



The Prayer of Catholic Charities

Loving God, source of all life, we thank You for your many blessings and for calling us to love and to serve.

Your Son reminds us that whatever we do for the least of our brothers and sisters, we do for You.

May your Spirit guide our mission of serving those in need, improving social conditions for all, and calling others to do the same.

We ask this trust in Your loving care.

Amen

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Welcome From the Archbishop

Dear Employee of Catholic Charities,

Welcome! Thank you for working with me in carrying out the command of Christ to Love our neighbor and, in particular, to serve those in need. As my co-worker in this important endeavor, you serve Christ in His people. We hope your work will be challenging, rewarding and enjoyable, and your association with our Archdiocese of St. Louis will be a long one.

Our mission is to spread the Word of God and minister to the needs of His people here in the St. Louis metropolitan area. Your service directly contributes to fulfilling the Church's mission.

The purpose of this manual is to acquaint you with the Catholic Charities Federation and inform you of the present policies, practices, procedures and benefits, which may apply to you as a member of one of our Archdiocesan office or agency staffs.

We trust that in your work with us you will experience personal development and spiritual growth. May God bless you and your service of the Church.

Catholic Charities Employee Handbook

PURPOSE OF THIS HANDBOOK

This handbook has been prepared to help you understand the policies and practices in place at the agencies of the Catholic Charities of the Archdiocese of St. Louis Federation. This handbook has been adopted by the agency with which you are employed and, consequently, serves in conjunction with any supplemental handbook as the employee handbook for that agency. For the purposes of this handbook, the term “Agency” refers to the agency with which you are employed.

This handbook summarizes basic information about benefits, policies, rules and regulations that will assist you in your employment. The handbook does not describe all of the Agency’s employee relations policies; nor does it give you a detailed discussion of the policies presented. The Agency has emphasized simplicity and brevity in the preparation of this handbook. The Agency does not intend, nor should you consider this handbook to serve, as either a contract or a definition of the period of your employment or both. Employment with the Agency is voluntarily entered into between the Agency and the employee. The employee is free to resign at-will at any time, and the Agency may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. However, if any of the statements contained in this handbook conflict with or contradict any oral statements or agreements that have been made by any representative or official of the Agency, the statements contained in this handbook shall control the outcome of any such conflict or contradiction.

Each employee is responsible for complying with all Agency policies, practices and procedures. This handbook has been provided to assist you in meeting this responsibility. If you have any questions about the handbook’s contents, you should contact your supervisor, or the Agency’s director.

The Agency reserves the right to change, to withdraw or to add to the policies stated in this handbook. It may change, withdraw or add to its policies whenever and as often as the Agency decides to do so. Before implementing any such changes, withdrawals or additions to its policies, however, the Agency will notify its employees in writing.

GENERAL EMPLOYMENT POLICIES

100.0 EQUAL EMPLOYMENT OPPORTUNITY

The Archdiocese of Saint Louis and Catholic Charities are committed to providing equal employment opportunities for all persons without regard to race, color, sex, age, national origin, ancestry, citizenship or disability, or other categories protected by laws which are not inconsistent with the teachings of the Roman Catholic Church. This policy applies to all aspects of hiring, employment, training, promotion, transfer, wages, discipline and dismissal. The Agency does have certain job assignments within its offices or departments where religious background and education are required qualifications for the particular job.

If you believe that you are being unlawfully discriminated against, the Agency encourages you to come forward with your concern to your supervisor, to the Catholic Charities Federation Director of Human Resources, to the Catholic Charities Director who has responsibility for the Agency concerned, or to the Agency's director. Your complaint will be kept confidential pending an investigation by the Agency or by the Federation. The Agency prohibits retaliation against anyone who either opposes unlawful discrimination or exercises his or her right under any law that forbids employment discrimination.

The Agency will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, benefits and training.

101.0 ANTI-HARASSMENT POLICY OF THE ARCHDIOCESE OF ST. LOUIS

The Archdiocese of St. Louis acknowledges its continuing commitment to a work environment that is free from unlawful discrimination and any type of harassment, including sexual harassment. The Archdiocese prohibits any harassment of its employees by anyone, including any manager, director, supervisor, co-worker, vendor, student or visitor.

Harassment involves unwelcome conduct – whether verbal, physical or visual – which targets a person's protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, disability or other categories protected by law. The Archdiocese forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ and the standards of the Archdiocese of St. Louis and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

- (1) An individual's either stated or implied conditions of employment require her or his submission to such conduct;
- (2) The reason for an employment decision involves an individual's submission to or rejection of such conduct;
- (3) Such conduct has either the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another's body.

The Archdiocesan policy also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment based on an individual's other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, or disability. The Archdiocese prohibits any offensive comments, innuendo, jokes or other activities that target any one or more of an individual's protected statuses. This includes the display or distribution of offensive pictures and literature.



All Archdiocesan employees have the responsibility to make this anti-harassment policy effective. If you either experience or notice any harassment of any type, you must immediately discuss it with your immediate supervisor, the Agency Director or the Director of Human Resources.

The Archdiocese investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The Archdiocese will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

If, after investigation, the Archdiocese determines that a supervisory or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including termination, will be taken against the offending individual.

The Archdiocese is committed to providing a harassment-free workplace and to this end prohibits any retaliatory action against employees who file a complaint under this policy or who assist in the investigation of a complaint under this policy.

If after investigation, the Archdiocese determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

101.1 HARASSMENT

In full conformity with the Archdiocesan Policy 101.0, above, the Agency affirms that all employees have a right to work in an environment that is free from harassment. Accordingly, the Agency forbids any form of harassment (including sexual or racial harassment) that is directed towards employees, volunteers, applicants, clients, or visitors of the Agency.

Sexual harassment is further defined broadly as unwelcome sexual advances; requests for sexual favors; verbal, visual, or physical conduct of a sexual nature; or any other activity that creates a hostile work environment based on sex. In accordance with the Agency's policy prohibiting sexual harassment, all individuals shall refrain from engaging in any of the activities described in the preceding sentence, or in the Archdiocesan Policy. In addition, no individual shall threaten or insinuate that another employee's or job applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, or any other condition of employment. Similarly, no individual shall promise, imply or grant any preferential treatment in connection with another employee or job applicant engaging in sexual conduct.

Any employee who believes that he or she has been subjected to harassment should report the occurrence immediately to his or her supervisor, to the Catholic Charities Federation Director of Human Resources, to the Catholic Charities Director who has responsibility for the Agency concerned, or to the Agency's director. In keeping with the Archdiocesan Policy, the Agency will promptly and thoroughly investigate all allegations of harassment and will impose appropriate corrective action (warning, suspension, demotion or termination) against the perpetrator, if the allegation is confirmed.

102.0 ABUSE

The Agency is committed to the prevention of all forms of abuse and to assisting those who are affected by incidents of abuse, including child abuse, spousal abuse, and elderly abuse/neglect/exploitation. The Agency also is committed to complying with the legal requirements for reporting abuse.

With particular sensitivity to child abuse, however, we define abuse as physical injury, sexual abuse, or emotional abuse inflicted upon a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of an agency of the Catholic Charities Federation.

In the case of child abuse, these definitions are described in the **Policies, Procedures and Guidelines on Child Abuse** (2012) manual for the Archdiocese of St. Louis, a copy of which is available from the Agency or from the Office of Human

Resources, Catholic Charities Federation.

All employees of the Agency are expected to support this policy and to comply with the procedures and guidelines developed to implement this policy, including specifically:

1. All new employees of the Agency will receive a Child Abuse/Neglect and Criminal Record screening;
2. All employees of the Agency will be re-screened in a similar fashion every two years. Employees of agencies licensed by the State of Missouri Division of Family Services will be screened each year as required by DFS licensing provisions.
3. All employees, as a condition of continuing employment, are expected to complete the special Protecting God's Children Training Program of the Archdiocese of St. Louis within six (6) months of date of hire. Employees under the age of 18 must have parental consent for this training.

Regarding elderly abuse/neglect, the State of Missouri has a Protective Services law designed to assist the victims of elderly abuse/neglect. The law establishes intervention responsibilities for law enforcement and the Missouri Department of Health and Senior Services Division of Aging, including the establishment of the Elderly Abuse/Neglect Hotline. Additional information is available from the Agency or from Cardinal Ritter Senior Services, including any mandatory elderly abuse screening requirements.

103.0 CATHOLIC CHARITIES VALUES

The Catholic Charities Federation is an integral part of the Catholic Church of the Archdiocese of St. Louis. Our mission of service follows the mission of Christ and His Church.

Regardless of your personal religious affiliation, employees of the Agency are expected to act in ways that represent support of Catholic Charities values, as articulated in the Principles and Values of Catholic Charities, Addendum A, Page 49. All employees also are expected to bring to their position and responsibilities openness to the message we bring to the community with our service.

In addition to the General Responsibilities of Employees, Page 40, and the Standards of Conduct, Page 40, the employees of the Agency are expected to become familiar with the Principles and Values of Catholic Charities, Addendum A, Page 49, and with the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors, Addendum B, Pages 51 to 59.

104.0 CATEGORIES OF EMPLOYEES

A regular, full-time employee is an employee who is regularly scheduled to work the normal workweek as defined by the Agency director. The normal workweek generally will range from 35 to 40 hours across the Federation, with actual Agency workweek practice based on Agency work requirements. Employees are expected to understand their particular Agency's normal workweek practices in discussion with their supervisor or the Agency director.

A regular, part-time employee is an employee who is regularly scheduled to work less than the normal workweek as defined by the Agency director.

Both regular, full-time employees and regular, part-time employees are those hired for an indefinite period. They may be hired into positions that are hourly or salaried, exempt or non-exempt (See Policy 200.2, Job Categories and Position Classifications, Page 24).

A temporary employee is an employee who is hired either part-time or full-time for an indefinite period that is of generally limited duration. A temporary employee may also be hourly or salaried, exempt or non-exempt.

The Agency reserves the right to add other staffing categories or arrangements as needed, including, but not limited to, on-call workers, contract workers, consultants, or per diems.

104.1 EMPLOYEE TRANSFERS WITHIN THE FEDERATION

Employees hired into regular, full-time or regular, part-time positions by the Agency may receive certain benefit eligibility waivers if they are transferring from another agency, or if they are being hired by the Agency within six (6) months of



termination from another Federation agency.

These waivers will apply only to the extent the employee had met the benefit eligibility requirements in his or her previous agency, and are as follows:

Date of Hire: In the case of transfers (that is, where employment in the new agency is continuous with employment in the previous Federation agency), the Date of Hire in the new agency will be the same as the Date of Hire in the previous agency.

Adjusted Hire Dates: If employment in the new agency is not continuous, but occurs within six (6) months of termination from the previous agency, the previous agency Date of Hire will be used, adjusted for the time away from Federation employment. This adjustment will be made at the time of the first day of employment in the new agency, and will be based on employment and separation records of the previous agency.

If an employee works for the new agency for five (5) years, the agency may adjust the date of hire to account for an employee's previous service with another agency of the Federation, which employment occurred longer than six (6) months before employment by the new agency, up to a maximum of five (5) years before employment by the new agency. No adjustments will apply in the event of prior service that was more than five (5) years prior to employment by the new agency, or for previous employment of a temporary nature, including on-call or contractor status, or as a volunteer. Also, no adjustments will apply in the case of concurrent service in multiple Federation agencies.

Pension Benefit: If the employee has met the pension eligibility requirements in the previous agency, the employee may be eligible immediately, subject to the new agency's pension plan rules, for participation in the new agency's pension benefit.

Vacation Benefit: If the employee has met the vacation eligibility requirements in the previous agency, the employee may be eligible immediately for vacation accruals (see Policy 311.0, Page 30).

Medical Leave Day Benefit: Though medical leave days are considered a non-vested benefit of the agency, employees transferring to the agency, or employed within six (6) months of termination from another Federation agency may have medical leave days previously accrued at their former Federation agency reinstated on their first day of employment at the new agency. The personnel records of the previous agency will be the sole source to define the number of medical leave days in question. All other provisions of the medical leave day's policy will apply, including rates of accrual and accrual maximum.

105.0 NEPOTISM

Undue influence stemming from the relationship of employees to other employees or to board members is prohibited in the Agency. Accordingly, while a member of an employee's or board member's immediate family may be considered for employment by the Agency, provided the applicant otherwise possesses all of the qualifications for employment, the hiring of an immediate family member may be prohibited if such hiring would create either an actual conflict of interest or the appearance of one.

For purposes of this policy, "immediate Family" includes: spouse, brother, sister, parents, children, stepchildren, in-laws, and any other member of an employee's or board members household.

Employees who marry or become members of the same household may continue employment, but with the same sensitivity to actual or apparent conflict of interest.

Particular care will be exercised in the Agency to minimize creating either a direct or indirect supervisor/subordinate relationship with a family member. And where such relationships are unavoidable, the Agency director will implement safeguards against favoritism relating to pay, promotion and other working conditions for the affected employees.

106.0 VOLUNTEERS

Individuals who volunteer their services to the Agency on a full-time basis (that is, work a minimum of the normal workweek as defined by the Agency director for a regular, full-time employee of the Agency), and who do so on a sustained basis over a long period of time, may, in recognition of such sustained volunteer working, receive some limited credit for their years of service as a volunteer if they should later become a regular employee of the Agency or of another agency in the Catholic Charities Federation. This is at the sole discretion of the hiring agency, however, and only to the extent permitted by any of the agency benefits plans and/or pay practices.

107.0 EMPLOYEE ORIENTATION

It is the policy of the Agency that when an employee is hired, or when an employee transfers to a new job, an orientation will be conducted with the employee regarding his or her duties and responsibilities. It is the responsibility of the Agency's director to ensure the orientation occurs in a timely manner, and so as to provide a clear understanding concerning:

- (a) Employee's duties and placement within the structure of the Agency;
- (b) Employee's job authorities, administrative routines, and office procedures;
- (c) Agency purpose and program objectives; and
- (d) Ethical aspects of work life, with terms and conditions as shown in this handbook.

108.0 EMPLOYEE DEVELOPMENT

The Agency and its employees share the responsibility for professional and technical growth and development as members of a living social services community. Accordingly, the Agency encourages employees, as appropriate to their responsibilities, to maintain professional memberships in recognized organizations whose purposes are compatible with the Agency's and employee's ministry.

It is the policy of the Agency to promote continuing employee development through:

- (a) The provision of qualified supervision and coaching;
- (b) The provision of literature and materials relating to work assignments and Agency activities;
- (c) Planned staff meetings to review Agency programs and to discuss progress on work assignments;
- (d) Planned and scheduled participation in workshops, seminars and conferences linked to employee's Agency responsibilities, and including Agency In-Service Programs for staff development;
- (e) Planned and scheduled participation by the employee, during normal business hours, in job-related classes not available outside normal hours;
- (f) Participation in educational programs as classroom instructors or as supervisors of students and Agency interns;
- (g) Encouraging employees to conduct research in their field, and to publish results.

All employees of the Agency are encouraged to serve on professional committees and bodies to which they are invited, and to participate in community activities as appropriate.

109.0 INTRODUCTORY PERIOD

It is the policy of the Agency that all new employees and all present employees transferred or promoted to a new job are to be carefully reviewed and monitored for an initial introductory period on the job. This is a time during which both the employee and the supervisor should work together so that the employee can become fully oriented to the new job (see also Policy 107.0, Employee Orientation, Page 17). If an employee has any questions or believes that he or she is not receiving enough assistance, the employee should discuss this with his or her supervisor.

During the introductory period of employment, an individual's job performance, including attendance, punctuality, ability to work with others, and work skills, will be assessed periodically. Employees will be allowed to continue in their new positions if they are both given a satisfactory evaluation by the end of an initial three-month employment period and receive their supervisor's endorsement to continue in the job.



Employees not receiving such satisfactory evaluation and endorsement may be given additional time to demonstrate their ability to do the job if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

At all times, employment with the Agency is considered to be “at will”, and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

110.0 PERFORMANCE APPRAISAL

The performance of each Agency employee will be formally assessed on a regular basis and in writing. The employee’s supervisor is responsible to ensure:

- (a) The written assessment is accomplished;
- (b) The written appraisal includes specific expectations as defined in the job description;
- (c) The written appraisal includes objectives established in the most recent review; accomplishments and challenges since the last review; and objectives for future performance including developmental and professional objectives;
- (d) The written appraisal may include any recommendations for training;
- (e) The written assessment is first reviewed by the supervisor’s manager;
- (f) The evaluation is discussed with the employee as a planned and scheduled event;
- (g) The employee signs the evaluation, meaning he or she has read the written document;
- (h) The employee has an opportunity to add any written comments to the document; and
- (i) The employee receives a copy of the signed evaluation document.

The Agency views performance assessment as a valuable way of keeping employee job expectations clear, of affirming each employee’s contributions both to Agency results and personal growth, and for employees and supervisors to determine development needs and plans. This can be achieved when an employee’s goals and expectations are measurable and based on the employee’s written job description and the Agency’s plans and programs.

New employees are to be reviewed and assessed periodically during their introductory period of employment (see Policy 109.0, Introductory Period, Page 17). This should include at least one written evaluation at the end of an initial three months of employment. Other introductory period written evaluations are optional. Thereafter, employees are evaluated in writing on a regular basis as indicated above.

Employees who are transferred to another position will have a written evaluation covering their performance on their previous job. This is the responsibility of the previous supervisor. At a minimum, it is expected that comments on performance in the old job will be incorporated into the next regular formal review in the new job.

Evaluations separate from the written formal assessment may be done where an employee has completed special projects of a specific scope and/or time duration. Alternatively, this can be part of the formal written evaluation.

It is the responsibility of the employee’s supervisor to review and sign all assessment documents, including employee self-assessments or peer assessments, to ensure the written evaluations accurately reflect the employee’s contributions, and to endorse the overall direction of the employee’s development planning as consistent with Agency mission (achieved, in part, by ensuring the supervisor’s manager has reviewed and signed the assessment document prior to any final review with the employee).

111.0 JOB ANNOUNCEMENTS

It is the policy of the Agency to fill positions with individuals best qualified for the duties and responsibilities of the job. Whenever possible, internal candidates will be sought. To facilitate internal candidacies, employees are encouraged to make known their interests and employment goals to their supervisor from time-to-time.

The Agency’s director will post a notice of the job opening, if appropriate, for a reasonable period prior to the closing date for filing applications (normally a period of five workdays). The notice will summarize the position’s title, function, duties and responsibilities, and placement in the Agency structure.

Interested employees must initiate a written transfer request to their supervisor within five business days of the posting. Supervisors may initiate the process in the same timeframe and propose employees for the position. The Agency director

may, at his or her discretion, solicit outside candidates during or after the posting period.

Current employee candidates for promotion or transfer normally will be screened and selected on the basis of attendance and work records, performance assessments, and job-related qualifications, including professional license.

References and credentials of candidates and independent contractors will be verified. Applicants to be interviewed will be provided a copy of the job description. Final candidates will be given the opportunity to speak with currently employed personnel (such as the interview panel). Standard interview questions will comply with employment and labor laws.

The Agency endorses the above as a means of providing employment opportunity for all employees. The policy is an integral part of the Agency's efforts to improve opportunity for minorities, females, and other legally protected employees where such improvements are identified by the Agency.

112.0 PERSONNEL RECORDS AND FILES

It is the policy of the Agency to maintain records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Personnel records are updated regularly. Personnel files include training records. Documentation of job postings, interview notes, and reference verification may be kept in the respective Personnel Offices.

The official personnel file for each employee will be maintained by the Agency, and may include at least the following:

- Employment Application
- Offer Letter
- Acceptance Letter
- Agency Personnel Data Form
- Emergency Notification Form
- Employment Eligibility Verification (I-9 Form) – kept separately from personnel file
- Periodic Status/Pay Change Forms
- Job Description
- Job Goals/Expectations
- Performance Assessments
- Written Disciplinary Letters
- Acknowledgment Receipt for Employee Handbook(s)
- Acknowledgment of Federation Technology Policy
- Acknowledgment of the Archdiocesan Code of Ethical Conduct

Employees have a responsibility to make sure their personnel records are up to date, and should notify their supervisor or the Agency director in writing of any change in at least the following:

- Name
- Address
- Telephone Number
- Marital Status (for benefits and tax purposes)
- Number of Dependents
- Addresses and telephone Numbers of spouse, dependents, or former spouse (for insurance purposes)
- Beneficiary Designations for any of the Agency's insurance, disability and pension plans
- Persons to be Notified in Case of Emergency

Also, employees who have a change in the number of dependents or marital status are encouraged to complete, within a reasonable time, new Federal and State W4 Forms for income tax withholding if the change results in a decrease in the number of dependents.



Employees may inspect their own personnel file and may copy, but not remove, documents in the file. Such an inspection must be requested in writing to their supervisor or to the Agency director, and will be scheduled for a mutually convenient time. All inspections must be conducted in the presence of the designated member of Agency management. A reasonable charge, not to exceed the actual cost to the Agency, will be made for any copies of records made by the employee.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Agency director that the file be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure (see Policy 600.0, Dispute Resolution).

113.0 PRIVACY POLICY

The Agency director is responsible for overseeing the record keeping for all Agency personnel information, and will specify what information should be collected and how it should be stored and secured.

The Agency strives to balance its need to obtain, use and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its mission or which is required by federal, state or local law.

Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the file of that employee. The Agency director, or designee, must approve such an inspection.

Anyone in the Agency receiving a request from outside the Agency for personnel information concerning applicants, employees, or past employees should refer the request to the Agency director. The Agency director normally will release appropriate information after obtaining written consent of the individual involved. (See also Authorization for Release Of Information, Addendum D, p. 62). Exceptions may be made to cooperate with legal, safety and medical officials with a need to know specific employee information. In addition, written consent is not necessary to release limited general information on dates of employment, position held, and location of job site.

114.0 SOLICITATION

Individuals who are not employed by the Agency are prohibited from either soliciting or distributing literature, or both, on the Agency's premises.

Solicitation by employees on the Agency's premises is prohibited when the person soliciting or the person being solicited is on working time. "Working time" refers to that time that employees are expected to be working and does not include rest, meal or other authorized breaks. The distribution of literature by employees on the Agency's premises in non-working areas during working time is likewise prohibited, as is the distribution of literature by employees in working areas.

115.0 TERMINATION OF EMPLOYMENT

At all times, employment with the Agency is considered to be "at will". Therefore, either party may terminate the employer/employee relationship at any time for any lawful reason.

115.1 RESIGNATION

Resignation is defined as the termination of employment by an employee. Employees who are classified as non-exempt salaried or hourly (see Policy 200.2, Job Categories and Position Classifications, Page 24) are requested to give at least two (2) weeks advance notice of resignation. Employees who are classified as exempt are requested to give at least four (4) weeks advance notice of resignation. All resignations should be in writing, stating the reason for the resignation.

Failure to give the requested written notice may result in forfeiture of non-vested Agency benefits, including vacation, as well as ineligibility for re-employment.

115.2 DISMISSAL

Dismissal is defined as the termination of employment by the Agency. It can be for any reason not prohibited by law. At its sole discretion, Agency management may give either two (2) weeks notice of dismissal, or two (2) weeks pay in lieu of notice, or neither. In the case of dismissal, employees may forfeit non-vested Agency benefits, including vacation time.

115.3 RETIREMENT

Retirement is defined as the termination of employment by the employee under the retirement provisions of an agency's pension plan, as appropriate.

Employees wishing to retire should discuss this with their supervisor at the earliest possible date before their planned actual retirement. A retiring employee is requested to give written notice to his or her supervisor as far in advance as possible of the planned retirement date in order to achieve an orderly transition in the agency, take vacation time off if vacation at retirement would be in excess of 12 months' vacation, prepare various benefit-related paperwork, and receive any carry-over benefits such as vacation pay for unused vacation accrued in the 12 months immediately preceding retirement date.

115.4 LAYOFF

Layoff is defined as a temporary or permanent reduction in the number of Agency employees because of adverse economic or other conditions as deemed necessary by the Agency.

Although every effort will be made to find other employment opportunities for affected employees in the Catholic Charities Federation, assuming positions would be available for which the affected employees would possess necessary job qualifications, the Agency makes no guarantee that such opportunities will be found. If the layoff is unavoidable, the Agency will work to assist affected employees in locating employment outside the Agency, to the extent possible.

Vacation pay, equal to the number of vacation days accrued, minus the number of days taken prior to layoff, will be paid at the time of layoff if the layoff is expected to last for more than thirty (30) days.

115.5 DEATH IN SERVICE

In the case of the death of any active employee, regardless of their status as a regular or temporary employee, or full-time or part-time employment, the Agency will pay the employee's regular salary through the pay period in which death occurs, plus one (1) additional pay period. Any payment made under this policy will be made to the estate of the deceased employee. [See also Vacation Policy, Paragraph (h), Page 24.]

116.0 EXIT INTERVIEWS

All regular, full-time and part-time employees who are leaving the employment of the Agency voluntarily (that is, retirement or voluntary resignation with proper notice) are generally expected to participate in an exit interview on their final day on the payroll. The Exit Interview information (or declination) will be maintained in the employee's personnel file.

This final day will be a normal workday, and no vacation may be scheduled for this last day.

The exit interview will be with the Agency director or his or her designee. The purpose of the interview is to discuss benefit options and other matters with the employee and to provide the employee with the opportunity to share his or her feelings about employment with the Agency. The Agency also is interested in obtaining any suggestions or information, which can lead to improvements in working conditions, policies, or client services, and to promote retention of other employees.



It is the policy of the Agency that employees with infectious or communicable diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to the health of other employees or clients.

Communicable diseases for the purposes of this policy include, but are not limited to, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

Hiring: Persons seeking employment with the Agency will not be discriminated against on the basis of a communicable disease. Persons with a communicable disease, however, will not be hired if the nature and extent of the disease reasonably prevents them from performing the essential functions of the position, impairs any of the operations of the Agency, or poses a serious threat to the health or safety of others.

Benefits: If a person with a communicable disease is unable to continue his or her employment, benefits will be in accord with Agency policy pertaining to employees with any other disability or illness.

The Agency will attempt to maintain the confidentiality of the diagnosis and medical records of employees with communicable diseases, unless otherwise required by law. Information relating to an employee's communicable disease will not be disclosed to other employees unless the information is, in the opinion of the Agency, necessary to protect the health and safety of the employee, co-workers, or clients.

The Agency will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be utilized to limit the spread of diseases in the work place.

118.0 WORKPLACE VIOLENCE POLICY

It is the policy of the Agency to promote a safe environment for its employees. The Agency will not tolerate any acts or threats of workplace violence including, but not limited to, physical attacks, threats, offensive acts or remarks, harassment, intimidation, coercion, menacing or aggressive behavior, or disruptive behavior by any employee, former employee, or any other person against anyone in or about the Agency's premises. Further, the Agency will not tolerate any acts or threats of violence against its employees, guests, or any other visitor on the Agency's premises or against anyone who is engaged in services or business with or on behalf of the Agency. No person shall possess any firearm or other weapon on Agency property. Individuals who engage in such behavior may be removed from the Agency's premises, and may be subject to disciplinary action, termination, criminal penalties or both.

119.0 WEAPONS PROHIBITION POLICY

In order to ensure a safe environment for employees, visitors and clients, all employees are prohibited from possessing weapons of any type at any time during the course and scope of performing job duties on behalf of the Agency. This prohibition includes the possession of any weapons in the Agency's buildings, or in the Agency's vehicles regardless of whether they are on the Agency's property. In addition, employees are prohibited from bringing firearms, including concealed firearms, onto the property of the Agency. The Agency property includes all property owned by or operated by the Agency including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas.

The Agency reserves the right to search employees who are suspected of violating this policy. Such searches may include but are not limited to the employee's clothing, offices, desks, lockers, purses, bags, briefcases or vehicles while on the Agency's property. Employees violating this policy will be subject to disciplinary action up to and including immediate termination.

While this policy is intended to guide our employees as to the restrictions placed upon their otherwise lawful possession of weapons, the possession, transportation or storage of any type of weapon which is not in accordance with federal, state or local laws remains prohibited, and violation of any such laws will result in automatic discharge.

120.0 EMPLOYEE SUPERVISION

It is the policy of the Agencies of the Catholic Charities Federation that the work of all employees will be assigned, directed and reviewed by supervisory personnel (including, but not limited to, those whose titles include the term supervisor,

coordinator, manager, or director). Employees ordinarily will have only one supervisor to whom they report.

A primary role of each supervisor is to provide a link between agency administration and agency staff. Accordingly, supervisors are expected to communicate the mission and expected outcomes of the agency to the members of the agency staff whom they supervise. They also are expected to communicate to agency administration the attitudes, suggestions, and complaints of their employees.

In addition to mastering the program service requirements for the agency, supervisory personnel should be able to lead and motivate their employees to accomplish client service outcomes to the best of their capability. Thus, supervisors are expected to:

- Treat employees as individuals;
- Give recognition for good performance and provide guidance when improvement is needed;
- Explain in advance when and why changes are necessary;
- Recommend employees with growth potential for promotion;
- Explain the reasons for decisions to employees;
- Set and measure performance outcomes and client service standards for employees;
- Create a feeling of teamwork among employees; and
- Set good examples by holding themselves to the standards of conduct and performance that they expect of their employees.

Supervisors are responsible for ensuring that the agency's expectations and outcomes for employee conduct and performance are achieved and that the personnel policies established by this Employee Handbook are implemented. Therefore, supervisors' duties include:

- Recommending the hiring of personnel and overseeing special job training;
- Keeping employees informed about their work assignments, work progress, and opportunities for advancement;
- Evaluating the performance of employees, including during their introductory period;
- Recommending salary adjustments consistent with the agency's salary budgeting and planning processes;
- Recommending promotions, transfers and termination of employees;
- Scheduling vacations and, as appropriate, lunch and rest breaks;
- Controlling absenteeism and tardiness and approving requests for time off;
- Verifying employee time records and scheduling overtime when necessary;
- Recommending job elimination when appropriate;
- Complying with applicable federal and state laws and regulations, as well as Catholic Charities of St. Louis and Archdiocese of St. Louis policies, including those concerning nondiscrimination, abuse, and harassment;
- Maintaining neat and orderly work areas;
- Ensuring that all rules and regulations are observed by employees.

The activities described in this policy are guidelines for those whose responsibilities include the direct supervision of staff. This should not be considered as creating a contract or promise, express or implied, to employees that supervisors will in each case perform any or all of the activities or that those activities will be performed the same way in each case.

121.0 SMOKING

It is the policy of the Catholic Charities Federation to comply with all applicable federal, state, and local regulations, including licensing standards as appropriate, regarding smoking in the workplace and to provide a work environment that promotes the well-being of its employees and clients.

The Catholic Charities Federation recognizes that smoking in the workplace can adversely affect employees and clients. Accordingly, smoking is restricted at all agencies.

Smoking is prohibited inside all facilities of all agencies of the Catholic Charities Federation except for areas where it is specifically authorized by an agency executive. Supervisors are expected to enforce the regulations. The smoking policy applies to employees during working time and to clients and visitors while on the agencies' premises. Employees may contact their health plan benefit provider or the Employee Assistance Plan to access information concerning smoking cessation programs.



EMPLOYEE COMPENSATION

200.0 THE PAY SYSTEM

It is the policy of the Agency to pay compensation that is non-discriminatory. It is the aim of the Agency's pay practices to be competitive with the rates being paid for similar jobs in other agencies of the Catholic Charities Federation, and competitive also with the rates paid for similar jobs by other non-profit providers of social services in the community. All compensation policy decisions will consider the Agency's overall economic well-being.

200.1 COMPENSATION PHILOSOPHY

In compensating employees, the Agency strives to balance employee needs for adequate pay with sound compensation practices recognizing individual contributions, skills, and other such reasonable methods of determining pay amounts.

200.2 JOB CATEGORIES AND POSITION CLASSIFICATIONS

Within the categories of employees noted previously, employees of the Agency function within the following Job Categories: **Non-exempt (Salaried or Hourly)** or **Exempt (Salaried)**:

200.3 FEDERATION JOB SET

All positions in an agency are assigned a Job Classification or Job Title (e.g., Child Care Worker, Secretary, Executive Director, etc.). Each position, or group of like positions, will also have a distinct Job Description. The purpose of the Job Description is to set forth the major duties and expectations of the position within the Agency, and to ensure conformity of the position to applicable legal issues (e.g., Wage and Hour Law, Americans with Disabilities Act).

200.4 FEDERATION JOB GRADES

It is also the practice of the Agency to periodically establish Job Levels or Job Grades, in conjunction with the Agency and Federation Pay System, so that employees understand how their job fits within the Pay Structure. Each employee of the Federation should know his or her Job Title and Job Grade.

200.5 SALARY/PAY RANGES

Each Federation position will be placed in a Job Grade with positions of similar responsibility. Each Job Grade will have a Salary or Pay Range associated with it. The Agency administers the salaries of employees within the Salary or Pay Range associated with his or her Job Title and Grade. While the grade level of a job will be based on the Agency's assessment of responsibility compared to other positions in the Agency, the salary ranges for all grades are the same throughout the Catholic Charities Federation.

Under direction of Catholic Charities of St. Louis, Salary/Pay Ranges are adjusted periodically to reflect changes in competitive pay data. The competitive pay data are acquired through various salary and pay surveys in which Catholic Charities participates on a regular basis, including data related to individual agency services (e.g., healthcare, social services, general non-profit).

Any employee of the Agency may request his or her Job Grade and the Salary Range associated with his or her Job Classification and Grade in the Agency.

201.0 PAYROLL PERIODS AND PRACTICES

Employees of Federation agencies are paid either every two (2) weeks (bi-weekly) on Friday, or twice each month (semi-monthly) on the 15th and the last day of the month. Agency business needs will determine which pay practice will apply. If a holiday should fall on a regularly scheduled payday, employees will be paid on the preceding business day.

202.0 WORK SCHEDULES

All regular, full-time employees are scheduled to work the normal workweek as defined by the Agency director. The Agency's director, or his or her designee, determines the specific working hours, and these hours include lunch and break arrangements based on client needs and employee responsibilities. Work schedules may be adjusted at the discretion of the Agency. However, under normal circumstances, no regular, full-time employee will be scheduled to work fewer than the normal workweek hours in any calendar week.

Work schedules for regular, part-time employees, for temporary employees, and for employees in other staffing categories will be established by the Agency's director, or his or her designee, and will be based on the needs of the Agency and the requirements of these other personnel/staffing categories (see Policy 104.0 Page 15).

203.0 BREAKS AND LUNCH PERIODS

Based on client needs and individual employee duties and responsibilities, the Agency will provide appropriate employee meal and/or break arrangements. These are communicated to all employees by the supervisor and Agency director.

204.0 OVERTIME

Positions within the Agency are categorized as being either exempt or non-exempt (see Policy 200.2, Page 24). The Fair Labor Standards Act (FLSA) defines an exempt position as one that is predominantly executive or administrative in nature, or one which is considered to be professional within the framework of the Agency's operations. Salaried employees who hold exempt positions within the Agency are not eligible for overtime pay.

Non-exempt employees (hourly and salaried), on the other hand, will be compensated at the rate of one and one-half times their regular rate of pay (hourly base rate equivalent) for all hours worked in excess of 40 hours worked in any established work week. In determining whether the employee has worked in excess of 40 hours worked in an established work week, the Agency counts only time actually worked by the employee; time not actually worked by the employee, such as holidays, vacations, medical leave days, leaves of absence, and so forth, will not be counted.

Employees are encouraged to participate in a wide variety of community groups and activities, some of which may include the Archdiocese of St. Louis or their own particular church or parish. Even when such service involves representing the Agency, the opportunity to serve shall be looked upon as an invitation, not a mandate, and shall be accepted at the employee's discretion and not compensated. If such service is required by the Agency, it shall constitute service for which compensation is due under appropriate normal and/or overtime pay practices of the Agency.

If the Agency requires employees to attend such events as after-hours meetings or weekend meetings, including training programs, all hours spent at the event will be counted as hours worked. If attendance is discretionary, the hours will not be counted as time worked.



205.0 DISCRETIONARY TIME

As noted in Policy 204.0, above, salaried employees who hold exempt positions within the Agency are not eligible for overtime pay.

Non-exempt (hourly and salaried) employees of the Agency who work in excess of 40 hours worked in the established work week, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours worked in the established work week. Except in the case of emergency, employees are not permitted to work overtime without prior approval by the supervisor or manager.

Under current Wage and Hour Law, non-exempt employees of the Agency are not eligible for compensatory time off, including discretionary time off, in lieu of overtime pay; that is, non-exempt employees must receive overtime pay for all hours worked in excess of 40 hours worked as detailed in Policy 204.0, above.

If non-exempt employees attend to Agency events outside of normal working hours, and are required to do so, they should be paid for the time involved. Their time at such an event(s) should be counted as time worked for purposes of calculating overtime. If their attendance is discretionary, their time would not be paid time.

EMPLOYEE BENEFITS

300.0 BENEFITS PROGRAM

It is the current practice of the Agency to offer certain benefits to eligible employees, including health, dental, life insurance, long-term disability, Employee Assistance Program, and pension and retirement plans. Eligibility for these benefits, including eligibility for coverage during approved leaves of absence or layoff, will depend upon the specific requirements of each benefit plan, as determined by the Plan Administrator.

The Agency also provides a number of other benefits such as paid vacation, paid holidays, medical leave days, and other leaves of absence opportunities. Eligibility for these other benefits will be determined by the Agency, or as required by law. During extended leaves of absence or layoff, however, otherwise eligible employees do not earn or accrue paid vacation or medical leave days, nor do they receive holiday pay.

Benefits provided by the Agency are described in required plan documents kept on file at the Agency. These documents are available for examination by plan participants or beneficiaries. These plan documents are the only official and binding materials concerning the Agency's welfare and pension benefits. All summaries and communications, both written and oral, must refer to these plan documents as binding in cases of questions or disputes.

The Plan Administrator is responsible for all communications and disclosures concerning Agency benefits, and for compliance with all applicable laws and regulations.

301.0 ELIGIBILITY

To be eligible for most benefits, an employee of the Agency must be a regular, full-time employee as defined in Policy 104.0, Categories of Employees.

Regular, part-time employees of the Agency who work at least 1,000 hours annually may also be eligible for certain benefits as defined by the Plan Administrator, applicable law, or the Agency director.

302.0 HEALTH INSURANCE

Regular, full-time employees of the Agency are offered the opportunity for health and dental coverage.

Explanations, applications and conditions of benefits are provided to eligible new employees when they join the Agency, and annually thereafter to all eligible employees. Eligible employees also receive information concerning their share of annual costs for the health insurance benefit, which includes a prescription medicine plan and vision plan.

303.0 RETIREMENT

It is the current practice of the Agency to provide a pension plan for its eligible employees. Eligibility is as defined in the official plan document (a copy of which is available in the Agency) or as determined by applicable federal law.

As part of this current plan, a pre-retirement Extended Survivor's Death Benefit will be paid if you otherwise meet the eligibility requirements for the death benefit.

Questions about plan details should be directed to the Plan Administrator, to the Agency director, or to his or her designee.

304.0 TAX-DEFERRED ANNUITY

Employees of the Agency may voluntarily make contributions to a Tax-Deferred Annuity Plan [a 403(b) TDA] to build additional retirement benefits. This plan is separate from that available under Policy 303.0, above.



Contributions may not exceed the maximum exclusion allowance prescribed by the Internal Revenue Code. Contributions are deposited in a Tax-Deferred Annuity account with the Plan Trustee, and the investment options are at the discretion of the employee. Upon the death of an employee participating in the Tax-Deferred Annuity Plan, and prior to retirement, the accumulated amount in the annuity purchased for retirement is payable to the employee's beneficiary. Interested individuals should review Plan details and eligibility criteria with the Plan Administrator, or with the person designated by the Agency.

305.0 LIFE INSURANCE

The Agency provides the Life Insurance Plan at no additional cost to the employee. Plan provisions, including eligibility rules and a description of Accidental Death & Dismemberment (AD&D) benefits, are detailed in the Plan document available from the Agency.

305.1 VOLUNTARY TERM LIFE INSURANCE

The Agency currently facilitates participation on the part of interested/eligible employees in a Voluntary Term Life Insurance program. The costs of participation are borne entirely by the employee, and enrollment is limited to an eligibility window of 31 days from date of hire. This voluntary program includes a spouse and/or dependent life insurance feature. Details and a program brochure are available from the Agency.

306.0 LONG TERM DISABILITY

The Agency currently provides a Long-Term Disability benefit plan to full-time employees, on the first of the month following 90 days of employment. The cost of plan participation is paid fully by the Agency. Plan details, including eligibility requirements and benefit amounts, are as specified in the Plan Document available from the Plan Administrator or the Agency.

307.0 LIABILITY COVERAGE

The Agency provides liability coverage to all employees for claims arising out of pursuit of their responsibilities as employees. Specific information about this coverage can be obtained from the Agency's director.

308.0 WORKER'S COMPENSATION

The Agency furnishes worker's compensation benefits to its employees for work-related injuries, exposures, and illnesses, as required by law. In order to qualify for worker's compensation, it is important that the person's supervisor is made aware of the work-related injury, exposure or illness immediately (see Policy 308.1, below).

308.1 REPORTING OF EMPLOYEE INJURIES

All accidents involving personal injury to employees on the job must be reported immediately at the time of the accident to the employee's immediate supervisor. The supervisor is responsible for reporting the information to others in positions of authority within the Agency. Injured employees may be asked to see a doctor approved by the Agency and/or the Agency's worker's compensation insurance provider.

309.0 SOCIAL SECURITY

The Agency participates in the federal Social Security program. This means that for every dollar that is deducted from the employee's paycheck for this program, the Agency contributes another dollar to match the employee's contribution. The deduction for Social Security appears on paycheck stubs.

310.0 PROFESSIONAL GROWTH

Employees are encouraged to take advantage of opportunities for professional growth and development (see Policy 108.0, Page 17, Policy 110.0, Page 18, and Policy 314.5, Page 38). The Agency, within its discretion, may pay a portion of the costs associated with a seminar or program that is judged by the Agency director to be complementary of an employee's

professional development plan. Should participation in a seminar or program be required by the Agency for continuation of growth, the Agency normally will bear the reasonable costs of employee participation.

310.1 EDUCATIONAL ASSISTANCE

The Catholic Charities Federation recognizes that the skills and knowledge of its employees are critical to the success of the agencies with which they are employed and of the Federation as a whole. The Federation encourages each agency to define and adopt an educational assistance plan for agency employees consistent both with this philosophy and with the agency's financial resources.

Regular, full-time employees of an agency, who have completed one (1) full year of continuous full-time service with an agency or agencies of the Catholic Charities Federation, may be eligible to apply for such educational assistance, including tuition reimbursement. Each agency of the Catholic Charities Federation, at its sole discretion, will annually decide the level of funding for the agency's educational assistance efforts, including tuition reimbursement.

To maintain eligibility generally for any tuition reimbursement component of an agency's education assistance program, employees would be expected to remain on the full-time payroll of the agency, and be performing his or her job satisfactorily through completion of each course. Employees terminating prior to course completion will not be eligible for reimbursement. Eligible employees transferring between Federation agencies will receive tuition program coverage for current coursework from the agency that originally authorized their active courses, as appropriate; courses undertaken after transfers are handled under the receiving agency's educational assistance program.

Details concerning educational assistance and tuition reimbursement in the Agency, including information concerning individual employee requirements and course eligibility, are available to employees from the Agency Director or his or her designee. As noted, individual agency funding will be determined annually based on the ability of the agency to budget educational assistance support.

Generally, educational assistance, including tuition reimbursement, must be related to the employee's current job duties or foreseeable future responsibilities. Evidence of this may include the employee's individual development plan prepared each year as part of the performance assessment process (see Policy 110.0, Performance Appraisal, Page 18).

Employees should contact the Agency Executive Director or his or her designee for more information about the educational assistance support provided by the Agency.

While educational assistance is expected to enhance employee performance and professional abilities, neither the Agency nor the Federation can guarantee that participation in formal education will entitle the employee to advancement, a different job assignment, or pay increases.

310.2 CATHOLIC CHARITIES/ST. LOUIS UNIV. TUITION

Through a special agreement between Catholic Charities of St. Louis and the Saint Louis University School of Social Service, employees of Catholic Charities Federation agencies may be able to receive limited tuition grants from Catholic Charities, along with tuition remission from Saint Louis University.

To be eligible, an employee: must be a regular, full-time employee of a Federation agency; must have been employed in that status for at least one (1) year; and must be accepted and enrolled in Saint Louis University's Masters of Social Work Program for a minimum of six (6) credit hours per semester.

If eligibility and enrollment requirements are met, the employee may apply for a Tuition Grant for one-third of tuition cost, which Catholic Charities will pay directly to Saint Louis University. Saint Louis University will provide remission of one-third of the tuition. The employee is expected to pay one-third.

Students must demonstrate to Saint Louis University the capacity to successfully complete the MSW Program. Saint Louis University will deny the remission if the student's GPA falls below 3.0 during the Program.



The Tuition Remission Program is available to one (1) student per year, with no more than three (3) Catholic Charities Federation employees receiving the grants and remissions each semester. Program details are available from the Catholic Charities Federation's Director of Human Resources.

311.0 VACATION

All regular, full-time employees across the Catholic Charities Federation establish eligibility for an annual vacation with pay as a period of rest and relaxation generally after three (3) months of continuous employment. Also, all regular, part-time employees, who work a regularly scheduled workweek of 20 hours or more, generally establish eligibility for annual pro-rated vacation with pay after three (3) months of continuous employment. With the prior approval of Catholic Charities, individual agencies may establish a longer vacation eligibility period, but not in excess of twelve (12) months from date of hire.

Employees may not take paid vacation until they have actually earned it. The Agency director will establish Agency procedures for the taking of vacation once it is earned.

Guidelines:

(a) **Eligibility:** Paid vacation eligibility is based on length of continuous service, as follows:

1. With completion of one (1) year of continuous service, employees are eligible for two (2) week's vacation;
2. With completion of five (5) years continuous service, employees are eligible for three (3) week's vacation;
3. With completion of ten (10) years continuous service, employees are eligible for four (4) week's vacation;

(b) **Determining Vacation Totals:** Actual vacation days are equal in length to the regularly scheduled hours worked each day by the eligible employee. Vacation days are earned, on a monthly basis, from the employee's date of hire, as follows:

1. Following successful completion of the Introductory Period of employment and, as defined by the agency, six (6) months up to twelve (12) months continuous service, paid vacation days are earned at the rate of 5/6 of a day per month, retroactive to the date of hire;
2. With completion of five (5) years continuous service, days are earned at a rate of 1-1/4 days per month;
3. With completion of ten (10) years continuous service, days are earned at a rate of 1-2/3 days per month;

(c) **Accumulation of Vacation Time:** Eligible employees may accumulate vacation time in the current year up to a maximum of their annual eligibility; that is, 10, 15, or 20 days. Once an employee reaches this maximum, he or she is expected to schedule and take the vacation not later than in the following year. Any current year vacation accrual unused by the end of the following year will be forfeited.

Exceptions to this provision of the policy may be made by the Agency if unusual working requirements necessitate cancellation by the Agency of scheduled vacation so late in the following year as to preclude the accrued and scheduled vacation time being used before year end. In such cases, the Agency may approve re-scheduling the vacation to be taken not later than three months into the following year.

- (d) **Pay In Lieu of Time Off:** Vacation pay is not granted in lieu of taking actual time off.
- (e) **Scheduling Vacations:** Employees are encouraged to schedule vacation in advance. All vacations are to be arranged with the immediate supervisor. Work coverage and seniority will be considered in determining actual scheduling.
- (f) **Accrual During Approved Leave:** While an employee is away from work on an approved extended leave status (e.g., FMLA Leave, including intermittent leave, or Catholic Charities Extended Medical Leave), normal vacation accrual is suspended.
- (g) **Employee Terminations:** Vacation is considered a non-vested benefit. Terminating employees may receive pay for unused vacation only if the terminating employee provides proper notice in the case of voluntary terminations or retirement. In instances of involuntary termination, payment of unused accrued vacation is at the sole discretion of the Agency. See also the policies covering termination of employment (Pages 20 - 21). Employees terminating with less than the required vacation eligibility service of 6 to 12 months, as determined by the agency, do not receive vacation pay. Under no circumstances will terminating employees receive payment for unused vacation in excess of actual unused vacation earned during the twelve (12) months immediately preceding the date of termination.

Exceptions to this provision of the policy may be made by the Agency if unusual working requirements or circumstances prevented the use by the terminating employee of his or her vacation accrual in excess of the accrual for the 12 months immediately preceding termination. Normally, however, such excess is expected to be used as time off during the required two-week or four-week termination notice period, and the Agency should plan the job transition accordingly.
- (h) **Death of Employee:** At the death of an eligible employee, payment for unused vacation is made to his or her estate.

312.0 HOLIDAYS

It is the policy of the Catholic Charities Federation to designate and observe certain days each calendar year as paid holidays. Eligible employees will be given paid time off for these holidays, work schedules of the individual agencies permitting. To be eligible for a paid holiday, an employee must normally work their regular schedule both before and after the designated holiday. Employees on sick leave on the day before and/or the day after a holiday will not be paid for the holiday.

The Agency has the option of providing an alternate day off for employees required to work on the designated Federation holiday, or of providing holiday pay in addition to normal pay for the holiday worked. Agencies of the Federation are expected to ensure internal Agency consistency in this regard.

The paid time off is pro-rated for eligible regular, part-time employees.

The following eight (8) standard holidays will be observed annually across the Catholic Charities Federation:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

At the sole discretion of the Agency, Agencies may designate a combination of up to two (2) additional floating holidays or "Personal Day(s)" depending on Agency business needs and working schedule requirements. Each Agency will specify the additional day or days via internal agency communication each year.

A holiday that occurs on a Saturday generally will be observed by the Federation on the preceding Friday; a holiday that occurs on a Sunday generally will be observed on the following Monday.



313.0 MEDICAL LEAVE

313.1 MEDICAL LEAVE DAYS

Medical leave days, sometimes referred to as “sick leave days”, are available to eligible employees of the Agency for leaves precipitated by:

- (a) the employee’s own health condition;
- (b) the need to care for a spouse, child or parent because of a serious health condition;
- (c) birth of a child to the employee; or
- (d) the need to care for a child upon birth or upon placement for adoption or foster care.

Paid medical leave days for all regular, full-time employees will accrue at the rate of 5/6 of a day per month beginning on the date of employment, up to a maximum of ten (10) days per calendar year. Generally, unused days may accumulate and be carried over year-to-year up to a maximum of one hundred twenty (120) days.

Paid medical leave days for all regular, part-time employees who work a minimum of a regularly scheduled 20 hours each workweek accrue on a pro-rated basis (both annual and year-to-year maximums).

The Agency may require that any leave request based on a family member’s or the employee’s own health condition be supported by certification from the attending health care provider. To be sufficient, the certification must contain:

- The date the serious health condition began;
- The probable duration of the condition;
- The appropriate medical facts about the condition.

An employee who is absent from work because of illness is expected to notify their supervisor as far in advance of the start of the workday as possible to ensure the Agency has adequate time to arrange coverage as necessary.

Medical leave days are a non-vested benefit and end upon termination of employment. The Agency will maintain records of the number of accumulated medical leave days for each eligible employee. The non-use of medical leave days confers no rights to additional compensation as an employee or at the time of termination of employment.

313.2 FAMILY AND MEDICAL LEAVE

Definition and Purpose

A family or medical leave of absence (“FMLA leave”) is an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a “rolling” 12-month period under particular circumstances that are critical to the life of a family. (FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period). This policy explains the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work.

Basic Eligibility Requirements

To be eligible for FMLA benefits, an employee must:

- have worked for the Agency for at least 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a worksite where at least 50 employees are employed by the Agency within 75 miles.

Basic Leave Entitlement

Eligible employees may take a leave of absence up to a total of 12 work weeks of unpaid leave during a 12-month period for one or more of the following reasons: (1) for incapacity due to pregnancy, prenatal medical care or child birth;(2) to care for the employee's child after birth, or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; and (4) for a serious health condition that makes the employee unable to perform at least one of his or her job functions because of a serious health condition.

To determine the amount of FMLA leave to which an employee is entitled, the 12 month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months preceding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining.

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in The National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies may include alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment integration briefings.

FMLA also includes a special leave entitlement, known as Military Caregiver Leave, that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12 month period. A covered service member is: (1) current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. This special leave entitlement was updated in February 2013, for current forms please visit the United States Department of Labor website and/or contact your Human Resources Representative.

Leave Entitlement for Spouses Employed by the Agency

Spouses who are eligible for FMLA leave and are both employed by the Agency are entitled to a combined total of 12 weeks of leave (rather than 12 weeks each) for: (1) the birth or care of a newborn child, (2) the placement of a child for adoption or foster care or to care for the child after placement, or (3) to care for a parent with a serious health condition.

Spouses who are eligible for FMLA leave and are both employed by the Agency are limited to a combined total of 26 weeks of leave during a single 12-month period for Military Caregiver Leave or for Military Caregiver Leave and one or more of the following: (1) the birth or care of a newborn child, the placement of a child for adoption or foster care or to care for the child after placement, or (3) to care for a parent with a serious health condition.

For any other qualifying FMLA reason, each spouse will be entitled to the full leave allotment, or that portion of leave remaining for the particular employee in the relevant 12-month period.

Use of Leave

Under some circumstances, an employee may be permitted to take leave intermittently in blocks of time or by reducing a normal weekly or daily work schedule when medically necessary for a serious health condition of the employee or his or her spouse, child or parent, or for the serious illness or injury of a covered servicemember. Leaves due to qualifying exigencies may also be taken on a reduced schedule or intermittent basis when necessary.



If leave is requested on an intermittent or reduced schedule basis, the Agency may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences.

The alternative position will have equivalent pay and benefits. For certification for intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given, the duration of the treatment, and any periods of recovery. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Agency's operations.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or 1 visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Coordination of Unpaid Leaves with Paid Time Off

In connection with any leave taken under this policy, an eligible employee must also use any available paid time off, such as any one or more of accrued sick leave, vacation, paid holidays, or workers' compensation leave. Upon exhaustion of any such paid time off, any remaining FMLA leave shall continue without pay. In other words, if an employee is entitled to both unpaid FMLA leave and paid leave under another benefit plan or policy, the employee will be required to use all applicable paid leave plans or policies before unpaid leave, and the FMLA leave and paid leave will run concurrently.

Maintenance of Health Benefits

Health Insurance. The Agency will maintain an eligible employee's group health benefits for the duration of a qualifying FMLA leave to the extent group health benefits were provided before the leave was taken and on the same terms as if the employee had continued to work. Employees must pay their regular contribution for the cost of any health insurance premium while on leave. All premiums must be submitted either: (1) before the employee takes the leave; (2) on the normal payroll date; or (3) according to any other arrangement voluntarily agreed to by the Agency and the employee. If an employee fails to make timely payments of his or her share of the premiums (i.e. the premium is more than thirty (30) days late), the employee's health insurance coverage may terminate.

Recovery of Premiums. If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return after an approved unpaid leave of absence (for reasons other than retirement), the Agency may recover from the employee the cost of any payments made to maintain the employee's health benefits, unless the failure to return is because of a serious health condition of the employee, employee's spouse, child or parent, or a serious illness or injury of a covered servicemember, or other reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

Job Restoration

Restoration to Employment. Following a FMLA leave, the Agency will restore most employees (with the exception of employees designated as "key employees") to his or her job or to an equivalent position with equivalent pay,

benefits, and other terms and conditions of employment. However, it should be noted that an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. For example, a reduction in force, reorganization, closing, cessation of operations, or other event has eliminated the employee's job, then the Agency will no longer have an obligation to reinstate the employee under the FMLA. Additionally, the Agency cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the Agency.

Return from Leave. An employee must notify the Agency in writing of his or her intention to return from FMLA leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of an FMLA leave, notification must be given to the employee's supervisor at least (2) working days prior to the employee's planned return. For those employees who took FMLA leave for their own serious health conditions, the Agency may require the employee to obtain a certification from his or her healthcare provider that he or she is able to resume working. (See Addendum E, page 87 for a sample Fitness for Duty Certificate). In other words, the Agency may require certification of an employee's fitness to return to work as a condition of restoration of his or her employment.

Failure to Return from Leave. Failure of an employee to return to work upon expiration of an FMLA leave will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of FMLA leave due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child, parent or covered servicemember, must submit a request for an extension, in writing, to his or her supervisor. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the FMLA leave period.

Employee Responsibilities

Application for Leave. An employee requesting leave must complete an Application for Family and Medical Leave (Contact Human Resources). The completed application must state the reason for the leave, the duration of the leave, and the anticipated starting and ending dates of the leave.

Notification and Reporting Requirements. Employees must provide 30 days advance notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 day's notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Agency's normal call-in procedures. If an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee should provide notice of the need for leave either the same day or the next business day. When the need for leave is unforeseeable, employees are required to inform the Agency of the need for leave as soon as practicable. Eligible employees may be required to report periodically on their status and their intention to return to work.

Employees must provide sufficient information for the Facility to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Agency if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Certification. The Agency requires complete and sufficient medical certification to support an application for leave for an employee's own serious health condition and to care for a child, spouse or parent with a serious health condition, or for leave to care for a covered servicemember with a serious illness or injury. Certification forms issued by the Secretary of Labor are attached as Addendum E, pages 71-82 (including separate certifications for one's own serious health condition, the serious health condition of a family member and the serious illness or injury of a servicemember). The Agency may require a second medical opinion at its expense. If the first and second opinions differ, the Agency may require the binding opinion of a third health care provider, approved jointly by the Agency and the employee and paid for by the Agency.

The Agency also requires that an employee submit a complete and sufficient certification for a leave due to a qualifying



military exigency on the form prepared by the Secretary of Labor (See Addendum E, pages 83-85). The first time that the employee requests leave for a qualifying exigency in connection with a particular covered military member, the employee must also submit a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's status. If any FMLA certification is deficient, the Agency will provide the employee with written notice of the deficiencies. The employee will have seven (7) calendar days to cure the deficiency. If an employee fails to provide the Agency with a complete and sufficient certification (despite the 7-day period to cure the deficiency) or fails to provide any certification at all, the request for FMLA leave may be denied.

Minimum Disruption of Agency Activities. Employees are required to plan FMLA leaves involving planned medical treatments, including intermittent and reduced schedule leaves, so that they will cause the least disruption to the Agency's operations. Giving the Agency sufficient notice and being flexible in scheduling will help assure that minimal disruption occurs.

Agency Responsibilities

The Agency must inform employees requesting FMLA leave whether or not they are eligible. If the employee is eligible for FMLA leave, the notice will specify any additional information required from the employee, as well as the employees' rights and responsibilities. If the employee is not eligible for FMLA leave, the Agency will provide the reason for the ineligibility.

The Agency will inform an employee if leave will be designated as FMLA-protected, and the amount of leave counted against the employee's leave entitlement.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA Section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this policy. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

313.3 EXTENDED MEDICAL LEAVE

An employee who exhausts his or her FMLA leave eligibility may apply for an extended medical leave, not to exceed four (4) weeks, in the case of his or her own serious health condition. In such cases, the employee receives medical leave day benefits (see Policy 313.1, above) for the time of actual illness, disability, and recuperation to the extent the employee has accrued benefits and for the time of actual disability as defined by their physician. The remainder of the leave is unpaid. Reinstatement of the employee to their position or to a comparable position at the conclusion of the approved extended medical leave will be at the discretion of the agency. The Agency has the discretion to require that future health insurance premiums be paid by the employee during the Extended Medical Leave.

313.4 SPECIAL PAID LEAVE FOR BIRTH OF A CHILD OR ADOPTION

Supportive of the Church's Pro-Life position, for employees who: (a) have worked for the Agency for at least twelve (12) months, and (b) have worked for the Agency for at least 1,000 hours in the previous twelve (12) months, for birth of a child or adoption, a cumulative total of ten (10) days paid leave will be provided to the employee each fiscal year (July 1 – June 30). This paid leave will not come out of vacation or medical leave days and will be provided first and automatically to any qualified employee.

This special policy applies to all qualified employees, male or female. However, a policy limitation of a cumulative

total of ten (10) days per fiscal year to each qualified employee, or to each couple, if any agency or department of the Archdiocese employs both individuals, will apply.

314.0 OTHER LEAVES OF ABSENCE

It is the policy of the Agency to accommodate to a variety of employee needs to be absent for reasons not covered above in Policies 313.0 - 313.4, to the extent such accommodation either is suggested by law or promotes a more effective work climate, or both.

314.1 JURY DUTY

The Agency recognizes an employee's civic obligation to serve as a juror when called. When an employee is selected for jury duty, the employee will continue to receive time off to serve on the jury for a period of up to fifteen (15) workdays in the calendar year. During this fifteen-day period, the employee may retain any jury service payment received from the court, and the employee's normal pay from the Agency does not change.

Should an employee's jury service extend beyond fifteen (15) workdays, the employee will continue to receive time off for the jury service. Pay of the employee, however, will be the difference between any jury pay from the court and the employee's regular pay.

All Agency employees are expected to provide a copy of all of the jury service records to the supervisor upon return from jury duty leave.

314.2 BEREAVEMENT

It is the policy of the Agency to provide each employee up to three (3) consecutive workdays for purposes of attending to funeral and bereavement obligations upon the death of a close family member. "Close family member" includes spouse, child, parent, brother, sister, brother-in-law, sister-in-law, parent-in-law, grandparent or grandchild, son-in-law and daughter-in-law.

Permission for unpaid funeral leave, of limited duration, for deceased persons other than the aforementioned, or for leave past the day of the funeral, or for leave in excess of three days, may be granted within the sole discretion of the Agency director. Such approved unpaid funeral leave may be covered by paid vacation days if the employee prefers, and to the extent the employee has unused vacation days available for this purpose.

314.3 PERSONAL LEAVE

An employee's supervisor for urgent personal needs that cannot be met outside of normal working hours may grant time off. Unless there is an emergency, however, employees are expected to discuss the need for personal leave well in advance of the anticipated absence. Determination of how personal leave is assigned (for example, medical leave day, vacation day, paid, unpaid, etc.) is at the sole discretion of the Agency director.

314.4 MILITARY LEAVE

Employees who enlist, are inducted, or are recalled to active duty in the Armed Forces of the United States will be afforded a military leave in compliance with all applicable federal and state laws. Employees who perform and return from military service in the Armed Forces, the military reserves, or the National Guard will retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as required by applicable federal or state law. Benefits coverages are the same as for other leaves as noted in Policy 300.0, Page 27.

Employees with one year or more of service will be protected against the loss of income as a result of participation in annual encampment or training duty in the U.S. military reserves or the National Guard. In these circumstances, the Agency will pay the difference between what an employee would have earned as normal straight-time earnings on the job and what the employee earns from the government for this annual duty. This difference will be paid for up to two (2) weeks in a calendar year. Affected employees are expected to provide to the Agency director copies of any annual encampment or training duty orders, and to provide documentation of all government earnings for the period(s) in question.



314.5 PERSONAL OR PROFESSIONAL GROWTH

All regular, full-time employees of the Agency who have completed five (5) years of service with the Agency, or with agencies affiliated with the Catholic Charities Federation, may request an unpaid leave of absence to pursue personal or professional growth opportunities.

All personal or professional growth leaves are granted at the sole discretion of the Agency director. Benefits coverages are as noted in Policy 300.0, Benefits Program, Page 21.

314.6 COURT TESTIMONY LEAVE

Catholic Charities Federation agencies shall grant time off to any employee required to testify in criminal judicial proceedings consistent with applicable federal, state or local law or regulation.

This time off may be with pay or without pay at the sole discretion of the Agency's Executive Director. Regardless, such time off may not be charged to accrued vacation or, if otherwise applicable, sick leave, except at the request of the employee.

To qualify, employees are expected to provide in advance an official court document evidencing the need to testify in a specific criminal court proceeding, along with an appropriate court record of the leave time and date(s).

315.0 LEAVES OF ABSENCE REQUESTS

Except as otherwise specified under individual leaves of absence policies shown above and on previous pages of this benefits section, an employee absent from work for any reason is expected to complete, and submit to the immediate supervisor, an absence request form. All such requests are to be submitted in advance where the absence is foreseeable, and approved by the Agency director; if after the fact, the form should be completed upon the employee's return to work.

316.0 EMPLOYEE ASSISTANCE PROGRAM

All employees of the Agency and their household members are eligible for the Archdiocese of St. Louis Employee Assistance Program (EAP). The EAP benefit is paid for by Catholic Charities for all agencies of the Catholic Charities Federation. The EAP is a confidential, internal program offering short-term mental health counseling and work/life management. It is available to help with such issues as family problems, parenting issues, marital/relationship conflicts, emotional concerns, alcohol/drug problems, and referral for financial or legal problems.

EAP Program details, including a descriptive brochure, are available in the Agency.

317.0 ADOPTION ASSISTANCE

The Archdiocese of St. Louis has established an Adoption Assistance Program to provide benefits to eligible employees who seek to adopt an eligible child. The purpose of the Plan is to provide financial reimbursement towards the cost of certain qualified adoption expenses, as well as provide Paid Leave to the employee (see Policy 313.4, above). See plan details, including eligibility criteria and procedures, at www.archstl.org/hrbenefits.

EMPLOYEE BUSINESS EXPENSE

400.0 EMPLOYEE BUSINESS EXPENSE REIMBURSEMENT

Expenses authorized and incurred by employees in connection with assigned job responsibilities will be reimbursed by the Agency. Expense accounts may be submitted to the immediate supervisor as appropriate.

Expenses incurred for authorized out-of-town business travel will be reimbursed as follows:

- (a) Air travel and lodging will be reimbursed for actual expenses incurred. Air travel should be scheduled sufficiently in advance so as to secure the most economical fare possible;
- (b) Other expenses, such as meals, lodging, telephone calls and local transportation, will be reimbursed upon receipt of documentation.

The Agency director is responsible for management of the business expense reimbursement practices of the Agency.

400.1 PERSONAL AUTOMOBILE USAGE

Reimbursement for the authorized business use of personal automobiles will be on a monthly basis at the rate established by the Agency. Employees who are authorized to operate their personal vehicle on Agency business are expected to comply with all statutory requirements for the operation of motor vehicles, and have at least the minimum insurance coverage as required by the State of Missouri.

All repair, maintenance, fuel and vehicle insurance costs are the responsibility of the vehicle owner, and such costs are included within the mileage rate reimbursement by the Agency. Each vehicle owner also is responsible for traffic tickets and citations, of whatever type, which may be issued for vehicular violations occurring while on authorized Agency business.

The actual time spent in the authorized use of a personal vehicle for Agency business will be treated as working time for purposes of such statutory matters as Worker's Compensation and Wage and Hour Regulations. The Agency director has the responsibility to ensure the authorized use of personal vehicles for Agency business does not occur outside the individual employee's normal workday, except in the case of an emergency.



EMPLOYEE RESPONSIBILITIES

500.0 GENERAL RESPONSIBILITIES OF EMPLOYEES

The Agency expects its employees to adhere to the following general responsibilities:

- (a) To support and implement the goals and objectives of the Agency;
- (b) To support and cooperate in building a sense of a serving community in the work place;
- (c) To provide input for policies and standards;
- (d) To work cooperatively with the Agency's managers, supervisors, and other employees;
- (e) To be punctual in attendance and performance of all assigned duties;
- (f) To give a full day's work for a full day's pay;
- (g) To perform duties as assigned.

501.0 STANDARDS OF CONDUCT

When individuals accept employment with the Agency, they agree to conduct themselves in a professional and efficient manner. Employees are expected to observe basic rules of conduct.

Certain types of misconduct warrant immediate discipline, including verbal counseling, written warning, suspension, and/or dismissal without notice. The severity of the discipline will depend on the seriousness of the violation as determined by the Agency's director. Examples of serious violations include, but are not limited to:

- (a) Abuse, personal use or diversion of funds;
- (b) Misrepresenting facts in obtaining employment, falsifying reports or records, or falsely claiming injury or illness;
- (c) Physical or verbal abuse of clients, visitors or co-workers during working hours or while on Agency premises;
- (d) Violations of conditions of employment;
- (e) Insubordination, refusal to obey legitimate work-related instructions of a supervisor;
- (f) Failure to meet the job performance standards set by the Agency;
- (g) Unauthorized possession of another's property, including property belonging to the Agency;
- (h) Sexual discrimination, sexual harassment or sexual abuse of clients, visitors or other employees;
- (i) Being under the actual or apparent influence of alcohol, illegal or unprescribed controlled substances during working hours or on the Agency's premises;
- (j) Consuming or possessing illegal or unprescribed controlled substances during working hours or on the Agency's premises;
- (k) Consuming or possessing alcohol while in the performance of normal working hour's job duties;
- (l) Committing any unlawful act during working hours or at any time on the Agency's premises or committing any unlawful act during non-working hours which affects job performance, relationship to the Agency or to fellow employees, or which reflects poorly on the image or reputation of the Agency;
- (m) Fighting, threatening or inflicting injury to one's self or any other person during working hours or on the Agency's premises;
- (n) Abuse of the Agency's property, records, equipment, information, tools, or materials;
- (o) Excessive, unexcused absences or tardiness as defined by the Agency's director;
- (p) Dress or grooming inconsistent with professional standards or the nature of the job performed;
- (q) Bringing firearms or any other type of weapon onto the Agency's premises;
- (r) Unauthorized disclosure of confidential information obtained through employment with the Agency;
- (s) Improper use, including misuse, of Agency communications services and equipment, as well as any offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted images or messages.

502.0 SUBSTANCE-FREE WORK PLACE

It is the policy of the Agency to maintain a work place that is free from the effects of drug and alcohol abuse. This Substance-Free Work Place policy will apply in all agencies of the Catholic Charities Federation, with individual agencies determining the application of this policy in the case of post-offer employment candidates, as permitted by applicable State and/or Federal law.

Employees are prohibited from the use, sale, dispensing, distribution, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on Agency premises or work sites. In addition, employees are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the Agency's reputation in the community.

An Agency will discharge or deny employment to current users of illegal drugs. An Agency also will discipline, discharge or deny employment to any individual whose use of alcohol adversely affects job performance or conduct to the extent that the individual is unable to perform the essential functions or responsibilities of his or her position, with or without accommodation.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Such violations include, but are not limited to: possessing illegal or unprescribed drugs and narcotics or alcoholic beverages at work; being under the influence of such substances while working; or dispensing, distributing, or illegally manufacturing or selling such substances on Agency premises and work sites.

The Agency reserves the right to have employees tested for alcohol or illegal substances when the Agency has a reasonable belief that an employee has illegal drugs or alcohol in his or her system while on duty, and for illegal substances in any other circumstance the Agency may deem just and appropriate. A refusal to test or testing positive for illegal drugs or for alcohol is a violation of this policy and may result in disciplinary action being taken against the employee, up to and including immediate termination.

Any employees who use legal drugs or narcotics during work, who have any reason to expect such use may affect the ability to perform his or her work, must report this fact to the Agency director. A determination will be made as to whether the employee should be able to perform the essential functions of the position safely and properly.

An employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Agency director that the employee is capable of performing his or her job.

Failure to cooperate with an agreed-upon treatment plan developed in response to employee abuse of drugs or alcohol may result in discipline, up to and including termination.

Should there be a reoccurrence of abuse following an employee's return to work following treatment, the employee will be dismissed. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other policies and standards of the Agency.

503.0 ABSENCE AND TARDINESS

Productivity of an employee goes hand-in-hand with dependability. In order for employees to be productive, they must be dependable. Absence from work weakens that dependability, as does excessive tardiness. Employees should keep in mind that incidents of absence/tardiness often require that other employees must cover their job duties. This may involve considerable inconvenience for co-workers, overtime, change in work shifts, distress to clients, etc. Therefore, it is basic and fundamentally important that everyone be at work when scheduled and report on time. If an employee finds it necessary to be absent, or late to work, the employee is expected to notify the supervisor as soon as possible.

Individual employees are individually accountable for their attendance and punctuality to their immediate supervisor at the Agency.

Repeated occurrences of unscheduled absence can result in disciplinary action, including possible dismissal. This holds true as well for repeated occurrences of tardiness to work.

Employee Responsibilities



An employee who is absent for three (3) consecutive workdays without contacting his or her supervisor will be automatically removed from the payroll on the assumption that he or she has abandoned the job and no longer intends to continue working at the Agency. Such job abandonment is considered a voluntary resignation without notice.

503.1 INCLEMENT WEATHER

Employees are expected to report for work during inclement weather conditions if the Agency does not declare an emergency working schedule such as reduced or skeletal staffing.

504.0 CONFLICT OF INTEREST

It is the policy of the Agency to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the Agency, its clients, or its suppliers. This includes transactions between governing body members, advisory group members, owners, staff and the organization. Any violations of this policy may be investigated by the management of the affected agency and may result in disciplinary action up to and including termination of employment.

Employees are expected to represent the Agency in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns to their supervisors.

Employees are not to engage in, directly or indirectly, either on or off the job, any conduct that is disloyal, disruptive, competitive with, or damaging to the Agency or to the Federation.

Employees are not to accept any employment relationship with any organization that does business with the Agency. This prohibition on employment includes serving as an advisor or consultant to any such organization, unless the activity is conducted as an authorized representative of the Agency.

Employees must disclose any financial interest they or their immediate family have in any firm that does business with the Agency. The Agency may require the divestiture of such interest if it deems such to conflict with Agency interests.

Employees and their immediate families are not to accept gifts, or any special discounts or loans from clients or from any person or firm doing, or seeking to do, business with the Agency.

505.0 CONFIDENTIALITY

The internal business affairs of the Agency and of the Federation, particularly confidential information on employees, customers, suppliers and clients, represent records that each employee has a continuing obligation to protect. Also, state and federal law protect the confidentiality of certain Agency and Federation records.

Information designated confidential is to be discussed with no one outside the Agency or Federation, and only discussed internally on a "need to know" basis. Employees also have a responsibility to avoid the unnecessary disclosure of non-confidential matters about the Federation, the Agency, and its clients, its customers and suppliers. None of this is intended to impede normal communications or relationships; rather, it alerts employees to an obligation to use discretion to safeguard all Agency and Federation matters and interests.

506.0 UNITED WAY AND ACA PARTICIPATION

Both the United Way and the Archdiocesan Annual Catholic Appeal (ACA) provide support for the social services across the Catholic Charities Federation. This Agency prides itself in being a Fair Share United Way participant, and in the many employees who also contribute to the annual ACA efforts.

Accordingly, all employees are encouraged to contribute their Fair Share to the United Way through payroll deductions, and to participate in the ACA. Details about both programs are available from your supervisor or the Agency director.

507.0 FEDERATION TECHNOLOGY POLICY

By logging on to the Provider Network, by opening e-mail, by sending or receiving information, by logging on to the Internet, or by use of any of the Federation's software, each employee of the Agency is agreeing to, and understands that, this technology has been provided by the Catholic Charities Federation at its own expense and is the Federation's property. It is another tool for the employee's use in business transactions and communications.

The Catholic Charities Federation encourages its staff to utilize the current technology to improve communication, maximize efficiency, and better serve the clients of Catholic Charities. Employees are not to use this technology for personal, private or non-business matters or to communicate personal, private, or non-business matters. Employees may not communicate anything that might be construed as harassment or offensive to others based on race, sex, disability, age, religion, or national origin. Employees may not use the Internet or e-mail to solicit business for a non-work-related venture or for any personal cause, including political or religious issues.

E-mail is an extension of the Agency, the Catholic Charities Federation, and the Archdiocese. E-mail messages can be traced to the sender even after they have been "deleted" and employees may not send offensive material that could cause reproach for the organization. Such e-mails could be subpoenaed by opposing counsel if litigation develops.

The Catholic Charities Federation reserves the right to review and/or monitor employee Internet access and e-mail transmissions. If abusive use is found, this could result in discipline, up to and including possible discharge.

Employees may not download or install software from the Internet, compact discs, or diskettes unless they have received written approval by the local systems administrator. Specifically, screensavers and games will not be installed on agency workstations without written approval from the local system administrator.

If a workstation is equipped with a sound card, speakers and/or CD-ROM, employees are expected to set the sound level so as not to interfere with clients or staff. They should ensure the sound is not audible beyond their workstation/office.

The network is set up to be a secure means of accessing and maintaining confidential data. All employees will be provided with a password. Employee passwords are Agency property, and, therefore, must be made available to the Agency at all times. Employees may not share passwords with anyone other than authorized Agency personnel, nor should they leave their workstation unattended while still logged in to the network. Computers should be logged off and turned off at the end of the workday. Passwords should not be shared; each user who needs to access the network should have his or her own user account and password. When a new employee is hired and needs a user account, it is the responsibility of the hire's immediate supervisor to complete and submit a request for a new user account.

Passwords will be changed in accordance with security and confidentiality guidelines established by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and accreditation agencies.

508.0 DISCIPLINARY PROCESS

It is the policy of the Agency that all employees are expected to comply with the Agency's standards of behavior and performance and that any noncompliance with these standards must be corrected.

Under normal circumstances, the Agency endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Agency's right to bypass the disciplinary process suggested.

The normal application of progressive discipline should be:

1. If an employee is not meeting Agency standards of behavior or performance, the employee's supervisor should take the following action:
 - (a) Meet with the employee to discuss the matter;
 - (b) Inform the employee of the nature of the problem and the action necessary to correct it; and
 - (c) Prepare a memorandum for the supervisor's own records indicating the meeting has taken place.

2. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:
 - (a) Issue a written reprimand to the employee;
 - (b) Warn the employee that a third incident will result in more severe disciplinary action; and



(c) Prepare and forward to the Agency's Executive Director a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's personnel file.

3. If there are additional occurrences, the supervisor should take the following action, depending on the severity of the conduct:

- (a) Issue a written reprimand or warning;
- (b) Suspend the employee for up to five working days;
- (c) Suspend the employee indefinitely and recommend termination.

After taking action under 3, above, the supervisor should prepare and forward to the Agency's Executive Director another written report describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended and its justification.

The progressive disciplinary procedures described in 1, 2, or 3, above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in 1, 2, and 3, above, may be disregarded. The supervisor should suspend the employee immediately and, if appropriate, recommend termination of the employee. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken. Employees suspended from work generally will not receive or accrue any employee benefits during the suspension.

The Catholic Charities Federation Director of Human Resources normally should review and approve all recommendations for termination before any final action is taken.

At an investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of Agency rules and regulations, before the interview, the employee who is suspected of violating Agency rules and regulations normally should be told in general terms what the interview is about.

Employees who believe that they have been disciplined too severely or who question the reason for the discipline are encouraged to use the Issues Resolution Process or the Grievance Procedure, as appropriate.

If a disciplined employee works a full year without further disciplinary action under this policy, the next failure to meet behavior or performance standards may be treated as a first occurrence under this policy. However, the Agency may still consider all past disciplinary actions in evaluating the employee.

509.0 WRONGFUL CONDUCT REPORTING

The Archdiocese of Saint Louis is committed to responsible stewardship of the gifts God has given to us including accountability regarding our use of resources. Catholic Charities Federation Agencies, in support of this principal, require directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

• Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to report Wrongful Conduct in accordance with this Wrongful Conduct Reporting Policy ("Policy"), sometimes referred to as a "Whistleblower Policy". Such reporting should first be made to the appropriate agency executive or agency board member. In the case of alleged financial misconduct, reporting should be to the Archdiocesan Financial Misconduct Hotline (see www.tnwinc.com/archdioceseofstlouis).

• Wrongful Conduct

"Wrongful Conduct" is defined in this Policy to include: a serious violation of Archdiocesan or Catholic Charities Federation policy; a violation of applicable state and federal law; the use of Catholic Charities Federation property,

resources, or authority for personal gain or other non-organization-related purpose; or any conduct that may be unethical, illegal, or otherwise inconsistent with the policies of the Archdiocese of Saint Louis.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Policy. Rather, the Policy is intended to serve as a means of reporting all serious improprieties, including operational and programmatic misconduct, that potentially impact the integrity and effective operation of Catholic Charities and its Federation Agencies and Programs.

Nothing in this definition of Wrongful Conduct is to be construed as a replacement for an employee's responsibility in respect to allegations of harassment, including sexual harassment, as detailed in Policies 101.0 and 101.1, or to utilize the formal Dispute Resolution Policy of the Catholic Charities Federation to present individual work-related complaints and to appeal management decisions (see Policy 600.0, Page 47).

- **No Retaliation**

No director, officer, employee, or volunteer who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any director, officer, employee or volunteer who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment, service or removal from the Board or Directors, as applicable. This Policy is intended to encourage and enable employees and others to raise serious concerns within Catholic Charities and its Federation Agencies prior to seeking resolution outside Catholic Charities.

- **Reporting Wrongful Conduct**

Catholic Charities and its Federation Agencies encourage their directors, officers, employees, and volunteers to share their questions, concerns, suggestions, or complaints first and foremost with someone within the Agency who can address them properly, including appropriate members of supervision or of senior management who can be contacted by phone, mail or e-mail. If contact needs to be made to members of Catholic Charities of St. Louis Senior Management, these are listed on the Catholic Charities website (www.ccstl.org/About/Staff.html). They too may be contacted by phone, mail or e-mail.

Any director, officer, employee or volunteer may report Wrongful Conduct to the Executive Director of the Agency, to the President of Catholic Charities of St. Louis, to the Board Chair of the Agency's Board of Directors, or to the Board Chair of the Catholic Charities of St. Louis Board of Directors, as appropriate. In the case of financial misconduct, however, employees, volunteers, vendors, and other interested parties may report anonymously any concerns regarding financial misconduct using the anonymous fraud hotline number established for this specific purpose (1- 866-458-3960).

Excepting Wrongful Conduct implicating an Agency's Executive Director, the Board Chair of the Agency's Board of Directors, the President of Catholic Charities, or the Board Chair of the Catholic Charities Board of Directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Agency's Board of Directors or of the Catholic Charities Board. As appropriate, the Catholic Charities of St. Louis website may be accessed to obtain the names of current members of the Catholic Charities of St. Louis Board of Directors (www.ccstl.org/Board/Board.html).

The Executive Director of the Agency, the Board Chair of the Agency's Board of Directors, the President of Catholic Charities, or the Board Chair of the Catholic Charities Board of Directors, and all members of the Boards of Directors to whom a report of Wrongful Conduct is made are required to immediately advise the full appropriate Board of Directors of such report of Wrongful Conduct.

Except as provided elsewhere in this Policy, the Agency Executive Director or the President of Catholic Charities, or their designee, will be responsible to coordinate the investigation and resolution of all other reported complaints and allegations concerning Wrongful Conduct.

- **Acting in Good Faith**

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to



have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

- **Confidentiality**

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

- **Handling of Reported Wrongful Conduct**

A representative of the affected Catholic Charities Federation Agency's Board of Directors will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

DISPUTE RESOLUTION

600.0 DISPUTE RESOLUTION

It is the policy of the Agency that employees should have an opportunity to present their individual work-related complaints and to appeal management decisions through a dispute resolution procedure. The Agency will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

An “appropriate dispute” is defined as an employee’s expressed dissatisfaction concerning the interpretation or application of certain work-related policies by management, supervisors, or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

- (a) A belief that Agency policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
- (b) Treatment considered unfair by an employee. (Note: Employees encountering conduct that the employee considers to be in violation of Policies 100.00, 101.0 and 101.1 must follow the reporting procedure outlined in those policies.)

Decisions of the Agency regarding employee performance evaluations, salary increases, or Agency budget and fiscal matters are the sole discretion of the Agency, however, and are not considered appropriate subjects for the dispute resolution policy.

Employees should notify the Agency in a timely fashion of a dispute which the employee believes appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the terms “timely fashion”, “reasonable time”, and “promptly” generally will mean five working days.

The dispute resolution procedure has a maximum of three steps. Disputes may be resolved at any step in the process. Appropriate disputes will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who believe they have an appropriate dispute should proceed as follows:

- (a) Step One – Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may proceed directly to Step Two. The supervisor, if authorized, should investigate the complaint or refer it to the Catholic Charities Human Resources Office for handling by a qualified investigator, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file.
- (b) Step Two – Appeal the decision to the department head, if dissatisfied with the supervisor’s decision, or initiate the procedure with the department head if Step One has been bypassed. If the dispute involves the department head, then the employee may proceed directly to Step Three. This appeal (or initial dispute notification) must be made in a timely fashion using a written form. The department head will, in timely fashion, confer with the employee, the supervisor, and any other member of management considered appropriate; investigate the issues; and communicate a decision in writing to all parties involved.
- (c) Step Three – Appeal an unsatisfactory department head decision to the Executive Director or initiate the procedure with the Executive Director if Steps One and Two have been bypassed. If the dispute involves the Executive Director, then the employee may appeal to the Catholic Charities President with responsibility for the Agency involved. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Executive Director or, if appropriate, the Catholic Charities President, will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.



If a grievance is raised against the Executive Director, or the President of Catholic Charities, then the grievance will go directly to the governing body. All responses and actions taken will be documented. A copy of the notification of resolution will be maintained in the person's personnel file.

The Catholic Charities Human Resources Office provides additional support to supervisors and department heads in dealing with employee complaints. In addition, employees should be encouraged to consult with the Agency's own Human Resources staff, if available, their supervisors, or other members of management on a less formal basis regarding employee complaints or disputes.

Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as Agency or Catholic Charities Federation policy. When appropriate, the decisions will be retroactive to the date of the employee's original dispute notification.

Information concerning an employee dispute is confidential. Supervisors, department heads, and other members of management who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

Time spent by employees in dispute discussions with management during their normal working hours will be considered hours worked for pay purposes.

Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by an employee does not limit the right of the Agency to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, employees and supervisors are prohibited from retaliating against an employee who properly uses the dispute resolution procedure.

The Agency may, at its sole discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

ADDENDUM A

A Principles and Values of Catholic Charities

Principles of Catholic Social Teaching

Human Dignity

Catholic Charities affirm that each person is made in the image of God and has inherent dignity. Each person must be respected from conception to natural death. Each person is endowed with rights and duties.

Catholic Charities affirm that each person served and engaged with our work will be held in great esteem and with great respect.

Common Good

Catholic Charities affirm that there is a universal destination of all created things that all persons have the right to access all that they need in order to reach their fulfillment and that all persons have the concurrent obligation to work for the rights of others as well.

Subsidiarity

Catholic Charities affirm that decisions should be made at the lowest possible level, should involve those who are capable of participation in decision-making and who will be impacted by those decisions, and should empower those who are most in need. Concurrently, we commit to creating and renewing structures and institutions that provide assistance and aid, as required, appropriate and necessary.

Catholic Charities, as members of the civic society, affirm that we should actively participate in the public discourse at both the national and local community level, seeking justice for all, but especially for those who have no voice of their own. We affirm that we should both advocate and serve, advocating both for individuals and for just social structures.

Solidarity with the Poor

Catholic Charities affirm that the most poor and vulnerable persons and families have a special claim to our services and programs.

Catholic Charities affirm that our staff and boards should engage those served to have representative voice in decisions impacting policies and programs. Accordingly, we affirm the need to create structures and processes for obtaining appropriate input from stakeholders.

Catholic Charities commit ourselves to continue to be a voice with poor and vulnerable individuals and families in the public discourse.

Fundamental Values

Truth

Catholic Charities affirm that transparency and accountability will always be pursued in our communication and work. Catholic Charities affirm the truth of the intrinsic dignity and worth of the human person as a social being and will witness to our Catholic identity in fulfilling our roles in Church and in society.

Freedom

Catholic Charities affirm that we will always assist our clients, staff and volunteers to live in socially responsible freedom, to exercise their authentic autonomy in light of objective truth and to actualize their inherent potential as beings created in the image and likeness of God.

Catholic Charities will respect and affirm the autonomy of each organization/entity with whom we are in relationship.



Justice

Catholic Charities affirm that it is a matter of justice that all clients have the right to self-actualization and to reach their potential as beings created in the image and likeness of God.

Catholic Charities affirm that we will work to achieve greater justice in our communities through our social policy advocacy efforts – locally, nationally and internationally.

Catholic Charities affirm that all contracts and agreements and all relationships with stakeholders will be based on norms of justice.

Catholic Charities affirm that we will work to expand and maintain diversity and excellence in our membership, board, leadership positions and staff.

Catholic Charities affirm that we will continue to work to help eradicate racism and prejudice within our own organizations and in society at large.

Love

Catholic Charities affirm that love – caritas – will be the chief identifying characteristic and element of our work and life.

The Agency further agrees that it will expect all board members, committee and service volunteers, and administrative, professional and support staff to accept and conform to these organizational norms. These norms will be an essential part of the orientation of new members of the staff and governing bodies.

ADDENDUM B

ARCHDIOCESE OF ST. LOUIS CODE OF ETHICAL CONDUCT FOR CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS

September 13, 2012

INTRODUCTION

On June 14, 2002 the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People*. Article six of the *Charter* requires all dioceses to have written “standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with children and young people.” On September 26, 2003, Archbishop Justin Rigali promulgated the *Archdiocese of Saint Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors*, and directed that it become normative in the Archdiocese of Saint Louis.

As your Archbishop, I join my predecessors Cardinal Justin Rigali and Cardinal Raymond Burke in pledging my unwavering commitment to the protection of children and young people. As I express my commitment to protect children and young people in the Church, I offer my heartfelt apologies to anyone who has suffered sexual abuse at the hands of a member of the clergy or any worker in the Church. Through the efforts of the Archdiocesan Safe Environment Office and the Office of Child and Youth Protection, we remain committed to the prevention of the sexual abuse of minors in the Church, to the promotion of the safety of children and young people, and to the ongoing care of those who have suffered sexual abuse.

It is the policy of the Archdiocese of Saint Louis that all clergy, employees and volunteers whose service in the Church brings them into contact with children must have a regular background check conducted through the Missouri Family Care Safety Registry and the Federal Bureau of Investigation for those who have lived outside the state of Missouri. They must also attend a *Protecting God’s Children Workshop* and sign this *Code of Ethical Conduct*.

The Church relies on the help of God’s grace to remain firm in her resolve and effective in her action to protect children and young people. Let us pray that we may always express the love of Christ for children and the most vulnerable in our midst.

Invoking God’s blessing on you and your homes, I remain

Sincerely yours in Christ,

Most Reverend Robert J. Carlson
Archbishop of Saint Louis Apostolic Administrator

13 September 2012



January, 2013

**ARCHDIOCESE OF ST. LOUIS
CODE OF ETHICAL CONDUCT
FOR
CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS**

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Archdiocese of St. Louis
Commitment to Ethical Conduct for
Clergy, Employees and Volunteers Working with Minors

**ARCHDIOCESE OF ST. LOUIS
CODE OF ETHICAL CONDUCT
FOR
CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS**

I. Preamble

It is God who calls people to ministry and to other forms of service in His Church and thereby in varying ways to continue the mission of Jesus Christ. Therefore, those who serve in the name of the Church must be exemplary. Clergy, employees and volunteers must at all times be mindful that they bear an awesome responsibility for the sake of the Gospel. Their personal and professional conduct can and often does inspire and motivate others to deepened faith and personal holiness. However, because of the great trust placed in the Church by God's people, the conduct of the Church's clergy, employees and volunteers can also scandalize, undermine faith and harm those whom God has entrusted to the Church's pastoral care.

It is to be understood, therefore, that all who minister, work or volunteer in the parishes, schools or other institutions, offices or agencies of the Catholic Church must at all times uphold Gospel values in their personal and professional conduct. Clergy, employees and volunteers should and will be held accountable for their behavior. They must exemplify a deep commitment to the Church and its traditions and strive after integrity of life. They must respect the rights and inherent dignity of every other human person. Valuing the pursuit of personal, spiritual and intellectual growth, they must seek to maintain a professional level of competence with regard to the ministry or work entrusted to them.

In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior. The intent of this Code of Ethical Conduct is to provide a set of normative standards of conduct for all clergy, employees, and volunteers engaged in ministerial and other Church related situations in the Archdiocese of St. Louis. While this Code is not exhaustive in the variety of situations specifically mentioned, it is to be understood that the standards set out herein are to be considered normative for every pastoral or other Church related setting.

Responsibility for adherence to this Code of Ethical Conduct rests with the individual. Any member of the clergy, employee or volunteer who violates this Code will be subject to appropriate remedial action by the competent authority in each case. Corrective action may take various forms depending on the specific nature and circumstance of the offense, including but not limited to, an oral or written citation or even removal from ministry, termination of employment or discontinuance of one's volunteer efforts.

II. Personal and Professional Interactions

1. Integrity

All clergy, employees and volunteers must maintain a presence of mind about their proper role in the circumstance in which they find themselves.

1.1 Clergy, employees and volunteers must always protect the interests and rights of those who are most vulnerable, especially minors.

1.2 Explicitly sexual interactions or even sexually suggestive interaction with persons who are served or with whom one works are never appropriate to the ministerial setting. Members of the clergy are expected to conduct themselves chastely according to their state of life.

1.3 Those who work or volunteer their service to the Church must protect the confidentiality and privacy rights of others at all times.



2. Proper Conduct for Instances of Pastoral Counseling and Spiritual Direction

Those who provide pastoral counseling and spiritual direction must respect the rights and advance the welfare of each person with whom they have this type of professional ministerial relationship.

- 2.1 Any counseling conducted by clergy, employees or volunteers must be within the parameters of their training or certification from a recognized association of peers or licensure from the State of Missouri. Those who provide pastoral counseling and spiritual direction must not overstep the limits of their competence. Those who provide pastoral counseling and spiritual direction should also be diligent in referring clients to other qualified professionals when appropriate or necessary.
- 2.2 It must always be clear, both to those who provide pastoral counseling and spiritual direction, as well as to their clients, that it is a counseling or spiritual direction relationship that is in progress.
 - 2.2.1 This includes maintaining a clear distinction between the ministry in which they are engaged and other specialized forms of clinical therapy.
 - 2.2.2 It includes making certain that sessions are conducted in appropriate settings and, at appropriate times, supported by a calendar record of contacts. Counseling or spiritual direction should not take place at times or in locations which could make the nature of the session ambiguous or misleading to the client. No sessions may at any time be conducted in private living quarters.
- 2.3 Those who provide pastoral counseling and spiritual direction should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend or other pre-existing relationship).
- 2.4 Those who provide pastoral counseling and spiritual direction are not to audiotape or videotape sessions.
- 2.5 Those who provide pastoral counseling and spiritual direction assume the full burden of responsibility for establishing and maintaining clear and appropriate boundaries in all counseling and counseling-related relationships.
 - 2.5.1 They are to avoid unnecessary social contact with clients during the course of counseling.
 - 2.5.2 They are never to engage in sexual intimacies with the persons they counsel or with other persons who are close to the client, (e.g., relatives or friends). This includes consensual or non-consensual intimacies, forced physical contact, as well as the use of sexual language or comment which is inappropriate to the professional nature of the relationship.
 - 2.5.3 Physical contact of any kind (i.e., touching, hugging, holding) between those who provide pastoral counseling and spiritual direction and the persons they counsel, especially during sessions, can easily be misconstrued and should be avoided. This prohibition of physical contact applies also to the Sacrament of Penance, except for the sacramental imposition of hands.

3. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising or spiritual direction must be held in the strictest confidence possible.

- 3.1 Information obtained in the course of sessions must be held in confidence, except for compelling professional reasons or as required by law.
- 3.1.1 If there is clear and imminent danger to the client or to others, those who provide pastoral counseling or spiritual direction may disclose to the necessary authorities only the information necessary to protect the parties affected and to prevent harm (e.g., a client that threatens harm to himself/herself or others).
- 3.1.2 Before disclosure is made, if feasible, those who provide pastoral counseling or spiritual direction should inform the person being counseled about the disclosure and the potential consequences.
- 3.2 At the outset of this type of professional relationship, those who provide pastoral counseling and spiritual direction should discuss with each client the nature of confidentiality and its limits should the client disclose intent to put self and/or others in imminent danger.
- 3.3 Those who provide pastoral counseling and spiritual direction should keep minimal records of the content of sessions.
- 3.4 Knowledge acquired from professional contact may be used in teaching, writing, homilies or other public presentations only when effective measures are taken to safeguard absolutely both the individual's identity and the confidentiality of the disclosures.
- 3.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Pastoral Counselor or Spiritual Director should:
- Attempt to secure written consent from the minor for the specific disclosure if such is appropriate under the circumstances.
- If consent is not obtained, disclose only the information necessary to protect the health and well-being of the minor.
- Consultation with the appropriate Church supervisory personnel is required before disclosure.
- 3.6 In conducting group sessions, those who provide counseling must ensure that no individual is subject to trauma or abuse resulting from group interactions. The nature of the group and the parameters of confidentiality regarding all individual disclosures during group sessions are to be explained to participants at the outset. Such group interactions include pastoral counseling groups, faith formation groups, Renew groups, etc.

These obligations are independent of the sacramental seal of Confession, which demands that under no circumstance whatsoever may there be any disclosure, even indirect disclosure, of information received through Confession.

4. General Conduct

Clergy, employees and volunteers working with minors should maintain an open and trustworthy relationship between the minors and the adult supervisors.

- 4.1 Clergy, employees and volunteers must be aware of their own and others' vulnerability when working alone with a minor. They must always be mindful that minors, whether in a social or ministerial situation, are not to be considered as possessing the capacity to make free will and voluntary decisions. That is, wherever they are and whatever they do is only to transpire with the explicit knowledge of their parents or guardians.



- 4.2 Use a team approach in managing youth activities. In general, two adults should be present in situations involving minors with the exception of sacramental confession.
- 4.3 Clergy, employees and volunteers must always observe the following regarding interaction with minors:
 - 4.3.1 When meeting with a minor, the office door should have a window or be left open. Do not meet with a minor if there are no other adults in the immediate vicinity.
 - 4.3.2 Never visit a minor's home without at least one other adult present and without the expressed welcome of parents or guardians.
 - 4.3.3 Do not drive alone with a minor for any reason on a regular basis or for any long distance.
 - 4.3.4 All outings with minors (i.e., retreats, youth group trips, sports-related activities and overnight trips) require the presence of at least two adults at all times.
 - 4.3.5 Adults may not share sleeping quarters with minors, unless accommodations are barrack-style with multiple adults and multiple minors in the same room, each individual having a separate bed.
 - 4.3.6 Locker rooms, shower rooms and dressing rooms are not to be shared with minors unless another adult is present.
 - 4.3.7 Minors are not to be accompanied into restrooms without another adult present unless the circumstance makes it absolutely unavoidable.
 - 4.3.8 Minors should be permitted only in the public section of a rectory, never in the private living quarters.
 - 4.3.9 Minors should never be permitted to stay overnight in the rectory, even if alone in a separate guestroom.
- 4.4 Physical contact with youth can be misconstrued and should occur: (a) only when completely nonsexual and otherwise appropriate and (b) never in private.
- 4.5 Clergy, employees and volunteers should never be involved with the illegal possession and/or illegal use of drugs and/or alcohol. They must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams.
- 4.6 Clergy, employees and volunteers should not provide shared or private overnight accommodation for any minors including, but not limited to, accommodations in any Church owned facility, private residence, hotel room or any other place unless there is ample adult supervision present.
 - 4.6.1 In rare emergency situations when accommodation is necessary for the health and well-being of the youth, the clergy, employees or volunteers should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
 - 4.6.2 A team approach should always be employed in managing such emergency situations.

- 4.7 Physical force or demeaning language should not be used in disciplining minors. Physical force is only permissible to protect oneself, another innocent party or a child who is out of control.
- 4.8 Prudent caution is to be employed regarding physical displays of affection (e.g., hugging or even social rough-housing), language and topics of conversation used with minors. At no time are any of the above appropriate if they could not also be comfortably, and with approval, carried out in the presence of the minor's parent or guardian.
- 4.9 Clergy, employees and volunteers should refuse to accept expensive gifts from minors or their parents without prior written approval from the pastor or the administrator, in the case of a school, and archdiocesan agencies.
- 4.10 Clergy, employees and volunteers should refrain from giving expensive gifts to minors without prior written approval from the parents or guardians and the pastor or the administrator, in the case of a school, and archdiocesan agencies.

5. Sexual Conduct

Clergy, employees and volunteers must not, for sexual gratification or intimacy, exploit the trust placed in them by the faith community.

- 5.1 Clergy, employees, and volunteers who are committed to a celibate lifestyle of complete continence are called to be an example of celibate chastity in all relationships at all times.
- 5.2 Employees and volunteers who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other employees, or parishioners. Employees and volunteers must conduct themselves in a professional manner at all times.
- 5.3 No member of the clergy, employee or volunteer may exploit another person for sexual purposes.
- 5.4 Allegations of sexual misconduct are taken seriously and are to be reported to the competent authority in the archdiocesan office or agency, parish or school, as well as to civil authorities, if the situation involves one who is presently a minor. The norms of the Pastoral Policy Regarding Alleged Cases of Sexual Abuse of Minors by Clergy or other Church Personnel of the Archdiocese of St. Louis and the archdiocesan Policies, Procedures, and Guidelines on Child Abuse are to be followed without exception in every situation of this kind in order to protect the rights of all involved.
- 5.5 Clergy, employees and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Missouri and should follow those mandates.

6. Harassment

As is true in relationships with adults and equally applicable with minors, clergy, employees and volunteers must not engage in physical, psychological, written or verbal harassment of employees, volunteers or parishioners and must not tolerate such harassment by other Church employees or volunteers.

- 6.1 Clergy, employees and volunteers must maintain a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.



- 6.2 Harassment encompasses a broad range of physical, written or verbal behavior, including without limitation the following:
- Physical or mental abuse;
 - Racial insults;
 - Derogatory ethnic slurs;
 - Unwelcome sexual advances or touching;
 - Sexual comments or sexual jokes;
 - Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation;
 - Display of offensive materials.
- 6.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.
- 6.4 Allegations of harassment are to be taken seriously and reported immediately to the competent authority in the archdiocesan office or agency, parish or school. The applicable personnel policy of the archdiocese or the parish, school or agency is to be followed to protect the rights of all involved.

7. Conflicts of Interest

Clergy, employees and volunteers must in any professional interaction avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

- 7.1 Clergy, employees and volunteers should disclose all relevant factors that potentially could create a conflict of interest. Sound moral principles, uprightness, sincerity and transparent accountability must be the hallmarks of conduct for all who serve in the Church.
- 7.2 Conflicts of interest may also arise when the independent judgment of one providing pastoral counseling or spiritual direction is impaired by prior dealings, becoming personally involved or becoming an advocate for one person against another. In these circumstances, the counselor or spiritual director should advise the parties that he or she can no longer provide services and refer them to another counselor or spiritual director.

8. Reporting Ethical or Professional Misconduct

Clergy, employees and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

- 8.1 Clergy, employees and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, employees or volunteers, the proper civil authorities should be notified immediately as well as the competent authority at the archdiocesan office or agency, parish or school.
- 8.2 When an uncertainty exists about whether a situation or course of conduct violates this Code of Ethical Conduct or other religious, moral or ethical principles, consult with the Archdiocesan Director of Human Resources, others who are knowledgeable about ethical issues or the Review Administrator of the Gennesaret committee.
- 8.3 When it appears that a member of the clergy, an employee or a volunteer has violated this Code of Ethical Conduct or other religious, moral or ethical principle, the matter is to be reported to the employment supervisor or next higher authority or the Review Administrator of the Gennesaret committee.

8.4 The obligation of those who provide pastoral counseling and spiritual direction to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health or well-being of any of the persons involved as provided for in Section 3.1.

9. Administration

Employers and supervisors should treat clergy, employees and volunteers justly in the day-to-day administrative operations of their ministries.

9.1 Personnel and other administrative decisions made by clergy, employees and volunteers must meet the requirements of civil and canon law and be consistent with Catholic social teachings and this Code of Ethical Conduct.

9.2 No member of the clergy, employee or volunteer may use his or her position to exercise unreasonable or inappropriate power and authority.

9.3 Clergy, employees and volunteers providing services to minors must read and sign the Code of Conduct before providing services.

10. Clergy, Employees and Volunteers Well-being

Clergy, employees and volunteers have the duty to be responsible for their own spiritual, physical, mental and emotional health.

10.1 Clergy, employees and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health.

10.2 Clergy, employees and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Clergy, employees and volunteers must address their own spiritual needs, at the heart of which are frequent participation in the celebration of the Eucharist and the Sacrament of Penance. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

11. The Use of Electronic Media & Electronic Devices

11.1 When communicating with a child or youth using any form of electronic media or an electronic device it is essential that the communication is consistent with Catholic values. It should be respectful to both the child as well as the parent and direct in nature as to avoid any misunderstanding.

Always make every attempt to be transparent when communicating with a child or youth by including parents and/or other adults in ministry. Private messages should be avoided when possible.

ADDENDUM C- Records Retention Policy/Schedule

Administrative Policy/Practice

It is expected all agencies of the Catholic Charities Federation will generally follow the following schedule for retention of personnel/personnel-related records:

<u>Item</u>	<u>Retention Period</u>
Employment Application - Candidate	1 Year
Employment Application – New Hire	10 Years After Termination
Resume – Candidate	1 Year
Resume – New Hire	10 Years After Termination
Offer Letter – Candidate	1 Year
Offer Letter – New Hire	10 Years after Termination
Acceptance Letter	10 Years After Termination
Agency Personnel Data Form	10 Years After Termination
Emergency Notification Form	10 Years After Termination
Employment Eligibility (I-9 Form)	10 Years After Termination
Reference Checks	10 Years After Termination
Child Abuse Checks	Permanent
Criminal Record Checks	10 Years After Termination
Medical/Medical Related	10 Years After Termination
Periodic Status/Pay Change Forms	10 Years After Termination
Job Description	10 Years After Termination
Job Goals/Expectations – Exempt	10 Years After Termination
Job Goals/Expectations – Non-Exempt	10 Years After Termination
Performance Assessments – Exempt	10 Years After Termination
Performance Assessment – Non-Exempt	10 Years After Termination
Written Disciplinary Letters	10 Years After Termination or as Stated in Letter
Letter of Resignation	10 Years After Termination
Employment Separation Agreements	10 Years After Termination
Unemployment Claims	10 Years After Termination
Ack. for Employee Handbook(s)	10 Years After Termination
Ack. of Use of Communications Systems	10 Years After Termination
Payroll Records	10 Years After Termination
Personnel File	10 Years After Termination



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ACKNOWLEDGEMENT

CATHOLIC CHARITIES FEDERATION TECHNOLOGY POLICY

The Catholic Charities Federation encourages its staff to utilize the current technology to improve communication, maximize efficiency, and better serve the clients of Catholic Charities. The Catholic Charities Information Technology Department (the IT Department) is charged with the responsibility of developing, maintaining and securing the wide area network and the local area network and all its data and ensuring that the network is operating effectively and efficiently.

The IT Department is also responsible for ensuring that the network meets integrity and security standards as set forth by accreditation agencies and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

To that end, all users who obtain access to the Wide Area Network understand and agree to the following terms:

1. I understand that I am not to use them for my own personal, private, or non-business matters or to communicate personal, private, or non-business matters.
2. I agree that I will not communicate anything that might be construed as harassment or offensive to others based on ethnicity, gender, disability, age, religion, or national origin.
3. I will not use the Internet or e-mail to solicit business for a non-work-related venture or for any personal cause I have, including political or religious issues.
4. I will not share my password with anyone, nor will I leave my workstation unattended while logged in to the network. At a minimum, at the end of my workday, I will log out of the network.
5. I agree to change my password in accordance with the guidelines set forth by HIPAA and other accreditation agencies as implemented by the IT Department, and will not share my password nor allow others to use my password to gain access to the network.
6. I will not download or install any software or make changes to the workstation software without the consent of the IT Department.

The Catholic Charities Federation reserves the right to review and/or monitor workstation, network drives, internet access and e-mail transmissions. Breaches and violations of the standards could result in discipline, up to and including termination.

Employee Signature

Date

(Accepted By, for the Agency)



Catholic Charities Employee Handbook

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the **Employee Handbook for Agencies of the Catholic Charities Federation** and that I will familiarize myself with it and will adhere to the policies and practices outlined in the Handbook.

I also acknowledge and agree that the Handbook and the policies and practices discussed therein are not to be construed as an employment contract between me and any of the agencies affiliated with Catholic Charities of the Archdiocese of St. Louis and that my employment with any of the agencies affiliated with Catholic Charities of the Archdiocese of St. Louis is terminable at the will of either party.

Finally, I acknowledge that Catholic Charities of St. Louis and its affiliated agencies have reserved the right to change, to withdraw and to add to the policies and practices set forth in the Handbook.

(Signature of Employee)

(Printed Name of Employee)

(Date)

(Accepted By, for the Agency)

ACKNOWLEDGMENT

Archdiocese of St. Louis

**Commitment to Ethical Conduct for
Clergy, Employees and Volunteers Working with Minors**

Our children are the most important gifts God has entrusted to us. I promise to follow strictly the rules and guidelines in the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors as a condition of my providing services to the children and youth of our Archdiocese.

I understand that since I may be working with minors, I will be subject regularly to a thorough background check including criminal history. I understand that any action inconsistent with this Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors or failure to take action mandated thereby may result in my removal from my position of working with minors.

I further understand that I may, as a condition of continuing in my position, be required to participate in education and training provided by the Archdiocese or the school, parish or agency with which I am associated.

Printed Name: _____

Signature: _____

Date: _____

(Accepted By, for the Agency)

Catholic Charities of the Archdiocese of Saint Louis Federation further expects all employees to uphold the tenants detailed in the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors, in all service provision tasks, and with service recipients of any age.

Revised by Catholic Charities of Saint Louis in Spring 2021.