



DIOCESE OF OWENSBORO CATHOLIC SCHOOLS

EMPLOYEE POLICY HANDBOOK FOR CLASSIFIED PERSONNEL



Catholic Schools
Learn. Serve. Lead. Succeed.



Diocese of Owensboro

McRaith Catholic Center

Dear Colleagues in Christ,

Welcome to the Diocese of Owensboro Catholic Schools team! We are thrilled to have your “YES” to working with your Catholic school team!

Together, we serve our Catholic school community with each of us sharing our God-given gifts and talents to assist in building the Kingdom of God.

The greatest blessing in my life as a result of my work with Catholic schools has been a deeper faith as a result of being surrounded by wonderful faith role models and being part of a prayerful faith-based community. My hope for each of you is that your faith life will grow stronger as a result of your work with and for those you have been called to serve.

The policies contained within this handbook are meant to provide a structure of the basic information of personnel policies which affect your employment with the Diocese. Please read these policies carefully, ensuring that you understand them thoroughly.

May God bless you and your family.

With prayers of gratitude for all that you will do for our Catholic schools,

A handwritten signature in black ink, appearing to read "David Kessler". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Kessler

Catholic School Superintendent

Diocese of Owensboro

DIOCESE OF OWENSBORO GOALS

Vision Statement One:

GO!

Option Statement:

All parishes and diocesan ministries shall represent a Church known for being merciful, open and welcoming to all.

Vision Statement Two:

MAKE DISCIPLINES

Option Statement:

Foster a sense of discipleship among Catholics of all ages, helping all to explore their vocation and to renew their role as stewards of the many blessings we have received from God.

Vision Statement Three:

TEACH

Option Statement:

The Church shall provide a comprehensive range of ministry promoting the dignity of the human person and the importance of the family and celebrating the teachings of Jesus Christ.

INTRODUCTION

This *Employee Policy Handbook* is a summary of current policies, procedures, and benefits of the Diocese of Owensboro. These policies will be evaluated on an annual basis. If there is a concern or question regarding a policy please forward your concerns to your supervisor for further study and evaluation. This *Employee Policy Handbook* does not replace the already approved handbooks for schools, cafeteria workers, or preschools/daycares.

This *Employee Policy Handbook* has been prepared to communicate the Diocese of Owensboro Catholic School's Classified Personnel Employment practices, Catholic position, and values. The policies and procedures in this *Employee Policy Handbook* supersede all those contained in prior employee policy handbooks. This *Employee Policy Handbook* is designed to summarize the Diocese of Owensboro Catholic School's human resource policies and procedures for Classified Staff; it does not include all policy and procedure statements and documents.

In addition to the *Employee Policy Handbook* there are school, parish and other organizations within the Diocese which have pertinent policies, statements, regulations, practices, and programs. Please reference those documents when verifying specific school, parish, or other organization guidelines.

The terms of this *Employee Policy Handbook* are subject to change without prior notice. The supervisor will make employees aware of such changes. It is the responsibility of the employee to review such changes in policies, procedures, benefits, and rules.

It is intended that this *Employee Policy Handbook* will assist the employee in understanding the importance of working in a Catholic school, as well as opportunities to improve the quality of life for others through ministry by association with the Catholic Church of western Kentucky.

After receipt and review of this *Employee Policy Handbook*, employees are required to sign the "Employee Acknowledgment Form" located at the back of the *Employee Policy Handbook*. By signing this form, employees acknowledge they will comply with the *Employee Policy Handbook*. The signed form is required to be given to the employee's supervisor.

EMPLOYMENT POLICY

The Diocese of Owensboro is an Equal Opportunity Employer. It is the Diocese of Owensboro Catholic School's policy to provide equal employment opportunity to all qualified employees and applicants for employment, and to not discriminate on any basis, including race, color, religion, gender, national origin, disability, age 40 and over, genetic information, or any other characteristic protected by federal, state, or local law, except where religion or ordination is a bona fide occupational qualification. The Diocese of Owensboro Catholic Schools promotes equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Employees of the Diocese of Owensboro Catholic Schools are prohibited from discriminating against any person on the basis of the above mentioned characteristics.

This *Employee Policy Handbook* is not a contract, expressed or implied, nor does it guarantee employment for any specific duration. In accordance with Kentucky State law, all personnel who do not have a written, individual employment contract for a specific, fixed term of employment are "employed at-will." This means that they are employed for an indefinite period and are subject to termination at any time, for any legal reason, with or without cause or notice. In like manner, these employees may terminate their employment at any time for any reason.

Unless employees are clearly contracted in writing by their supervisor, they are "at-will" employees, and the "at-will" nature of their employment will not be altered by any oral presentation or any oral representations during the pre-hire interviews or discussions.

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EMPLOYEE POLICY

Job Applications

The Diocese of Owensboro Catholic Schools relies strongly on the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and subsequent employment. The Diocese of Owensboro Catholic Schools reserves the right to verify all information given by the applicant. Misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment within the Diocese of Owensboro Catholic Schools, or, if already hired, termination of employment.

Job Descriptions

The Diocese of Owensboro Catholic Schools will have a job description for each position, which outlines its tasks, duties, and responsibilities. When employees are hired, they will be given a copy of their job description to help them understand what the job entails. The job description will also contain the job specifications, the personal qualifications an individual must possess in order to perform the duties and responsibilities, and the physical context in which the job will be performed. The job description also serves as a guide for the employer to evaluate employee performance.

Minimum Age Requirement

Employees must be a minimum of 16 years of age to be eligible for hire.

Criminal Background Check

The Diocese of Owensboro Catholic Schools follows the policies and procedures regarding background checks established and implemented by the Diocese of Owensboro. Any individual over the age of 18 years, who has been offered employment or any volunteer wanting to work with minors within the Diocese of Owensboro, will be required to submit to a criminal background check, and must receive Safe Environment training, as a condition of employment or volunteering with minors on behalf of the Diocese of Owensboro. Any employee as well as any volunteer working with minors may not begin employment or volunteer service until the criminal background check process has been completed and the employee/volunteer is determined to be cleared for service.

Orientation

Orientation should include discussion of benefits, duties, responsibilities, policies, and procedures specific to an employee's job, and review of the *Handbook*. All appropriate benefit forms, tax forms, and employee new hire forms should be completed within the first week of the hire date. All applicable benefit forms should be sent in a timely manner to the Diocese of Owensboro's administrative office and all employment forms should be maintained in the employee's personnel file.

Introduction Period

An introductory period of sixty (60) days is an opportunity for a new employee to become familiar with a job position and its responsibilities. All new employees are required to complete at least a 60-day introductory period. A performance review will be conducted at the end of the 60-day introductory period, which will address the immediate supervisor's assessment of the employee.

The Diocese of Owensboro Catholic Schools is an "at-will" employer. If during the introductory period and thereafter during the employment period, it is determined an employee is not suited to a job position, the employee may be terminated. In like manner, employees may terminate their employment at any time for any reason.

The 60-day introductory period may be extended once, for additional 30 days, if the supervisor needs additional time to evaluate performance. The extension should be provided to the employee in writing with issues necessitating the extension and a plan for continued satisfactory performance. After successful completion of the introductory period, an employee will be considered a regular employee (full-time or part-time.)

Performance Appraisal

A performance appraisal is an on-going process of communication between employees and their supervisors. The work of every employee should be reviewed informally on a regular basis, within sixty (60) days of the date of hire, and formally at least once a year. Accomplishments, affirmations, recommendations, new job requirements, goals, and objectives should all be part of the performance appraisals. After a formal performance appraisal is discussed with an employee, it becomes part of the employee's personnel file. The employee's signature on the appraisal form does not necessarily indicate agreement with the review, but only that the employee has read it. Employees may respond in writing to their review, which will be kept in their personnel file.

Accommodations for Individuals with Disabilities

The Diocese of Owensboro Catholic Schools will make reasonable accommodation to provide for its disabled personnel in accordance with the Americans with Disabilities Act (ADA), as amended and applicable state or local laws prohibiting discrimination. The Diocese of Owensboro Catholic Schools provides equal opportunities to qualified individuals with disabilities by ensuring that those individuals will be given the same considerations for a position as any other applicant or employee. It is the responsibility of the applicant or employee to inform their supervisor of the need for accommodation. The employee may be required to provide written documentation for the request and the Diocese of Owensboro Catholic Schools reserves the right to determine on a situational basis whether a request may be granted.

Hiring of Relatives

The Diocese of Owensboro Catholic Schools gives equal consideration to all candidates in hiring, so that the most qualified person is hired. All relatives and friends recommended by employees must meet the same employment requirements as all other individuals applying for the same position.

While the Diocese of Owensboro Catholic Schools allows the hiring of relatives, such employment is subject to certain conditions. No employee will be permitted to directly or indirectly supervise, or have control over pay or benefits for a relative. If relatives are employed, both individuals must understand all confidential information is not to be shared.

Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act, the Diocese of Owensboro Catholic Schools employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment. Individuals to whom an offer has been made will be required to complete and sign, the U.S. Citizenship and Immigration Services Form I-9. This form requires employees to attest they are authorized to work in the job for which they have been hired and documentation submitted to establish this right is genuine. The information contained on the I-9 forms are verified on the E-verify system through the website www.uscis.gov. Records shall be retained for one (1) year past the last date of employment.

Inquiries and References on Current and Former Employees

All employment verification inquiries on current or former employees should be directed to the school's administration. The school will only provide verification of employment dates and positions held by the employee. Information such as wages, address, or telephone number will only be provided with a written authorization from the employee unless it is necessary to comply with a legal requirement.

Personnel Records

The school maintains an official personnel file for each employee that contains necessary job-related and personal information. These files are confidential. Personnel files are the property of the Diocese of Owensboro Catholic Schools and access to the information they contain is restricted. Only the supervisor and designated representatives who have a legitimate reason to review information in a file are allowed to access the file. Employees may schedule a time with their supervisor to examine their personnel records.

Personal Data Change

It is the employee's responsibility to notify their supervisor as soon as possible of any change in personal data. It is important that personnel files are accurate. The employee must notify their supervisor of the following changes: name, address, telephone number, additional education, change in marital status, change in beneficiary for benefit plans, birth of a child, change in financial institutions for direct deposit and change in exemptions for federal and state income taxes.

Re-Employment of Retirees

Retirees who wish to be re-employed by the Diocese of Owensboro may be re-hired while continuing to receive their full retirement benefit, provided they are re-employed on a part-time basis and are regularly scheduled to work no more than 19.5 hours per week.

EMPLOYEE PAY PRACTICES

Classification of Employees

For purposes of benefit eligibility, pay, and job duties; employees are classified as follows:

- **Regular Full-Time Employees** (Hourly or Salaried) are those employees who are scheduled to work twenty (20) hours or more per work week.
- **Regular Part-Time Employees** are those employees who are scheduled to work less than twenty (20) hours per work week.
- **Temporary/Seasonal Employees** (Full-Time or Part-Time) are those employees who are employed for a limited duration of time for a specific project.

An employee's status and the number of scheduled work hours will determine which benefits are available. "Benefits and Time Off" are further defined by the school.

The Fair Labor Standards Act is a federal law which requires that all employees' status be classified as exempt or non-exempt.

- **Exempt** – An exempt employee is not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. An exempt employee is paid on a salary basis, pre-determined amount each pay period, based on the duties performed, rather than the hours worked. An exempt employee does not earn overtime for time worked in excess of forty (40) hours per week. Pay adjustments are not made for an exempt employee working longer or shorter work days. In circumstances where excessive time is being worked, an employee may be granted time off at a later date, as approved by their pastor or employer. Time off under these circumstances should never be expected on hour for hour basis. Additional time off should only be granted in recognition of an extraordinary commitment of time.
- **Non-Exempt** – A non-exempt employee is covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. A non-exempt employee is entitled to overtime pay at a rate of one and one half (1-1/2) times their regular pay rate for each hour over 40 hours of actual work, excluding a lunch break and non-worked time, in a given work week. Paid leave time (sick days, vacation days, holy days, holidays and personal days) hours are not included in calculating overtime hours in a workweek. Non-exempt employees must be paid for all hours worked, and they cannot "volunteer" to do their job off the clock. Compensatory time off may be allowed for a non-exempt employee working in excess of the regular schedule work week but less than a 40 hour work week. Any hours above the regular schedule work week must be approved by the pastor or employer as well as approval of any time taken for compensatory hours accumulated. Non-exempt employee participation in work related travel will be limited and must be pre-approved by the Pastor or employer. Positions typically non-exempt are administrative assistants, bookkeepers, custodians,

groundkeepers, secretaries, receptionists and other administrative clerical positions; however this is not an all-inclusive list of non-exempt positions.

Meal and Work Breaks

In compliance with KRS 337.365 and KRS 337.355 KY state laws, all employees are entitled to a reasonable lunch/meal break after four hours of worked time, which should be close to the middle of the work day. This time will be considered non-paid time. All non-exempt employees are entitled to a ten minute work break after two hours of worked time. No reduction in pay will be made for break time. Break periods or lunch periods may not be accumulated to reduce working hours.

In accordance with federal law, the Diocese of Owensboro Catholic Schools requires the provision of unpaid, reasonable break time for an employee to express milk during her workday when separated from her newborn child for up to one year after the child's birth. Employees will be accommodated with a private area as necessary and the employee should notify her supervisor.

Minimum Wage

The Diocese of Owensboro Catholic Schools complies with the Fair Labor Standards Act regarding minimum wage.

Overtime

Employees classified as non-exempt, who work in excess of 40 hours in a work week, are entitled to overtime pay for those additional hours worked. Overtime is paid at 1 ½ times the employee's hourly rate of pay for the work week, during which the overtime occurred. Overtime is computed solely on hours worked; time earned such as vacation, jury duty, bereavement, sick, and holidays will not be counted as hours worked for computing overtime. Hours actually worked in excess of 40 hours in a work week must be pre-approved by the Supervisor or supervisor.

Pay Procedures

The Diocese of Owensboro Catholic Schools will utilize the Paycor Payroll System. The supervisor determines the pay cycle and pay procedure at each school. Payroll will be paid by direct deposit. If an employee has a change with their financial institution, they must contact their supervisor and complete a revised direct deposit form. Employees should contact their school's administrative office for any questions on their paycheck.

Work Schedule/Time Record

The normal hours of work, the workday and the workweek should be approved through the supervisor.

A time record of hours worked must be maintained to comply with wage and hour laws and to ascertain benefit eligibility. All full-time, part-time and temporary/seasonal employees are required to complete and submit time records as appropriate for their pay frequency. Employees should sign their timesheet prior to submitting for processing. Employees are prohibited from falsifying a time record and any falsification of the time record will lead to disciplinary action up to and including termination.

EMPLOYEE BENEFIT PROGRAMS

Employee Benefits

The Diocese of Owensboro offers full-time employees working 20 hours or more per work week the following benefits: Medical and Dental Insurance, Basic Life Insurance, Long Term Disability, Accidental Death and Dismemberment (AD&D), Voluntary Life and Vision, Retirement Benefits, and a 403(B) Retirement Savings Plan.

A full-time employee is eligible for medical and dental benefits on the first day of the month following the date of hire. Full-time employees are eligible for all other employee benefits on the first day worked with the Diocese of Owensboro.

An employee who retires prior to age sixty-five (65), is at least the age of sixty (60), has four (4) years and nine (9) months or more years of service with the Employer, and is considered eligible under the Diocese's retirement plan, may continue health coverage with the Diocese of Owensboro under the Diocese's self-pay privilege with premiums paid by the retiree at the full cost until the date the retiree becomes eligible for Medicare. This extension also applies to the retiree's dependents until the date the retiree becomes eligible for Medicare. There is no coverage for a retiree or the retiree's dependents once the retiree becomes eligible for Medicare.

Medical and dental benefits cease on the last day of the month in which termination occurs. All other group benefits cease on the effective date in which the employee is no longer employed with the Diocese of Owensboro. Employees who leave employment with the Diocese of Owensboro may be eligible for continued medical and dental benefits under the Self-Pay Benefit Privilege. Employees who have worked four (4) years and nine (9) months will be vested in the Diocese of Owensboro's retirement plan. Employees may direct their benefits questions to the Diocese of Owensboro's Director of Human Resources. Copies of the Summary Plan Description Booklets for the Diocesan benefits are located on the Diocesan website.

Vacation Pay

Paid vacation time for the Diocese of Owensboro Catholic Schools classified personnel is determined by each school. The supervisor is required to inform all classified personnel at the beginning of their employment what the school's policy and practice are in this regard. The staff must also be informed of any change to the school's time off policy before a change is implemented.

Sick Leave

Paid sick time for the Diocese of Owensboro Catholic Schools classified personnel is determined by each school. The supervisor is required to inform all classified personnel at the beginning of their employment what the school's policy and practice are in this regard. The staff must also be informed of any change to the school's time off policy before a change is implemented.

A physician's statement is required for an illness lasting more than three (3) working days. Frequent absences and illness that adversely affect job performance may require discussion with the supervisor. Employees may be required to submit a physician's statement as evidence of illness. When a long term absence occurs, the position held at the time the leave began, or a similar position at the same pay rate, will be held for the employee for up to twelve (12) weeks if an employee is eligible under FMLA. A leave beyond twelve (12) weeks will not be granted except for extreme circumstances.

For determining eligibility, sick time may be carried over to a school, parish, or the Diocese when an employee transfers positions within the schools, parishes, or Diocese. The most recent pastor, supervisor or employer must provide written documentation for accumulated sick days to the new pastor, supervisor or employer.

Holidays

Paid holiday time for the Diocese of Owensboro Catholic Schools classified personnel is determined by each school. The supervisor is required to inform all classified personnel at the beginning of their employment what the school's policy and practice are in this regard. The staff must also be informed of any change to the school's time off policy before a change is implemented.

Personal Days

Paid personal days for Diocese of Owensboro Catholic Schools classified personnel is determined by each school. The supervisor is required to inform all classified personnel at the beginning of their employment what the school's policy and practice are in this regard. The staff must also be informed of any change to the school's time off policy before a change is implemented.

Bereavement Pay

The Diocese of Owensboro Catholic Schools provides that regular full-time and part-time employees may receive three (3) days' pay in the event of a death in the employee's immediate family which includes spouse, son, daughter, son-in-law, daughter-in-law, mother, father, sister, brother, step-parent, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchildren or grandparents. This

leave may extend longer than three (3) days, depending on the circumstances for immediate family members and the extended leave must be approved by the Supervisor or supervisor.

Jury Duty and Witness Duty

The Diocese of Owensboro Catholic Schools recognizes employees' civic obligation to serve as jurors. Full-time and part-time employees will receive time off and normal pay to serve on a jury. Jury duty fees received by employees for performing jury duty will be in addition to their normal pay. An employee will report to work before or after jury duty when a full day's service is not required. The pastor or employer may require proof of service for jury duty.

An employee required to appear in court by subpoena as a witness for personal or family matters may use a personal day or vacation day for their leave. Employees who are subpoenaed in connection with their work as an employee of the Diocese of Owensboro will be paid their regular base pay for their time away from work to comply with the subpoena.

Military Leave

Employees are granted a military leave of absence pursuant to provision of the revised Family Medical Leave Act. An eligible employee may take FMLA military leave for (i) certain situations arising when an employee's spouse, son, daughter or parent is a covered military member on active duty or has received an impending call or order to active duty; or (ii) to care for a covered service member with a serious injury or illness if the employee is a spouse, son, daughter, parent or next-of-kin of the service member. See the FMLA section which applies to military leave.

The Diocese of Owensboro Catholic Schools fully complies with the Uniform Services Employment and Reemployments Rights Act (USERRA). Employees who enlist, are drafted, commissioned, or recalled to active duty shall be granted an unpaid leave of absence. However, employees may use any available vacation time to help pay for the leave. Employees must immediately notify their pastor or employer regarding military service leave's requirements so arrangements can be made to cover their absence. If any employee is in the military reserve, the employee will receive the required unpaid time off to complete annual military training of generally two weeks.

Employees may elect continued health insurance coverage for himself/herself and covered dependents for up to eighteen (18) months.

Upon completion of active military service, employees will be reinstated to the same or an equivalent position. In all cases of military leave including periods of short-term training a copy of the employee's military orders should be filed in the employee's personnel file.

Teacher In-Service Days

Afterschool Program Workers, Preschool Instructors, Teacher Aides, School Secretary, Receptionist, Registrar, and Finance Assistants will not receive pay for scheduled teacher in-service, opening, and closing days during the school calendar year unless they work that day.

Maintenance and Custodians will work regular work hours on teacher in-service days during the school year.

Voting

The Diocese of Owensboro Catholic Schools encourages employees to fulfill their civic responsibilities by voting in elections. Generally the polls are open for several hours in the morning and evening and the Diocese of Owensboro Catholic Schools encourages employees to vote either before or after work hours. If an employee does not have sufficient time to vote outside of regular working hours, they may arrange time off with their supervisor.

Workers' Compensation

The Diocese of Owensboro Catholic Schools seek to provide a healthy work environment for all employees. Employees must observe all safety policies, regulations, and requirements. Employees must report promptly all emergencies, accidents, and unsafe conditions to their supervisor.

The Diocese of Owensboro provides workers' compensation coverage to every employee as a result of an incident or injury arising out of and in the course of employment. It is required that employees submit a "*First Report of Injury*" form for any work-related injury or illness immediately, but no later than twenty-four (24) hours after the incident, to their supervisor.

The *State of Kentucky Workers' Compensation Act* ensures that employers provide certain benefits to employees for medical expenses and lost wages resulting from work-related injuries or illness. Under the law, Workers Compensation will pay for lost wages after a 7-day waiting period. Employees may use available vacation or sick time for the 7-day waiting period.

Time off for injury or illness covered by workers compensation runs concurrently with FMLA and is counted as FMLA leave. Periodic doctor's reports may be required during the leave and a written doctor's release may be required in order for an employee to return to work.

Family Medical Leave Act (FMLA)

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave for certain specific reasons. An employee must request the FMLA qualifying leave in writing by completing the “*Diocese of Owensboro Employee Request for Leave – FMLA*” and must document the reason for the leave. The supervisor will determine if the days requested qualify as FMLA.

To be eligible:

- An employee must have worked at least twelve (12) months for the Diocese.
- An employee must have worked at least 1,250 hours in the preceding twelve (12) months, prior to the start of the FMLA leave.

When the leave is foreseeable, the employee should give their supervisor a 30-day notice and complete applicable FMLA paperwork.

Eligible employees may take FMLA leave for the following reasons:

- An employee’s birth of a child or in order to care for your child, or placement of a child for adoption or foster care - up to twelve (12) weeks;
- An employee’s own serious health condition which renders an employee unable to perform the functions of their job - up to twelve (12) weeks;
- An employee’s need to care for an immediate family member, which includes an employee’s spouse, child, or parent with a “serious health condition” - up to (twelve) 12 weeks;
- An employee’s military active duty status, notification of an impending call, or order to active duty status - up to twenty-six (26) weeks;
- An eligible employee is caring for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next-of-kin of the service member – up to twenty-six (26) weeks.

Any leave taken under one or more of these circumstances will be counted against the employee’s total entitlement to FMLA leave for the leave year.

Employees who have a break in employment due to their military obligations shall be taken into consideration when determining whether an employee has been employed for twelve (12) months or has the required 1,250 hours of service to qualify for FMLA.

Employees on FMLA will continue to receive the Diocese’s employee benefits provided they meet the specific requirements of such benefit programs. The employee portion of the expense of these benefits will be the responsibility of the employee during their FMLA and self-pay payments should be submitted timely.

Sick Leave, paid or unpaid, may be designated as an FMLA leave by the employee and Sick Leave time off as FMLA leave shall run concurrently with the sick time off and is counted as FMLA leave.

Under FMLA, if sick time is available, it will be paid first, and once it is exhausted, the employee has the option to use available vacation time. After sick time (and elected vacation time) are used, the employee will then go into unpaid leave status.

A leave beyond twelve (12) weeks (or 26 weeks if applicable) will not be granted except for extreme circumstances. Regular employees not eligible for FMLA may request from their Supervisor or supervisor an unpaid family emergency or medical leave.

The Diocese measures the 12-month period in which the leave is taken by the rolling 12-month period, measured backward from the date of any and all FMLA leave with one exception. For leave to care for a covered service member, or for the spouse, son, daughter, or parent of a covered service member, the 12-month period begins on the first day the employee takes FMLA leave to care for a covered service member and ends twelve (12) months after that date. For leave to care for an eligible employee, the 12-month period begins on the first day the employee takes FMLA leave and ends twelve (12) months after that date. FMLA for the birth or adoption of a child or foster care must be concluded within twelve (12) months of the birth or placement.

If an employee requests FMLA leave due to a serious illness of their own, the employee may be required to furnish medical certification that they are fit to resume work. Employees failing to provide the Return to Work Certification, when required, may not be permitted to resume work until it is provided.

Failure to return to work on the determined return to work day without prior approval of the supervisor will be considered a voluntary resignation by the employee. Serious Health Condition means an illness, injury, impairment or physical or mental condition which involves:

Inpatient Care, meaning an overnight stay in a hospital, hospice or residential medical-care facility, including any period of incapacity (inability to work or perform regular daily activities) or any subsequent treatment in connection with such inpatient care; or

Continuing treatment by a health care provider, which includes:

- (1) A period of incapacity lasting more than three consecutive, full calendar days and any subsequent treatment of period of incapacity relating to the same condition, that also includes treatment two or more times by or under the supervision of a health care provider (in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); or one treatment by a health care provider (an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (Prescription medication, physical therapy); or
- (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or

- (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice per year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- (5) Any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

EMPLOYEE POLICIES AND PROCESSES

Monitoring of Electronic Devices

All electronic systems, devices and software furnished by the Employer are the exclusive property of the Employer and employees have no right of privacy with respect to such communications and postings. The Employer reserves the right to monitor all electronic, oral or written communications (in transit or stored) on or within all Employer provided devices and any communications on non-Employer devices which are generally accessible to the public.

Acceptable Use of Technology, Social Media, and Internet Policy

The goals of the Diocese of Owensboro Catholic Schools in using technology are to improve communications among personnel; to provide pertinent information to a larger audience and to allow personnel to have access to the wealth of appropriate and necessary information available on Technology. Technology, social media, and the Internet should be viewed as tools to further the purposes and goals of the school, whose purposes and goals must always conform to the mission and work of the Universal Roman Catholic Church. It is therefore imperative that personnel, whether they are employees or volunteers, conduct themselves in a responsible, ethical and polite manner while using technology. The Diocese of Owensboro's "*Acceptable Use of the Technology*" entire policy is located on the Diocesan website.

Social Media Policy

The Diocese of Owensboro Catholic School's Social Media Policy, aligned with Diocesan policy, is intended to conform to the mission of the work of the Universal Roman Catholic Church and to enhance its image through various on-line social media channels, shape a better future, and be a leader in the community.

Social media includes forms of media use for social interaction that allow the creation and exchange of user generated dialogue. Some of the more popular forms of social media include: Blogs, Instagram, Snapchat, Facebook, YouTube, Twitter, and LinkedIn, etc.

Employee Policy

The Diocese of Owensboro Catholic Schools supports its employees in engaging in social media, however, as an employee of the Diocese of Owensboro, you are expected to adhere to the conduct and policies outlined in this *Employee Policy Handbook*. Employees may express their own point of view but must be respectful of others and use sound judgment and common sense. It is important to remember that while engaging in forms of social media and online conversation, employees are representatives of the Universal Roman Catholic Church. Employees must recognize that as Church employees their conduct reflects on the Church and they must be held responsible for their behavior. Employees are allowed to speak "about the Church,

but not on behalf of.” When taking public positions online do not advocate a position counter to the Diocese of Owensboro or the Universal Church’s interest. Any deviation of this policy is subject to review by the supervisor.

Copyright

All Diocese of Owensboro Catholic Schools employees are to follow the copyright guidelines of the United States Conference of Catholic Bishops. All materials created, designed, or modified by Diocese of Owensboro Catholic Schools personnel in the course of or in the connection with their employment are the property of the school.

HIV/AIDS/Communicable Infectious Disease Policy

The Diocese of Owensboro Catholic Schools has a policy for all personnel, who have contracted communicable/infectious or similar serious medical conditions. The Diocese of Owensboro Catholic Schools does not discriminate against any person on the basis of HIV infection or communicable disease. The entire policy can be read on the Diocese of Owensboro’s website.

Pandemic Flu Policy

Those in positions of leadership at the Diocese of Owensboro Catholic Schools have the responsibility to become and remain well informed regarding possible risks to the communities, including pandemic influenza. The Diocesan Bishop may mandate attendance at specific information sessions, the publication of specific policies, or the enactment of specific programs in response to the risk or presence of pandemic influenza. The complete “*Pandemic Flu Plan and Policy*” is located on the Diocese of Owensboro website.

Public Relations Policy

In order to maintain a consistent image in the community, all public and /or media inquiries are to be directed to the Diocesan Director of Communications. This policy assures that a consistent and properly informed message is transmitted to the public.

Reporting Serious Violations of Law or Policy

The Diocese of Owensboro Catholic Schools encourages all employees and volunteers acting in good faith, to report suspected or wrongful conduct with respect to violation of law or serious violations of Diocesan policy. The Diocese of Owensboro Catholic Schools will not retaliate or take action against any person who makes a report in good faith. You may first take your confidential complaint to the Diocesan Human Resource Department, or to your supervisor, whomever you would prefer. If the report involves someone in the employee’s direct line of authority the employee may go to any other person on the supervisory staff.

Safe Environment

The Diocese of Owensboro Safe Environment Program was developed to ensure the safety of children and young people who have been entrusted to care in parishes, schools, religious education classes, and other programs. The Diocese pursues the mission in four ways:

- by thoroughly screening and supervising all Church ministers, employees, and volunteers who work with children and young people as part of their ministry;
- by providing appropriate training in recognizing and reporting child abuse;
- by holding all Church ministers, employees and volunteers who work with children and young people to Christ-centered and professional codes of conduct; and
- by providing the opportunity for every minor in Catholic schools and parish faith formation programs to participate annually in a safety training covering the topics of sexual abuse prevention and the need to tell if abuse is occurring.

Any individual over the age of 18 years, who has been offered employment or any volunteer wanting to work with minors within the Diocese, will be required to submit to a criminal background check, and must receive Safe Environment training, as a condition of employment or volunteering with minors on behalf of the Diocese of Owensboro.

Sexual Harassment/Abuse Policy

The Diocese of Owensboro Catholic Schools is committed to a school environment where each individual can work in a professional atmosphere free of harassment.

Accordingly, the Diocese of Owensboro Catholic Schools prohibits harassment of any sort, whether based on sex, race, color, religion, national origin, age, or disability. Any conduct or statement-verbal, physical, or visual that is based on one of these characteristics is harassment when it (i) creates an intimidating, hostile or offensive school environment; (ii) or unreasonably interferes with an individual's work performance; and/or (iii) otherwise adversely affects an individual's employment opportunities. All personnel are responsible for assuring that the workplace is free from harassment.

Sexual Harassment and/or Abuse - Because of the Diocese of Owensboro Catholic School's strong disapproval of offensive or inappropriate sexual behavior at school, all employees must avoid any action or conduct which could be viewed as sexual harassment, including:

- (a) Unwelcome sexual advances;
- (b) Requests for sexual acts or favors;

- (c) Sexual jokes and innuendo;
- (d) Verbal abuse of a sexual nature or obscene comments or gestures;
- (e) Display in the workplace of sexually suggestive objects or pictures;
- (f) Other verbal, physical, or visual conduct of a sexual nature.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, must bring the problem to the attention of the Supervisor or supervisor. You may first take your complaint to the Diocese of Owensboro Human Resource Department, or to your supervisor, whomever you would prefer. If the complaint involves someone in the employee's direct line of authority the employee may go to any other person on the supervisory staff. To assure a complete investigation the employee will provide a written complaint that describes the harassing conduct (who, when, where, and what was said or done).

The school will investigate the complaint to determine whether the conduct complained of constituted sexual harassment. The school will maintain the documentation of allegations and investigations on a confidential basis and work to maintain the privacy of both the charging party and the person accused of sexual harassment to the greatest extent possible in the circumstances. If such conduct is found to be sexual harassment, the school will take all reasonable steps to stop it, and when appropriate, will discipline the offender.

Other Forms of Harassment - Harassment on the basis of other protected characteristics, such as race, color, religion, national origin, age, or disability is likewise strictly prohibited. Such harassment can be verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of such characteristics or such characteristics of that person's relatives, friends or associates. Remember it is harassment if it creates an intimidating, hostile or offensive work environment, or unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material denigrating or showing hostility or aversion toward an individual or group (based upon one of the cited characteristics), that is placed on the Diocese's premises or circulated in the workplace.

Any employee who believes he/she is a victim of harassment or who has observed an incident of harassment by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of the Supervisor or supervisor, which may include the Diocesan Human Resources Department. If the complaint involves someone in the employee's direct line of authority the employee may go to any other person on the supervisory staff. In addition, the Diocese encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. However, you are not required to do so.

It is the Diocese of Owensboro's policy to investigate such reports promptly, although confidentiality cannot be guaranteed. The Diocese of Owensboro will retain confidential documentation of allegations and investigations and will take appropriate corrective action, including disciplinary measures when justified, to address all violations of this policy.

The Diocese of Owensboro prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. No adverse employment action will be taken toward any employee making a good faith report of alleged harassment even if it should be found erroneous. However, false and malicious complaints of harassment, as opposed to legitimate complaints made in good faith, may be the subject of appropriate disciplinary action.

Sexual misconduct by paid personnel as well as all volunteers of the Diocese of Owensboro is contrary to Christian principles. All personnel of the Diocese and parish must comply with applicable state and local laws regarding incidents of actual or suspected sexual misconduct. The provisions stated in the *"Diocesan Policy of Sexual Abuse"* must be followed. This complete policy and procedure is located on the Diocese of Owensboro website.

Use of Mobile Devices

The Diocese of Owensboro Catholic Schools is aware that most employees use cell phones in carrying out their daily duties and responsibilities. The Diocese of Owensboro Catholic Schools is also aware of the potential distractions that may occur when cell phones are used while operating a moving vehicle. To maintain a safe environment and to minimize the safety risks for employees, passengers, and the public, the Diocese of Owensboro Catholic Schools has adopted the following policy:

Employees are not permitted to use a mobile device while operating a motor vehicle that is in motion while conducting school business. If an employee needs to use a mobile device while traveling, they should safely pull their vehicle off the road, place their phone call, or send a text or an email message. This policy applies regardless of whether the employee is operating a parish or employer-owned vehicle or the employee's own vehicle during the scope of his or her employment with the Diocese of Owensboro.

Cell phones furnished by the employer are electronic devices and are subject to employer monitoring, as are e-mails.

Weapons in the Workplace

An employee may not possess, transport, or store a weapon in a vehicle owned by the Diocese of Owensboro. In accordance with KRS 237.110, weapons are prohibited in elementary or secondary Diocese of Owensboro facilities, child-care facilities and day-care centers.

EMPLOYEE CONDUCT

Attendance and Tardiness

Attendance is an important aspect of your work performance. Absenteeism, tardiness, and leaving early could cause a hardship on the school. Too many unscheduled absences, late arrivals, or patterned absences could cause disciplinary action for the employee, up to including termination. Employees should observe these guidelines: follow your school's attendance expectations, notify one's supervisor at least one hour in advance of scheduled start time (call personally unless you are unable to do so), and call each day of scheduled absence, unless other arrangements have been made with your school. Any employee with a serious health problem may request a leave of absence in accordance with the provisions outlined in the FMLA policy.

Attitude and Conduct

As employees of the Diocese of Owensboro, the Mission should be supported not only through the performance of specific responsibilities, but also through one's values and professional and personal behavior. The conduct and lifestyle of all employees are expected to be in accordance with the values and teachings of the Roman Catholic Church.

While an employee may be hired for possessing certain skills, it is important that an employee maintain a positive and hospitable attitude, is flexible by adapting to changes in their work environment, is a team player, and shows initiative and good judgment.

Personal Appearance and Dress Code

Employees are expected to dress in a manner appropriate to their working environment and to the work performed. Employees shall present a professional appearance. Additional guidance in this area may be provided by the supervisor.

Confidentiality

Employees are to respect the work and dignity of both their colleagues and those they serve, and always be respectful of the school. Information or communication shared in confidence must be respected and kept confidential at all times. Confidential information includes, but is not limited to the following: correspondence and contributions; personnel and payroll matters; relationships between business and benefactors. Any violation of confidentiality may be cause for disciplinary action, up to and including discharge.

Conflict of Interest

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict of interest between the employee's interest and the interest of the school. With the exception of a gift of nominal value, employees will not accept personal gifts, services, travel, or entertainment from anyone with whom the employer does or is seeking to do business. Any potential conflicts of interest should be disclosed to your supervisor.

Discipline

Employees of the Diocese of Owensboro Catholic Schools are expected to adhere to reasonable standards of conduct and work performance. Sometimes individual conduct, for particular situations, require disciplinary action which may include warnings, suspensions, and if the situation warrants, termination of employment. In all circumstances the supervisor will take the disciplinary action they consider commensurate with the offense. As a general guideline employees are to conduct themselves responsibly in the work place to maintain the traditional standards of honesty and cooperation, working with a good constructive attitude, and avoiding insubordination, excessive absenteeism, intoxication, unlawful use or being under the influence of drugs, or other such problems at work.

As a general rule, any conduct that is considered to interfere with any employee's work and/or the employer's operation will require review and consideration of possible discipline. Each individual case will be handled based upon individual circumstances surrounding that incident. The school reserves the right to decide what disciplinary action is appropriate. A serious infraction may require a serious response by the school depending on the nature of the offense, first, or repeated violations, and may result in the employee's discharge. The Diocese of Owensboro Catholic Schools is an at-will employer.

When disciplinary action is taken, the supervisor may request the employee's signature to show the problem has been addressed. Signing a warning does not necessarily mean the employee agrees with the charge or the disciplinary action. The employee will be required to comply with all instructions on how to improve, particularly when disciplinary action is involved.

Open Door Policy

It is the policy of the Diocese of Owensboro Catholic Schools to encourage open communication through an open door policy. Employee concerns or problems are important to the Diocese of Owensboro Catholic Schools. An employee must make someone aware of their concern in order for the issue to be resolved and must use the following procedure:

- The employee's immediate supervisor should be notified about the concern and have a chance to resolve it.
- If the employee's immediate supervisor cannot resolve the issue to the employee's satisfaction, or if the employee feels they did not get a reasonable hearing by an immediate supervisor, or feels the supervisor is the source of the problem, the employee may take the issue to the Supervisor or supervisor.
- If the employee does not feel comfortable discussing their concern with any of the individuals above, the employee may take their concerns to the Diocese of Owensboro Director of Human Resources, who will try to assist the employee in finding a fair and satisfactory resolution.

Smoking, Drug, and Alcohol Policy

The Diocese of Owensboro Catholic Schools seeks to provide a drug free and healthy environment for all employees.

- Smoking, including the use of e-cigarettes, is not permitted on school campuses or at school events.
- Illegal possession of a drug, sale of alcohol, or possession of other controlled substances on school premises is prohibited.
- Employees may not report to work under the influence of illegal drugs, controlled substances, or alcohol. Anyone violating these standards is subject to disciplinary action up to and including termination.
- Employees must notify their supervisor upon being arrested for an alcohol or drug related offense within 48 to 72 hours. After notification, the supervisor will need to assess the severity the arrest may have on the employee's work and take appropriate steps, including possible suspension and possible termination.
- An employee arrested for Driving under the Influence (DUI) offense or an illegal drug related offense during work hours or while carrying out job responsibilities will be suspended immediately and termination may result.

Violence-Free Workplace

The Diocese of Owensboro Catholic Schools is committed to a violence-free workplace. Any threats or acts of violence, harassment, retaliation, intimidation, aggressive behavior or offensive comments will not be tolerated. Any direct or indirect act of violence or threat, even actions done in apparent jest, will be taken seriously and investigated, and appropriate action taken.

EMPLOYEE SEPARATION OF EMPLOYMENT

Termination of Employment

The Diocese of Owensboro Catholic Schools is an “at-will” employer. “At-will” means that while involuntary terminations will generally be preceded by prior discipline, the school may exercise its legal right to terminate an employee with or without cause and with or without prior notice, where such termination does not violate the employee’s rights under applicable state or federal employment laws.

VOLUNTARY: A voluntary termination occurs when an employee resigns their position. Exempt employees are expected to provide a minimum of thirty (30) days’ notice of their intention to separate from the school, while non-exempt employees are expected to provide two weeks’ notice. These expectations are in accordance with employees who are viewed as leaving “in good standing.” This allows the school a reasonable amount of time to transfer ongoing workloads. It is expected that written notification will be provided to the supervisor.

INVOLUNTARY: An involuntary termination of employment is a decision initiated by the supervisor in consultation with the Episcopal Vicar to end the employment relationship with an employee. Staff reductions may occur as a result of school closings, inadequate funding, etc. Employees will receive written notice from the Supervisor in consultation with the Episcopal Vicar (two weeks for non-exempt employees and thirty (30) days’ notice for exempt employees) in advance of termination resulting from staff reductions. The notice will specify the last work day. At the discretion of the supervisor in consultation with the Episcopal Vicar, the employee may be granted pay in lieu of working the two weeks/thirty days.

The inability of an employee to perform the essential functions of the job with or without a reasonable accommodation may also result in an involuntary termination, as does misconduct. In some cases, progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline. Such suspension/termination is immediate and without severance pay, however, an employee is entitled to available vacation benefits earned, but not yet paid, provided all school property is returned and accounted for. If suspension or termination is challenged, an employee may file a written grievance with their supervisor.

EXIT INTERVIEW Each employee who leaves the employment of the school for any reason will be requested to participate in an exit interview with the supervisor. The purpose of the exit interview is to bring to completion various matters associated with employment (job description, opinion of the workplace, its policies, and reasons for termination.) Suggestions are invited on how to make the school environment a better place in which to work and to carry out the mission of Christ. The exit interview must be documented on the *Diocese Exit Interview* form.

Unemployment Compensation Exemption

According to KRS 341.055(19) services performed in the employ of a church or convention or association of churches or an organization which is operated primarily for religious purposes and which is operated, supervised, controlled, or principally supported by a church or convention or association of churches is non-covered employment.

Employees are not eligible to receive unemployment compensation related to their work with the Diocese of Owensboro and the Diocese of Owensboro Catholic Schools. The Kentucky Supreme Court (May 26, 1981) held that Church and Church related schools that do not have separate legal existence are exempt from the coverage of the Federal Unemployment Tax Act.

**Acknowledgment of the Diocese of Owensboro Catholic Schools
Employee Policy Handbook for Classified Personnel**

Employee Policy Handbook
July 1, 2018

I have received and read the the Diocese of Owensboro Catholic Schools *Employee Policy Handbook* for Classified Personnel.

I understand this signed acknowledgement will be placed in my personnel file.

I understand the handbook and its content do not create a contract, expressed or implied.

I understand that my employment is terminable at will, either by myself or the Diocese, with or without cause or notice, regardless of the length of my employment.

I understand this handbook is subject to change and I will be given updated information, which I am responsible to read.

I understand I am responsible for reading and complying with the Diocese of Owensboro Catholic Schools *Employee Policy Handbook* for Classified Personnel.

Employee Signature

Date