** The lunch period is an uninterrupted, unpaid time period and is to be set at the discretion of the director and will not exceed one hour. If an office's stated business hours are less than nine (9) hours (such as 8 a.m. to 4:30 p.m.), lunch breaks shall not exceed thirty (30) minutes.
- b.** During a lunch period, employees must be relieved of their work duties and must be free to leave their workstation or area.
- c.** Non-exempt employees who leave the Diocese's campus for any reason that is not job related are required to record their time out and their time in upon their return.
- d.** Emergency situations shall constitute the only occasions when employees may be called away from their lunch period to return to duty. Employees who respond to such an emergency will be paid for the lunch period.

### **II. Break Periods**

- a.** Non-exempt employees receive break periods not to exceed 15 minutes for each 4-hour work period (usually one each in the morning and in the afternoon of the workday). These break periods must be scheduled so as to ensure adequate coverage of office functions during those periods.
- b.** Employees are not permitted additional breaks (i.e. for smoking, etc.) above and beyond what is allowed by this policy for any reason.
- c.** Employees cannot take break periods during their first or last hour of work or in shorter periods in order to increase the number of breaks. Break periods cannot be combined with a lunch period.
- d.** Break periods that are not taken by an employee are not cumulative and are forfeited.



## **614 Media**

The Diocese receives inquiries from the media regarding Diocesan matters from time to time.

- I.** At the Bishop's request, all contacts between Diocesan Offices and the media are coordinated through the Communications Office.
- II.** Communications also coordinates calls to the media from Diocesan Offices. No employee shall take on either of these without prior consultation with the Communications Office and following its directions.
- III.** If an employee is called by a reporter, the employee must refer the reporter to the Communications Office rather than answer any questions. Transfer and referrals should be done immediately and courteously. Reporters have deadlines and need to acquire information quickly.
- IV.** Any comment by an employee to the media should be considered "on the record." Never speak "off the record" to the media.
- V.** Refer all media inquiries to the Communications Office in a timely manner. Provide the name of the reporter, who he/she represents, and his/her contact information. The Communications Office personnel will contact the reporter for more details about the inquiry, and subsequently coordinate media contact with the proper Diocesan source.

## **615 Orientation Period**

The Diocese requires all new employees to go through a ninety (90) day orientation period.

Newly-hired employees are scheduled and required to attend an office orientation program, which is the responsibility of their office Director.

### **I. Ninety (90) Day Orientation Period**

- a.** Employees who have completed their first ninety (90) calendar days of employment (orientation) or have been promoted or transferred into a new position or department will generally receive a ninety (90) day performance evaluation. Employees who are supervisors, directors, or other employees with supervisory roles will have a one hundred and eighty (180) day orientation period.
- b.** Newly-hired employees or employees who have been promoted or transferred into a new position or department will also generally be evaluated in connection upon the completion of their first ninety (90) calendar days of orientation in their new position. The purpose of this evaluation is to assist in the determination of whether or not the employee is competent to perform all of the requirements of the position and/or has demonstrated an ability to do so.
- c.** The ninety (90) day orientation period may be extended at the discretion of the Director, up to an additional ninety (90) days for both the newly-hired or transferred employee.

## 616 Parking

Parking areas at Cathedral Square are designated for use by specific categories of people.

- I. Employees are provided parking on either the Cathedral (south) lot or the north lot located at 5<sup>th</sup> and Long Streets. This parking is a privilege of employment with the Diocese of Columbus and not a right. The Operations Manager will assign employees to one of these two lots. Such assignments are made at the Operations Manager's discretion.
- II. The employee identification badge issued by the Information Technology Office provides employees with access to their assigned parking lot. If a badge is forgotten, the employee may be required to make other parking arrangements that day at their own expense.
- III. Employees are never to use their badge to provide a parking space for a non-employee.
- IV. Employees parking on the north lot will be assigned a numbered space; the employee may only use his or her assigned space. Spaces on the Cathedral (south) lot are not numbered or assigned. Several spaces on the Cathedral lot near the Catholic Center's entrance are designated for visitors and should not be used by employees.
- V. Employees expecting visitors to their office at the Catholic Center for Diocesan business purposes may request that the visitor be allowed to park in designated visitor spaces. This request should be submitted to the receptionist at the main lobby of the Catholic Center. The receptionist will advise the employee making the request whether or not the request can be accommodated. Because of space limitations, some requests may be denied. If the visitor cannot be provided parking on the Cathedral lot, the employee who made the request should provide the visitor information about parking alternatives in the vicinity of the Catholic Center.
- VI. The entry gate to the Cathedral lot will be lowered at 8:00 a.m. and raised at 4:00 p.m. Monday through Friday. Unless otherwise directed by the Operations Manager or the Chancery, the gates on the north lot will remain down at all times Monday through Friday. These gates will be raised on Saturdays and Sundays in accordance with the Mass and activity schedule of St. Joseph Cathedral.

## **617 Performance Evaluation**

A performance evaluation process is an ongoing measure of an employee's work progress, skill competencies, development and goal alignment between the employee and the Diocese.

- I.** The performance evaluation date typically corresponds with an employee's employment anniversary date. Each department may set a different date to complete the evaluation, but an evaluation should be completed each calendar year. During the performance evaluation process, the employee's supervisor will explain the evaluation process to the employee and will discuss his or her job performance during a personal interview. The employee's job description may also be reviewed and updated at this time.
- II.** Performance factors on which an employee will generally be evaluated include, but are not limited to, mission, quality and quantity of work, initiative, dependability, teamwork, judgment, and customer service.
- III.** The employee may be required to complete a self-evaluation and will be provided with a copy of the Performance Self-Evaluation Form. Peer evaluations may also be conducted on each employee with feedback provided. Where differences exist between the performance evaluation, peer reviews, and the self-evaluation, a discussion may lead to the discovery of differences in expectations or understandings between the employee and his or her supervisor, or reveal circumstances about which the supervisor was unaware.
- IV.** The employee is required to sign the Performance Evaluation Plan form, confirming that the personal interview took place and that the employee was given an opportunity to comment in writing on the evaluation form. The employee will be given a copy of the evaluation and the signed evaluation will be kept in the employee's permanent file in the Personnel Office.
- V.** The performance evaluation does not represent a guarantee of continued employment regardless of the outcome. Deterioration in performance may result in the implementing of a Performance Improvement Plan up to a ninety (90) day period initiated to address areas of improvement and expand upon the strengths of the employee. Failure by an employee to successfully achieve the Performance Improvement Plan or maintain his or her performance may result in corrective action, up to and including discharge.
- VI.** For further information about the performance evaluation process, contact the Personnel Office.

## **618 Personal Appearance**

The manner of dress and general appearance of the employee must be in keeping with the dignity of the services offered. Good grooming and clothing generally regarded as appropriate to a business office and in good taste are required.

- I.** Employees are expected to present a professional, businesslike image to customers and the public at all times. Clothing must be clean, neatly pressed, in good repair, properly fitted, not revealing, and appropriate for the type of work performed. Acceptable personal appearance is an ongoing requirement of employment with the Diocese. Unless otherwise required by law, radical departures from professional dress or personal grooming and hygiene standards will not be permitted. The Director reserves the right to determine when extremes in dress and appearance of an employee are a detriment to the office.
- II.** All employees should wear their Diocesan ID badges facing forward while working.
- III.** At the discretion of the Chancery, employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat and respectable appearance.
- IV.** Any employee who does not conform to the standards of this policy may be sent home and required to change clothes that meet the acceptable established guidelines of this policy. Hourly employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action up to and including discharge for repeated failure to follow the policy.

## **619 Personal Information**

The Diocese recognizes that an employee's personal information changes from time to time. Employees are required to keep the Diocese updated of those changes.

- I.** Changes in personal data can affect an employee's salary and benefits. Should an employee's name, address, telephone number, number of dependents, marital status, automobile and/or license plate number or other pertinent data change, the employee is required to promptly notify his or her Director and the Personnel Office.
- II.** Employees are responsible for completing an Information Change Form located in the Personnel Office. The Diocese will rely on the most recent information contained in the employee's personnel file.
- III.** The Personnel Office is responsible for ensuring that the data changes are updated in the appropriate Diocesan computers systems.

## **620 Personnel Record/Employment Checks**

The Personnel Office will maintain a file for each employee.

- I.** This permanent file will contain the records concerning the employee and the employee's service with the Diocese.
- II.** A Diocese of Columbus Director is entitled to further information when considering the transfer of a current Diocesan employee into his or her office.
- III.** When references are requested, only the name, employment dates, and position title will be provided.
- IV.** All inquiries from prospective employers, financial or investigative groups must be referred to the Personnel Office for follow-up.
- V.** Only Personnel Office employees who are authorized to release any information about a current or former employee. Employees of the Diocese are forbidden to respond to any verbal or written requests regarding a reference or employment verification for a current or former employee.
- VI.** If factual information is needed by the employee in order to secure a loan or proceed with a business transaction, the employee must provide written consent to authorize the Personnel Office to release any information beyond their dates of employment, position held, and department worked.
- VII.** An employee may specifically request in writing that the Personnel Office release information regarding work performance, attendance, reasons for leaving, and eligibility for rehire.
- VIII.** The employee is required to report any change of address and telephone number. The Diocese will use what appears to be the current address and phone number listed in the personnel record.

## **621 Promotion/Transfer**

The Diocese endorses the practice of promoting and/or transferring qualified employees to vacant positions.

- I.** The Diocese provides equal employment opportunity, consistent with applicable law, to all qualified persons without regard to race, religion, color, creed, sex, age, national origin, disability or other protected classification. Therefore, all vacant positions must be posted.
- II.** Employees who have spent at least six months in their present job are eligible to be considered for promotion or transfer within the Diocese. Changes in an employee's employment classification (e.g., from part-time to fulltime, etc.) can occur at any time as long as both positions involved report to the same Director.
- III.** Qualified and eligible employees who wish to be considered for a promotion or transfer must complete the Promotion/Transfer form available in the Personnel Office.
- IV.** The most qualified and experienced candidate for a vacant position, both internal and external, will receive first consideration. Factors reviewed in determining qualifications may include education, team relations, proven aptitude, interest, skill, dependability, cooperation, attendance, work habits, soundness of judgment and interpersonal skills. Any employee who is currently in the corrective action process or a Performance Improvement Plan may not be granted an interview at the Director's discretion.
- V.** Should two or more candidates be considered to be equally qualified, consideration to fill the vacant position will be given in the following order:
  - a.** To employees of the department in which the vacancy exists, in order of seniority;
  - b.** To employees of other departments, in order of seniority; and
  - c.** To candidates who are not currently employees of the Diocese.
- VI.** The Personnel Office will refer all internal and external applications of candidates who meet the vacant position's minimum qualifications to the interviewing office Director, who will review all applications and authorize the Personnel Office to arrange interviews with both internal and external candidates.
- VII.** Employees who apply for a transfer or promotion should recognize that the Personnel Office will inform their current supervisor a transfer or promotion request has been submitted to Personnel. Should an employee who applies for a transfer or promotion not be chosen for the position for which he or she applied, the person making the hiring decision should state in writing the reason why that employee was not selected. Arrangements can be made by the Personnel Office for further follow-up, if the non-selected employee requests it.



- VIII.** The Personnel Office is responsible for notifying each applicant in writing of the hiring decision after being notified of the decision by the applicable department Director.
- IX.** Employees who are selected to fill a vacant position will be transferred or promoted in a time frame agreed upon by the department Directors involved. All transfers or promotions should be effective at the beginning of a pay period.
- X.** Unless contrary by contract or policy, an employee's transfer to another office in the Diocese administered by this policy code will not change or interrupt the employee's accumulated benefits.
- XI.** Office Directors are encouraged to work with their employees to assist in career development plans, which can be used to expand an employee's current abilities and prepare him or her for future promotions and/or leadership positions. Assistance in preparing a career development plan can be discussed at the time of the employee's annual performance evaluation or obtained anytime in the Personnel Office.
- XII.** Office Directors should not approach or recruit an employee in another department regarding a transfer or promotion opportunity.
- XIII.** Transferred or promoted employees may also be evaluated on or before the completion of their first ninety (90) calendar days of employment in the new position. The purpose of this evaluation will be to determine whether or not the newly transferred employee can perform all of the requirements of the position and has demonstrated an ability to do so.

## **622 Solicitation, Distribution and Posting**

### **I. Definitions and Exemptions**

- a.** The rules regarding solicitation, distribution and posting do not apply to authorized services to employees, to the Diocese's purchasing and supply operations, or to activities, which assist the Diocese in carrying out its mission, functions and responsibilities. Included in the latter group are activities of Diocesan volunteers, auxiliary groups and parishes. Any such related activities may be conducted only with proper approval of the Moderator or the Personnel Office.
- b.** "Posting" is defined as any item that is posted on the Diocesan premises, both internally and externally.

### **II. Distribution of Materials**

#### **Non-employees**

- a.** Non-employees shall not solicit or distribute material (including literature) on the Diocesan property at any time, including bulletins boards or on tables in kitchen areas and on windshields of vehicles on the Diocesan properties.
- b.** Exceptions:
  - 1. Coordinated charitable activities that support the mission of the Diocese, are sponsored by and/or beneficial to the Diocese.
  - 2. Work related activities including sales of supplies or equipment and the providing of in-service educational programs.
  - 3. Diocesan sponsored employee benefits or events.

#### **Employees**

- a.** Employees cannot solicit or distribute any materials to another employee, including non-business related e-mail messages, for any purpose if either employee is on work time.
- b.** Employees are prohibited from soliciting or distributing non-business materials in work areas and kitchen (break) areas at any time.
- c.** Employees should refrain from soliciting vendors or businesses on behalf of the Diocese and/or using Diocesan letterhead to do so when conducting a fundraiser without prior authorization from their immediate supervisor.
- d.** Numerous non-employees of the Diocese are on the premises legitimately at various times, including visitors, volunteers and invitees (Board Members) of the Diocese. No employee shall solicit any such person or distribute materials of any kind to any such visitor, volunteer or invitee on Diocesan property for any purpose without prior authorization from their immediate supervisor, with the exception of:
  - 1. Business supported or business-related materials, whether printed by the Diocese or not; and
  - 2. Business-related meetings held on Diocesan premises.

### **III. Posting of Information in Departments Guidelines**

- a.** Only Diocesan supported programs or business-related materials should be posted on bulletin boards located in the department or kitchens.
- b.** All items may be posted for up to 30 days. The employee/office posting the information is responsible for removing the posting after the event/program post has expired.

## **623 Telephone/Long Distance Usage**

Telephone lines should be kept clear for business use. Employees should also keep use of personal cellular phones to a minimum during work time.

- I.** Employees are encouraged not to place or receive personal phone calls while at work, except in the case of an emergency and should inform their family and friends of this policy. This policy applies to both Diocesan and Non-Diocesan owned cell phones.
- II.** The Director may require the employee to keep a record of each long distance call for business purposes either in written form or by use of departmental account codes assigned by their long distance provider for billing purposes.
- III.** Personal long distance calls should not be made except in cases of necessity. Such calls should be documented immediately. This record will report the person and phone number called, the city, the date and time and the person making the call. Personal long distance calls should be reported to the director with a written record of such calls made. The employee should promptly reimburse the office for personal long distance calls. Failure to do so may result in payroll deductions for unauthorized calls.
- IV.** All employees are expected to have a telephone number so that they can be reached in case of an emergency. Employees are required to make their telephone number available to their department Director and the Personnel Office.
- V.** Employees who regularly use the telephone for job-related duties should remember to use proper telephone etiquette skills. Employees should answer promptly in a pleasant, courteous, and business-like manner, identify themselves by name and department, and give accurate and careful answers.
- VI.** Employees who excessively abuse this policy will be subject to corrective action, up to and including discharge of employment.

## **624 Vacancies**

The Diocese recognizes that from time to time a vacant position will become available and the need to fill it either through an internal transfer or the hiring of an external candidate.

- I.** Information regarding all job vacancies should be posted on the Employment listing as they are approved via the Diocesan website.
- II.** If a position is posted, it will be posted for at least one week unless the Director requests otherwise.
- III.** The employment listing on the Diocesan website assists the Diocese in seeking the most qualified candidate for the open position, either internally or externally.
- IV.** Eligible and qualified internal employees who wish to be considered for a posted employment opportunity may apply to the Personnel Office by submitting his or her resume.
- V.** Eligible and qualified external candidates who are seeking consideration for a posted employment opportunity may apply in person in the Personnel Office, by submitting a resume.

## **625 Visitors**

The Diocese has and invites visitors to the Catholic Center.

- I.** There is one entrance to the building visitors may use, which is the Gay Street entrance on the north side of the Catholic Center.
- II.** All visitors to the building must check in with the receptionist at the Gay Street entrance.
- III.** Visitors for an office or agency should be given clear and courteous directions as well as other assistance as circumstances may suggest. For safety reasons, the parking lot may not be used as a pedestrian walkway for visitors, except in those cases in which this rule presents a particular hardship; then, with due caution, the parking lot attendant may permit passage through the parking lot.
- IV.** Offices expecting visitors should notify the front desk in advance by providing the name of the visitor, the date and time of expected arrival, and the destination in the building.
- V.** The front desk will notify the appropriate office by telephone when a visitor arrives.
- VI.** For security reasons, visitors should not be permitted to pass security doors unless an employee accompanies them.
- VII.** If the person a visitor seeks is unavailable, the visitor should be courteously advised to schedule an appointment for another time.

## 626 Work Schedule and Assignments

The Diocese has established standard work schedules and assignments for its employees.

- I. The Diocesan standard workweek is forty (40) hours, measured from Sunday through Saturday.
- II. Directors will provide specific work schedules for each employee to adequately and efficiently utilize the resources of the office.
- III. Overtime is calculated on a weekly basis in accordance with state law.
- IV. The Diocesan offices are open normally scheduled hours unless mechanical or other emergency problems necessitate a building closure. In the event of inclement weather employees, are to take into consideration any warning or restrictions issued by civil authorities when deciding whether or not to report to work (refer to the *Inclement Weather Policy, Section 402, Page 51*). Employees who judge that travel would not be wise due to inclement weather should discuss the matter with their director.
- V. Employees who refuse to accept work assignments are subject to corrective action, up to and including discharge.

## **APPENDIX A**

### **DIOCESE OF COLUMBUS FAMILY AND MEDICAL LEAVE POLICY**

The federal Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (12) weeks (twenty-six (26) weeks to care for a covered service member as set forth below) of unpaid, job-protected, leave for certain family and medical reasons. This policy sets forth our policies and procedures with regard to family and medical leave under FMLA.

#### **Eligibility**

In order to qualify for FMLA leave, an employee must be a non-ministerial employee and have been employed with the Diocese for at least twelve (12) months (these twelve (12) months of employment need not be consecutive and any employment with the Diocese within the last seven (7) years will be counted toward the twelve (12) month requirement) and have worked at least 1,250 hours during the 12-month period preceding the start of the leave.<sup>1</sup>

<sup>1</sup> The information in this Policy highlights the Diocese's FMLA policy and the rights and obligations of employees and employers under the Act, which are covered in over forty pages of federal regulations. This information is intended to be a short statement of the Diocese policy and these lengthy regulations, and in any particular case, the precise rights and obligations of employees and the Diocese will be governed by the terms of this Policy and the law itself. Nothing in this statement is intended to, or should be interpreted as, granting employees rights beyond those that the law itself provides.

#### **Reasons for Leave**

An eligible employee may take up to twelve (12) weeks of unpaid FMLA leave for the following reasons:

- (1) to care for the employee's child after birth, or placement for adoption or foster care;
- (2) to care for the employee's spouse, son, daughter, or parent who has a serious health condition;
- (3) for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's job.
- (4) to care for an employee's spouse, son, daughter, parent, or next of kin who is, a member, or veteran discharged within the five year period before the need for leave arises (excluding dishonorably discharged veterans), of the Armed Forces, including a member or veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or in the case of current members, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;
- (5) for certain qualifying exigencies arising out of an employee's spouse, son, daughter, parent, who is a member of the Regular Armed Forces, the National Guard, the Reserves (Army, Navy, Marines, Air Force, or Coast Guard), or a retired member of Regular Armed forces or Reserve, who is on or called to covered active duty .



## **Amount of Leave/Calculation**

### **A. Pregnancy, Serious Health Condition or Qualifying Exigency**

An eligible employee can take up to 12 weeks of unpaid FMLA leave during a 12-month period. The Diocese will use a calendar year system for counting how much FMLA leave an eligible employee is entitled to. That means that eligible employees are permitted 12 weeks of unpaid FMLA leave during a calendar year.

### **B. Leave Relating to A Covered Service member's Injury or Illness**

An employee taking leave to care for the employee's spouse, son, daughter, parent, or next of kin who is a member or veteran discharged within the five year period before the need for leave arises (excluding dishonorably discharged veterans), of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or in the case of active members, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness can take up to 26 weeks of unpaid leave in a single 12-month period. The single twelve month period will begin on the first day leave is taken and will expire 12 months thereafter. Each time the employee requests leave we will look back to the first date leave was requested and will determine how much, if any, leave is available.

The maximum amount of leave an employee can take in one year is 26 weeks, regardless of the reason or number of reasons. For example, if an employee has a serious health condition which requires the employee take 12 weeks of FMLA leave, and later has to care for a service member's injury or illness, the employee would be entitled to 14 weeks (26-12) of leave to care for the injury or illness.

### **Available Paid Leave**

Leave taken under FMLA is generally unpaid leave. If the employee has any accrued paid leave available (such as paid vacation, sick leave, etc.) that would apply to the absence, the employee must use that leave, and the amount of paid leave used up will be counted against the employee's FMLA entitlement.

Leave may be taken on a continuous basis (that is, a certain number of days or weeks in a row). Additionally, when medically necessary, for leaves involving serious health conditions or care for a service member's injury or illness, leaves may also be taken on an intermittent basis (that is, leave taken in separate blocks of time due to a single qualifying reason), or on a reduced schedule basis (that is, a leave schedule that reduces the usual number of hours per workweek or hours per day). An employee requesting intermittent leave or leave on a reduced schedule must fulfill all of the obligations that are described in this statement (for example, the advance notice requirements, request for leave of absence forms, medical certification, etc.). The employee must also advise the Diocese of the reasons why the intermittent/reduced schedule is necessary and of the schedule for treatment, if applicable. The employee and the Diocese must then attempt to work out a schedule which meets the employee's needs without unduly disrupting the Diocese's operations, subject to the approval of the health care provider.

Likewise, whenever the employee requests leave for planned medical treatment (whether on an intermittent reduced schedule or continuous basis), the employee must consult with the Diocese and make a reasonable effort to schedule the leave so as not to disrupt unduly the Diocese's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with the Diocese prior to scheduling treatment in order to work out a treatment schedule which best meets the needs of both the Diocese and the employee.

### **Required Notice**

If the need for the leave is foreseeable, such as the expected birth or placement for adoption of a child, or for planned medical treatment, the employee must give the Diocese at least thirty (30) days' notice. If the need for leave is unforeseeable, the employee must give notice as soon as practicable (which generally means at least verbal notice to the Diocese the same day or within one business day of learning of the need to take FMLA leave). Notice shall be given according to the Diocese's normal call-in procedure; failure to follow the normal call-in procedure may result in the denial of leave which may subject the employee to disciplinary action, including discharge. When the employee requests FMLA leave, or in the case of unforeseeable leave, as soon as possible thereafter, they will be given a form entitled Rights and Responsibilities.

The notice must contain sufficient information for the Diocese to understand that the employee needs leave for FMLA-qualifying reasons: the employee must explain the reasons for medical leave so as to allow the Diocese to determine whether the reason is an FMLA-qualifying reason. In the case of leave related to a service member, whenever possible, the employee should inform the Diocese of the name and title of the service member and the reason the leave is necessary. Notice should also include the anticipated timing and duration of the requested leave. If the employee fails to give the proper notice, we may treat the leave as leave which is not protected by FMLA, which may subject the employee to disciplinary action, including discharge.

After the initial request for FMLA leave, in each subsequent request the employee must specifically reference either the qualifying need for leave or the need for FMLA leave. Failure to provide this information may lead to the Diocese treating the leave as leave which is not protected by FMLA, which may subject the employee to disciplinary action, including discharge.

### **Certification**

#### **Serious Health Conditions**

If the employee requests FMLA leave because of his or her serious health condition, or to care for a family member with a serious health condition, the employee will be required to provide medical certification of the need for the leave. The medical certification form, which the Diocese will provide, must be completed by a health care provider and returned within 15 days. If the Diocese has reason to doubt the validity of the medical certification, it may require the employee to get a second opinion. The Diocese may also require medical recertification during the period of an employee's FMLA leave.

#### **Service member Leave**

If the employee requests FMLA leave to care for a service member or for qualified exigencies the employee will be required to provide certification validating the need for leave. The employee will be provided with a certification form which must be completed. The following types of information may be required: copies of the service member's active duty orders and appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party; certification completed by an authorized health care provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family. The medical certification form must be completed and returned within 15 days.

#### **General Procedure**

Regardless of the type of FMLA leave, the following procedure applies to FMLA requests: At the time of the request or shortly thereafter the Diocese will provide the employee with the appropriate certification form, depending on the type of leave requested. As stated above, the form must be

returned within 15 days. In the event the employee fails to provide medical certification within 15 days, the Diocese may treat the leave as leave which is not protected by the FMLA.

When the leave is foreseeable and at least 30 day notice has been provided, the employee should submit the medical certification before leave begins. When this is not possible, or when the leave is not foreseeable or the employee has not provided 30 day notice, the employee must submit the certification within fifteen days after the employee is notified of the requirement to submit the certification (unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts, in which case, the notice must be provided as soon as is reasonably possible under the particular facts and circumstances).

In the case of foreseeable leave, failure to submit a required medical certification within the fifteen (15) day period may result in a delay or in a denial of leave until the certification is provided, and may cause the employee's absence to be considered as unexcused, which may subject the employee to disciplinary action, up to and including discharge. In the case of leave that is not foreseeable, failure to provide a required medical certification within fifteen (15) days after the requirement to submit the certification is sent to the employee, or within a reasonable time under the pertinent circumstances, may result in a delay or in denial of the employee's continuation of FMLA leave and may cause the absence to be considered as unexcused which may subject the employee to disciplinary action up to and including discharge.

Once the certification has been provided the Diocese will determine whether you are entitled to FMLA leave. The Diocese will provide you with a designation form within 5 days of you providing the information necessary for certification. This form will notify you if the leave request is covered by FMLA, if more information is necessary before a decision can be made, or, if the leave is not covered the reason why it is not covered. If more information is necessary, the employee must provide the additional information necessary within 15 days of the return of the designation form. Failure to provide the necessary information may result in the Diocese treating the leave as not protected by the FMLA.

### **Fitness for Duty Report**

At the end of an FMLA leave which is taken because of an employee's own serious health condition, the Diocese may require the employee to provide certification from the health care provider that the employee is able to resume work. The designation form provided by the Diocese will inform the employee if a fitness for duty report is going to be required. Along with the designation form the employee will be given the essential functions of the employee's job and the return to work certification must address those essential functions. The Diocese may deny the employee reinstatement to work until the employee submits the certification.

Additionally employees on intermittent leave who poses a reasonable safety concern may be required to submit a fitness for duty form not more than once every 30 days. The designation form provided by the Diocese will indicate whether a fitness for duty certification is required and how often one will be required. The Diocese may deny the employee reinstatement to work until the employee submits the certification.

### **Reinstatement**

Upon return from a leave required by the Act, unless a job elimination has occurred which would have terminated the employee's job or placed him/her in a different job, an employee taking family or medical leave under the Act (not exceeding 12 weeks) will generally either be restored to his/her prior position or to an equivalent one in terms of pay, benefits, responsibilities and authority. In certain circumstances, job restoration may be denied to certain highly compensated "key" employees if necessary to avoid substantial and grievous economic injury.

### **Maintenance/Accrual of Benefits During Leave**

An employee taking FMLA leave is entitled to maintain any employment benefits, other than the paid and unpaid leave required to be used, that the employee had accrued prior to the date upon which leave began. During any period of unpaid FMLA leave, employees will not accrue personal leave, sick leave, or vacation leave. Employees who return to work after a FMLA leave will not lose any seniority or service credit eligibility. Unpaid FMLA leave will be treated as continuous service (i.e., no break in service) for all purposes, including the employee's vesting and eligibility to participate in retirement plans.

### **Health Insurance During FMLA Leave**

During FMLA leave, an employee will be maintained on the Diocese's health insurance plan (if any exists) under the same conditions that applied before leave began. To continue health insurance coverage, the employee must continue to make any contributions that he or she made before taking leave. Health insurance coverage may be cancelled if the employee's premium payment is more than 30 days late. If the employee fails to return to work after his or her FMLA entitlement runs out, the Diocese may recover from the employee the Diocese's share (if any) of health insurance premiums paid during the leave. In that situation, the premiums paid by the Diocese during the leave are a debt owed by the non-returning employee to the Diocese, and the Diocese may recover that debt through deduction from any sum due to the employee, or through legal action.

### **School Employees – Leave Near the Conclusion of an Academic Term**

For employees engaged principally in an instruction capacity who request leaves near the end of an academic term:

(a) For a leave beginning more than five (5) weeks prior to the end of an academic term, the school may require that the employee continue their leave until the end of the term if:

- (1) The leave is at least three (3) weeks long, and
- (2) Return to work would occur during the three-week period prior to the end of the term.

(b) For a leave beginning less than five (5) weeks prior to the end of an academic term, the school may require the employee to continue the leave until the end of the term if:

- (1) The leave is greater than two (2) weeks in duration, and
- (2) Return to work would occur during the two-week period before the end of the term.

(c) For a leave beginning less than three (3) weeks prior to the end of an academic term, and if the duration of the leave is greater than five working days, the school may require the employee to continue the leave until the end of the term.

Employees with questions about the FMLA are encouraged to contact the Personnel office. The Department of Labor also provides Fact Sheets accessible online at [www.DOL.gov](http://www.DOL.gov).

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**EMPLOYEE ACKNOWLEDGMENT OF PERSONNEL POLICIES AND PROCEDURES CODE RECEIPT AND NOTICE OF PRIVACY PRACTICES**

The Personnel Policy Code describes important information about the Diocese of Columbus, and I understand that I should consult my Director or the Personnel Office regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Personnel Policy Code may occur without prior notice. I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with the Diocese of Columbus voluntarily and acknowledge that there is no specified length of employment (those employees under canonical appointment for a specified term notwithstanding). Accordingly, either I or the Diocese of Columbus can terminate the relationship at will, with or without cause, and with or without notice, at any time. I will not rely on any statements made to me that are contrary to this fact. I acknowledge that no employee, agent, or representative of the Diocese has the authority to allow me to engage in any conduct or behavior that in any way conflicts with the policies, rules and regulations contained in this Personnel Policy Code. Furthermore, I acknowledge that this Personnel Policy Code is neither a contract of employment (express or implied) nor does it contain binding representations.

I understand the Personnel Policy Code is available on the diocesan website and have read the Personnel Policy Code. I agree to comply with the policies contained in this Personnel Policy Code and any revisions made to it. I have had an opportunity to ask any questions I may have about its contents, and I understand its contents. I understand that failure to follow these policies will result in corrective action up to and including discharge from employment.

I have read the Diocese of Columbus workplace harassment policy, which is contained in this Personnel Policy Code, and I understand that the Diocese of Columbus will not tolerate harassment in any form in the workplace. I understand that I am to report immediately any harassment that occurs at work, and that the Diocese of Columbus will not permit any retaliation because a complaint was made.

I understand that I am responsible for returning my identification badge, keys and any other property of the Diocese upon termination of my employment with the Diocese.

\_\_\_\_\_  
Employee's Name (Typed or Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**This form must be returned to the Personnel Office and will be kept in the Employee's Personnel file.**