

Archdiocese of Louisville

Personnel Policies and Procedures Manual

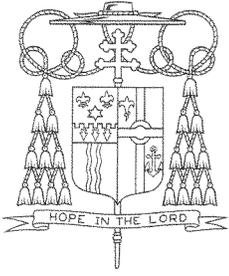
Agencies, Parishes, Schools

April, 2009

ARCHDIOCESE OF LOUISVILLE
Personnel Policies and Procedures Manual

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Archdiocese of Louisville

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OFFICE of the ARCHBISHOP

April, 2009

Dear Colleagues:

May God bless you. I am pleased to introduce our revised Personnel Policies and Procedures Manual. This handbook provides you with necessary information on numerous work related topics. The policies conform to the norms of Canon Law and have been updated to comply with new civil laws which impact you as an employee serving in the Archdiocese of Louisville.

Together the employees of the Archdiocese of Louisville serve tens of thousands of people every day through our parishes, schools and agencies. Each one of us has been called by God to use our unique gifts and talents in service to those entrusted to our care. It is our faith in Jesus Christ that unites us and guides all of our work. As a Church employee, we rely on you to be an effective witness to this faith that we share.

Thank you for your commitment to ministry. I pray that God will abundantly bless you and your work for the Church of Central Kentucky.

Sincerely yours in our Lord,

Most Reverend Joseph E. Kurtz, D.D.
Archbishop of Louisville

INTRODUCTION

The Archdiocese of Louisville Personnel Policies and Procedures Manual (Manual) has been revised as of March, 2009. The purpose of this manual is to establish consistency and appropriate documentation protecting our employer and employee relationships. It is also a means of building in a system of accountability for day-to-day operations. The statements in this manual express a philosophy of operation with a view to enhancing understanding, facilitating decision making and ensuring uniformity of application to all employees throughout the Archdiocese of Louisville. While we do not intend to change the policies and practices contained in this Manual without good reason, the Archdiocese reserves the right to modify any condition of employment in whatever manner we believe to be appropriate based on changes in legal requirements or other relevant circumstances.

No one policy manual can possibly cover all of the unique situations that might arise in the course of daily operations. In such cases, the supervisor should make decisions that conform as closely as possible to the intent of the policies. The Archdiocesan Personnel Office is always available to assist in policy interpretation and application.

The policies and procedures in this Manual, in addition to any subsequent amendments, pertain to all archdiocesan parish, school and agency employees. Members of religious communities are not considered employees; however, these policies guide their service within parishes, schools and agencies of the Archdiocese.

This Manual is not a contract of employment. Just as you retain the right to terminate your employment at any time, for any reason, the Archdiocese retains a similar right. No policy or practice of the Archdiocese should be construed to change this relationship. All prior employment agreements, promises or previous personnel manuals and handbooks are hereby canceled.

Please note that school employees will need to refer to the Archdiocese of Louisville Handbook for Catholic Schools, for particular exceptions to some of these policies.

Exceptions are made for:

- a. Some school employees who have contracts that define terms of employment and, therefore, may limit termination to particular circumstances;
- b. Specific employee positions that may have additional personnel policies particular to this employee group, e.g., day care workers and school teachers;
- c. Local amendments that have been approved by the Archdiocesan Personnel Office and documented under the appendix section entitled **LOCAL AMENDMENTS FORM** in this manual. *Use Appendix A to record local amendments.*

➤ **Employment Agreements:**

Archdiocesan Agency and Parish employees, other than some school personnel, will not be offered contracts for employment. All employees will be provided copies of the following:

- personnel policies;
- written statement of compensation;
- written job description.

➤ **Equal Employment Opportunity:**

As followers of Christ, we have a moral and social obligation by our example to prevent unjust discrimination in our Archdiocese, for it is necessary that the Church itself be just, and not only an instrument of justice.

The Archdiocese is committed to make a positive effort to recruit, hire and retain individuals in order to achieve a work force profile reflecting our labor market. The goal of our efforts is to foster a more inclusive Church in which men and women, young and old, people of color and various national origins, and persons with disabilities will work together, enriched by our differences, to serve the mission of the Archdiocese.

Decisions for hiring or promotion will be based upon qualifications, ability, and availability. It is the policy of the Archdiocese to comply with local, state and federal laws relating to discrimination. The law, however, does permit religious convictions to be considered in certain hiring or promotion decisions. The nature of the work performed in some positions requires that they are staffed by professed and practicing Catholics.

Any questions about this Manual or reports of possible violations should be directed to the Archdiocesan Personnel Office.

After receipt of this Manual, please sign the Acknowledgement of Receipt that you have read this manual. Turn the signed card in to your supervisor to be placed in your personnel file. *See Appendix E for form.*

ADOPTION/MATERNITY/PATERNITY

Eligible employees may request twelve weeks of unpaid leave under the Family and Medical Leave Act of 1993 (FMLA). See section on **Family Emergency/Family Medical Leave Act (FMLA)**.

Upon submitting a written request, regular employees not eligible for FMLA may request a leave of absence of six weeks for birth of a child or the adoption of a child.

During either of the above leaves, regular employees will receive one week of pay and the other weeks will be unpaid; however, vacation, personal and/or sick time may be used in place of unpaid days.

AIDS/HIV INFECTION

Persons seeking employment, or who are currently employed by the Archdiocese of Louisville, shall not be discriminated against on the basis of AIDS or HIV infection.

BREAK AND LUNCH PERIODS

Recognizing the benefits of “break time,” employees are to be provided brief periods away from the job. Such periods of time may vary with individuals or departments; however, each employee should be allowed to take a rest period of at least 10 minutes during each four hours worked. No reduction in compensation will be made for break time. Employees who work more than five (5) hours will be granted a reasonable unpaid period for lunch and such time will be as close to the middle of the employee’s scheduled work day as possible. Break periods or lunch periods may not be accumulated to reduce working hours or to provide time off for personal business.

CATHOLIC EMPLOYEES AND MARRIAGE OUTSIDE THE CHURCH

Any Catholic employee engaged in an education, formation, liturgical or pastoral ministry position in a parish, school or agency, who marries or remarries outside the Church for whatever personal reasons, even if justified in conscience, by these actions may give counter witness to the Church’s rightful authority to teach and legislate regarding the Sacraments. Therefore, he/she must be aware that such a marriage could be cause for dismissal and be prepared to accept that consequence.

The person choosing to marry or remarry outside the Church must initiate and develop a new relationship and role within the Church. No excommunication or censure is involved, nor judgment of a person's conscience; however, there is a judgment regarding the person's ability to give public, integrated witness as an employee involved in a Church ministry role.

It is assumed that a person's moral and religious commitments correspond to the ministry that one seeks to render in the Church. It is not the intention of the Archdiocesan, parish or school administrators to attempt to discover which employees are in irregular marriages or engaged in other compromising behaviors. The employee, however, will be dismissed in the event that any of these activities becomes a matter of public concern, and the Christian witness of the individual or the parish/school/agency is undermined and suffers a loss of integrity and credibility.

This position regarding marriage outside the Church is a position determined by clear and consistent Church teachings regarding:

- the permanence of marriage;
- the authority of the Church to regulate the sacraments;
- the nature and purpose of the ministry position;
- the role of the employee as a witness to the faith.

CONFIDENTIALITY

Employees are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters that come to their attention as a result of their employment with the Archdiocese of Louisville. Confidential information includes, but is not limited to the following:

1. correspondence and contributions
2. personnel and payroll matters
3. relationships between businesses and benefactors
4. student grades and disciplinary actions

CONFLICT OF INTEREST

Employees must avoid situations that present actual, perceived or potential conflict between their interest and the interest of the Archdiocese. A conflict of interest refers to a situation in which financial or personal considerations may compromise or have the appearance of compromising the objectivity that is essential for effective decision making. The implementation of this policy implies a continuing requirement that all personnel make prompt disclosure to their supervisor or other appropriate official of any fact or circumstance that may involve a conflict of interest. Disclosure can assist in resolving honest doubts as to the propriety of a particular relationship or course of conduct. Any activities that create the appearance of a conflict of interest should be avoided.

CRIMINAL BACKGROUND CHECKS

The Archdiocese has established and implemented uniform policies and procedures regarding criminal background information checks to review the fitness of individuals involved in the care, ministry and education of our children.

Any individual, over 18 years old, who has or accepts a paid or volunteer position with an archdiocesan parish, school or agency who have regular contact with children or youth will submit to a criminal background check. Persons already in these positions, whether they are volunteers or employees, will be required to submit to criminal background checks as a condition of their continued work on behalf of the parishes, schools and agencies of the Archdiocese. Childcare workers are also required to submit to a Central Registry Check.

This policy shall include, but not be limited to, teachers, youth workers, janitors, coaches, Scout leaders, Catholic School Athletic Association (CSAA) volunteers and all persons involved with supervisory or disciplinary power over a minor.

DEATH IN FAMILY

Employees are granted up to three paid leave days for bereavement immediately following the death of a father, mother, wife, husband, son, daughter, brother, sister, grandparent, grandchild or in-law. Requests for leave beyond the three days will be considered on an individual basis and approved by the supervisor.

DISCIPLINARY ACTION

If the need for disciplinary action arises, it will be addressed at the time of the employee's infraction. Clearly defined job descriptions, clarification of lines of supervision, and periodic evaluation will minimize the need for such measures. Continuing communication between supervisor and employee will help prevent infractions and will build a good working relationship.

All infractions should first be addressed at the lowest level of supervision, at which time the employee will be advised of unsatisfactory performance and/or behavior by the immediate supervisor. The use of written warnings for serious violations of specific infractions is encouraged. The documentation should be signed by both the supervisor and the employee and placed in the employee's personnel file. If the employee's service continues to be unsatisfactory, dismissal will be considered. Improvement should also be documented in the file.

E-MAIL

1. The Archdiocese of Louisville owns the e-mail system and the information transmitted and stored within it for all parishes, schools and agencies. Employees have no expectation of privacy or confidentiality in any of their e-mails.
2. E-mail is to be used for official purposes. Private business (e.g., yard sales, etc.) may not be conducted with the archdiocesan e-mail system. As with the telephone, limited use of the e-mail system for communication with family and friends is acceptable. However, such use should be kept to a minimum.
3. Offensive and vulgar e-mail messages, such as messages that contain sexual, pornographic or racial comments or pictures, are prohibited in conformity with the existing archdiocesan policies against harassment and discrimination.
4. Employees are prohibited from using e-mail, the Internet, or other communication systems to transmit confidential or privileged information outside of the Archdiocese of Louisville without written permission.
5. Broadcasting of e-mail messages to all agency personnel is to be limited to official archdiocesan business.

Note: Failure to comply with these policies may result in the removal of e-mail and Internet access from an employee's computer. Severe violations may result in disciplinary action including dismissal.

EMPLOYEE ATTITUDE

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

EMPLOYEE FILES

All archdiocesan organizations shall adhere to the Privacy and Freedom Act. Personnel records of employees are confidential. They shall be available only on a "need to know" basis. For example, supervisors may review the file of any employee reporting to them.

Requests for information regarding the employee will be handled with discretion. Unless written permission is given, the only information given outside upon request will be the name, employment date and position held. If factual information must be released, written authorization from the employee is required.

An employee may request to review his/her personnel file. Within 24 hours of such a request, supervised arrangements will be made for a time to review the file. Documents may not be removed from the file; however, the employee may request to have a photocopy made. The employee may submit written statements for inclusion in the file.

EMPLOYEE STATUS

- **Regular Full-Time Employees** are those persons who have been employed for an indefinite period and who are expected to normally work a minimum of 30 hours per week during term of employment.
- **Regular Part-Time Employees** are those persons who have been employed for an indefinite period but whose hours of work will be less than 30 hours per week.
- **Temporary Full-Time Employees** are those persons who have been employed for a limited duration not to exceed five months and normally work a minimum of 30 hours per week during term of employment.
- **Temporary Part-Time Employees** are those persons who have been employed for a limited duration not to exceed five months and whose hours of work will be less than 30 hours per week.
- **Members of a Religious Community** are not considered employees. However, all policies shall apply to them.

Employee status and number of assigned work hours will determine which benefits are available to each employee, as well as that employee's level of participation in those benefits. Benefit eligibility is outlined in the annual **Archdiocese of Louisville Employee Benefit Program and Summary Plan Description** booklet.

Types of Positions:

According to the U.S. Department of Labor, the following categories determine the type of position an employee holds:

Exempt:

Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. To be classified as an exempt employee under this Act, the employee must meet several requirements. These requirements relate to the type of work the employee is performing, his/her level of authority, and the amount of compensation being paid.

Exempt employees are paid on a salary basis, based on the duties performed in a position, rather than by the hours worked. Such employees are not paid overtime for time worked in excess of forty (40) hours per week. It is generally accepted that exempt employees will work in excess of thirty five (35) hours per week. In circumstances where excessive overtime is being worked, an employee may be granted time off at a later date as approved by the supervisor. Additional time off cannot be provided to an exempt employee on an hour-per-hour basis. It is an attempt to provide regular full-time exempt staff, who has gone through periods of excessive overtime without pay, some additional time off to refresh themselves. Additional time off should only be granted in recognition of an extraordinary commitment of time. It is not intended and must not be used as a means of paying overtime to exempt employees on a routine basis.

Non-Exempt (Hourly):

Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. Non-exempt employees are entitled to overtime pay at a rate of one and one-half (1-1/2) times their regular pay rate for each hour over 40 hours of actual work, excluding a lunch break, in a given work week. Paid time off used in a workweek does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be: vacation, holidays, sick leave, etc. Compensatory time off may be allowed for non-exempt employees working in excess of the regular schedule work week but less than a 40 hour work week. Any hours above the regular schedule work week must be approved by the supervisor as well as approval of any time taken for compensatory hours accumulated.

Non-exempt employees are not allowed to “volunteer” hours in performing their regular job assignment. This restriction is based on Department of Labor – Wage and Hour Standards. Non-exempt employees are allowed to volunteer their time but the position cannot be related in any way to the employee’s normal job responsibilities and duties.

Note: Supervisors may consult with the Archdiocesan Personnel Office if they have questions about employee status.

EMPLOYMENT OF MINORS

State law prohibits minors under age 14 from being gainfully employed in any organization or business (this does not include farm work or domestic work — considered casual tasks).

Refer to: KRS 339.210 regarding Child Labor Laws and KRS 339.220 regarding exceptions.

EMPLOYMENT OF RELATIVES

The Archdiocese of Louisville parishes, schools and agencies make every effort to select qualified individuals for each job opening. All relatives and friends recommended by employees must meet the same employment requirements as other persons applying for the same positions.

In no circumstances should an employee be placed in a position where they will have direct supervision of or evaluate the performance of a relative.

FAMILY EMERGENCY/FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. An employee must request the FMLA-qualifying leave in writing and must explain the reasons for the leave. The employer will determine if the days asked for qualify as FMLA. To be eligible to request FMLA, the employee must have worked a full year for the Archdiocese of Louisville and have worked at least 1,250 hours during the twelve months prior to the start of the FMLA leave and does not include any paid or unpaid leave. The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records. Any questions regarding updates to the FMLA may be directed to the Archdiocesan Personnel Office.

Employees on FMLA will continue to receive the archdiocesan employee benefits. Employee portion of such benefits will remain the responsibility of the employee.

A leave beyond 12 weeks will not be granted except for extreme circumstances and may never last beyond 90 working days.

Regular employees not eligible for FMLA may request an unpaid family emergency or medical leave. The employee should request the leave in writing stating the circumstances and the expected length of time away from the job. It is understood that a request does not assure leave will be granted.

Effective January 16, 2009 two important new military family leave entitlements for eligible specified family members were implemented:

- (1) Up to 12 weeks of leave for certain qualifying requirements arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.
- (2) Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

Before granting FMLA, or any extended leave, the administrator must consult with the Archdiocesan Personnel Office. *See Appendix B for Employee Request for FMLA forms.*

GRIEVANCES AND DUE PROCESS

If an employee feels he/she has been treated unjustly, he/she has the option to present in writing a grievance to the immediate supervisor. This should be presented immediately following the incident that created the grievance. All subsequent proceedings should be in writing, with a copy placed in the employee's personnel file.

In order to resolve a conflict or grievance, the steps below should be followed:

Order of Reporting:

1. Attempt to resolve between parties
2. Immediate Supervisor
3. Pastor
4. Archdiocesan Personnel Office
5. Archdiocesan Due Process

A **Due Process Manual** is available upon request from the Archdiocesan Personnel Office.

HARASSMENT

The Archdiocese does not condone any form of harassment. All employees are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all regular, temporary, part-time, full-time employees or volunteers, consultants, clergy, vowed religious and lay persons.

- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, pornographic materials and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual;
 3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive working environment.
- **Verbal harassment:** includes derogatory comments, jokes, or slurs; can include belligerent or threatening words spoken to another employee.
- **Physical harassment:** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

- **Racial harassment:** includes racial or ethnic remarks/cartoons, unusual assignments, segregation in the workplace, or excessive supervision.
- **Visual harassment:** includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

PROCEDURE FOR DEALING WITH HARASSMENT:

(NOTE: IF YOU BELIEVE YOU ARE BEING/HAVE BEEN HARASSED, YOU CAN CHOOSE TO BEGIN AT EITHER STEP 1, 2 OR 3 OF THE FOLLOWING PROCEDURE.)

1. If you believe you have been harassed, you may elect to express your displeasure to the individual harassing you before notifying the appropriate authority of his or her conduct. If the person harassing you does not cease the conduct that is objectionable to you, you must report the harassment to your immediate supervisor.
2. If the harassment continues, or if you are not comfortable or able to approach the alleged harasser, you should report the harassment to your immediate supervisor unless the alleged harasser is the immediate supervisor or you are otherwise uncomfortable in bringing the complaint to your immediate supervisor.
3. If you do not wish to report the harassment to your immediate supervisor, you should notify the administrator, e.g., pastor, principal, director. If the alleged harasser is the administrator, you should report the harassment to the Archdiocesan Personnel Office.
4. A complaint regarding harassment becomes formal when the person allegedly being harassed prepares and signs a written statement describing the harassment and naming the alleged harasser.
5. Upon receipt of the complaint, the administrator or the Archdiocesan Personnel Office will initiate an investigation of the complaint. This will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. A written report of the findings of the investigation will be made available to the appropriate parties involved as well as the Archdiocesan Personnel Office. The report will include an opinion and conclusion as to whether harassment occurred, as well as other relevant information. Based on the results of the investigation, the Archdiocesan Personnel Office, in consultation with the appropriate supervisor, will determine what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment, and can include all disciplinary actions up to and including immediate termination. Likewise, if a complaint of harassment is found to be false, the Archdiocesan Personnel Office and/or the person(s) accused reserve the right to redress the complaint.
7. Complaints of harassment and written reports of investigation are entered into and are kept separate from employee personnel files. The administrator and the Archdiocesan Personnel Office will keep complaints of harassment confidential to the extent confidentiality is consistent with the need to investigate and, if appropriate, redress the employee's complaint.
8. Appeals about the process, findings and resulting decisions of the investigation may be brought to the Archdiocesan Due Process.

The Archdiocese will not condone or authorize any kind of retaliation against any employee who has made a claim of harassment.

HOLIDAYS

The following days will be observed as paid holidays for all regular full-time employees (30+ hours per week). Regular part-time employees will receive a pro-rated amount of pay for each holiday. (Formula: normal hours worked per week divided by five days per week = holiday pay.) Example: 20 hours per week divided by five days per week = four hours of holiday pay.

- New Year's Day
- Martin Luther King, Jr.'s Birthday (day observed nationally)
- Good Friday
- Memorial Day
- Fourth of July (for 12-month employees only)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

Contract employees may have different paid holidays.

Temporary full-time employees, temporary part-time employees, and employees who work less than 14 hours per week are not eligible for holiday pay.

When one of the above holidays falls on Saturday, it is observed on Friday. Holidays occurring on Sunday are observed on Monday.

A substitute holiday may be granted when a particular job requires work on a regular holiday.

INQUIRIES/REFERENCES ON CURRENT OR FORMER EMPLOYEES

Occasional inquiries are received from individuals or company representatives, outside of the Archdiocese of Louisville, requesting financial information or work references on current or former employees. Information provided is limited to verification of employment dates and position held. Information such as salary, home address or telephone number will only be provided with written release from the employee or to comply with legal requirements.

JURY DUTY

The Archdiocese recognizes employees' civic obligation to serve as jurors. Regular full-time or regular part-time employees will continue to receive their regular salary. Fees received by employees for performing jury duty will be in addition to their normal salary. If jury duty terminates on any day at noon or earlier, employees are expected to return to work for the remainder of the day.

MILITARY LEAVE

All full-time employees ordered to active military service shall be granted an unpaid leave of absence.

Upon completion of the period of active military service, employees will be reinstated provided they satisfy the requirements set forth in the Vietnam Era Veterans' Readjustment Assistance Act of 1974.

Short-Term Training (Two-Week Summer Camp)

Employees required to participate in the reserve training program shall receive the difference between base military pay and archdiocesan pay for one two-week period each year, providing gross archdiocesan pay exceeds gross military pay. Documentation of military pay must be provided to employer. Any employee who engages in required military training during a regular vacation period will receive the regular vacation pay and any supplemental pay due based on the above computation.

Upon return from summer camp, the employee shall present to the supervisor a certified statement of the military pay received for the period of training.

See section on **FAMILY EMERGENCY/FAMILY MEDICAL LEAVE ACT (FMLA)** for military family leave entitlements for eligible specified family members. Before granting FMLA, or any extended leave, the administrator must consult with the Archdiocesan Personnel Office.

PROCEDURE:

In all cases of military leave—including periods of short-term training—a copy of the employee's military orders should be placed in his/her personnel file.

MINIMUM WAGE

The Archdiocese of Louisville complies with the Fair Labor Standards Act regarding minimum wage.

OVERTIME: NON-EXEMPT EMPLOYEES

Any **non-exempt** employee who works in excess of 40 hours within a week must be paid compensation for hours worked in excess of 40 hours at a rate of one and one-half times the hourly rate at which the employee is paid.

Any non-exempt employee working beyond his/her normal hours of work in a week, but still less than 40 hours within a week, will either be granted compensatory time for the period between the regular scheduled hours and 40 hours or paid for additional hours at the normal pay rate. Exempt employees are not eligible for overtime pay.

Any non-exempt employee required to work on a holiday will receive a substitute holiday, or be compensated for the holiday at twice his/her regular pay.

PAY PRACTICES

The Archdiocese of Louisville contracts with an outsource payroll firm for centralized payroll. Parishes and schools have the control of an in-house payroll system with the convenience of outsourcing direct deposits, tax payments and filing responsibilities. All locations adhere to the following guidelines:

- All employees, including diocesan priests, will be paid on a semi-monthly basis (15th and last business day of the month).
- All payrolls will be direct deposit. Each employee can have up to three (3) accounts to accept deposit distribution of their pay.
- Payroll will be paperless. Employees will have on-line access to their pay check history as well as W-2 information.

The Archdiocese is required to withhold federal, state, city and/or local taxes (where applicable), and Social Security (FICA) taxes from all employees' earnings. Other deductions (which will be made with the employee's written authorization) may be for insurance coverage, 401k salary deferrals and/or other archdiocesan benefit programs.

Employees should examine their paycheck carefully as soon as they review it on-line and immediately contact the supervisor with questions.

PERSONAL DATA

Pertinent information on each employee must be maintained by the employer. It is important that files are up to date.

It is the employee's responsibility to notify the employer of any changes in the following personal information:

- Name
- Address
- Telephone Number
- Additional Education
- Change in Marital Status
- Change in Beneficiary for Benefit Plans
- Birth of Children
- Change in exemptions for Federal and State Income Taxes
- Change in State of Residence for completion of proper State Tax Withholding Forms

RETREAT/PERSONAL DAYS

Full-time employees and regular part-time employees will be granted two paid days per year for the purpose of retreat activities or personal days.

Regular part-time employees will receive a pro-rated amount of pay for each personal day. (Formula: normal hours per week divided by five days per week = pay per each personal day.) Example: 20 hours per week divided by five days per week = four hours of pay per each personal day. Employees who work less than 14 hours per week do not earn paid retreat/personal days.

At year end, unused Retreat/Personal days will convert to sick days up to the maximum allowed. Retreat/personal days may not be accumulated. *See Appendix C for sample request form.*

SAFETY

The Archdiocese of Louisville parishes, schools and agencies seek to provide a safe and healthful work environment for all employees. To formalize our commitment to the safety and well being of our employees, an Employee Safety Manual is available on the Archdiocese of Louisville website at www.archlou.org/policies. All employees are required to be familiar with this Manual particularly those sections applicable to their job description as well as those sections applicable to all parish, school or archdiocesan official business or activities.

The success of the safety program depends upon the personal commitment of each employee. You are required to comply with safety procedures established by the Archdiocese and your particular location, and you should correct or report to your supervisor in an appropriate manner any unsafe conditions you observe or encounter. Failure to comply with safety regulations may result in disciplinary action up to, and including, termination.

SEXUAL ABUSE POLICIES AND PROCEDURES

Reporting Procedures for Suspected Child Abuse:

As stated in KRS 620.030, “any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, or the Commonwealth’s attorney by telephone or otherwise.”

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

- If an accusation involves a priest or deacon, the Archbishop or his delegate will direct him to take an administrative leave of absence from his present assignment. He will refrain from all public ministries and all unsupervised contact with children, pending the outcome of the internal or criminal investigation.
- If an accusation involves a lay employee, that person also will be suspended with pay pending the outcome of the archdiocesan or criminal investigation, and the administrator at the location of his or her employment will be informed of the accusation and suspension.

Information from adults who are reporting cases of sexual abuse when they were children should be immediately forwarded to the Chancellor. While the laws of Kentucky do not require the reporting of instances where adults come forward about their own childhood sexual abuse, it will be the policy of the Archdiocese to report all such cases to the police.

For detailed information on reporting or investigation procedures, refer to pages 6-12 of the booklet entitled *Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville*.

SICK TIME

The Archdiocese realizes that inability to work because of illness or injury may cause economic hardship. Consequently, regular full-time employees will receive paid sick time based on the employee earning one sick day per month worked. Regular part-time employees will earn sick time in proportion to the part-time hours worked. A sick day is earned the last day of each month worked. (Formula: normal hours worked per week divided by five

days per week = sick pay.) Example: 20 hours worked per week divided by five days per week = four hours of sick pay per month.

Employees who work less than 14 hours per week do not earn paid sick leave.

Sick time may be accumulated up to 60 working days for regular full-time employees. Regular part-time employees may accumulate up to 60 working days at a pro-rated number of hours. Unused sick time is not reimbursable and may not be used as vacation time. Unused sick days will not be paid at termination except as outlined below **Sick Leave at Retirement**. When part or all of sick time is used, it begins to accumulate again at the rate of one day per month worked. Sick time granted beyond the amount accumulated will be without pay. However, upon approval of the supervisor, an advance against sick leave up to 10 working days may be granted.

A physician's statement may be required by a supervisor in any case exceeding three working days of absence or for frequently recurring illness.

An employee on sick leave will continue to receive all paid benefits under the same conditions as existed prior to the leave. Should all sick time be used, an employee may request unpaid leave. See section entitled **FAMILY EMERGENCY/FAMILY MEDICAL LEAVE ACT (FMLA)**.

Sick time may also be used by the employee for illness of a spouse, child, or parent of the employee.

Frequent absences and illness that adversely affect job performance may require job counseling. Employees may be required to submit a physician's statement as evidence of illness. When long-term absence occurs, the position held at the time the leave began, or a similar position at the same pay rate, will be held for the employee for up to 12 weeks if employee is eligible under FMLA. A leave beyond 12 weeks will not be granted except for extreme circumstances and may never last beyond 90 working days.

Accumulated sick days may be carried from one position in the Archdiocese to another position in the Archdiocese. However, the most recent employer must submit accurate written documentation on accumulated sick days to the new parish/agency/school. If there has been a break in employment with the Archdiocese for more than one full year, no accumulated sick days may be carried over.

Sick Leave at Retirement:

Departing employees who have reached age 55, and have worked for the Archdiocese for a minimum of 10 consecutive years, will receive pay for one-third of their accrued sick days at their daily rate of pay at the time of their retirement.

SUBSTANCE ABUSE

An employee under the influence of drugs or alcohol on the job poses serious safety and health risks to himself/herself and to others. The possession, use, or sale of an illegal drug also violates the law.

The Archdiocese has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Accordingly, it is the expectation of the Archdiocese, and inherent in the offer of employment, that all employees present themselves to the workplace fit for duty.

The Archdiocese also recognizes that employees who experience problems of substance abuse need professional help to overcome the problems. It is the Archdiocese's desire to assist such employees in their efforts to seek counseling and treatment directed toward rehabilitation.

POLICY:

- A. Misuse or being under the influence of alcohol or any controlled substance while on archdiocesan property or performing archdiocesan business is prohibited.
- B. Possession, use or sale of an illegal drug by any employee violates the law and is prohibited.
- C. Upon being arrested for an alcohol or drug-related offense, the employee must notify the employer within 48 hours. Depending upon the public knowledge of the incident and the degree to which the employee's work has been affected, the employee may be required by the employer to have an alcohol/drug assessment at a specified center and to have the results forwarded to the employer. The results of the assessment will determine further action by the employer. Refusal to have an assessment may result in immediate termination.
- D. An employee arrested for a Driving Under the Influence (DUI) offense during work hours or while carrying out job responsibilities will be suspended and termination may result.
- E. The use or being under the influence of any legally obtained drug by any employee while performing archdiocesan business or while on archdiocesan property is prohibited to the extent that such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe, efficient and exemplary operation of the archdiocesan parish, school, or agency.

An employee may continue to work, even under the influence of a legally obtained drug, if the supervisor determines that the employee does not pose a threat to his/her own safety or the safety of co-workers, and that the employee's job performance and the expectations of exemplary behavior are not significantly affected by the legal drug.

DISCIPLINARY ACTION:

Violation of the above policies will result in disciplinary action against the employee, up to and including termination, or in requiring that such employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved by federal, state, or local health authorities and by the Archdiocese of Louisville.

TERMINATION OF EMPLOYMENT

The Archdiocese of Louisville is an “at will” employer. “At will” means that while involuntary terminations will generally be preceded by prior counseling, the Archdiocese may exercise its legal right to terminate an employee with or without cause, and with or without prior notice, where such termination does not violate the employee’s rights under applicable state or federal employment laws. Regardless of whether or not the Archdiocese will ever need to exercise this right, it is important that we reserve it as a means of dealing with situations that must be resolved quickly, but do not seem to fit the usual process.

➤ **Resignation:**

Under normal circumstances, the employer should be notified in writing two weeks in advance of an employee’s resignation date.

➤ **Workforce Reduction:**

The employer retains the right to reduce the number of staff positions. One month’s notice will normally be given. Unused vacation pay will be given; however, termination severance pay will not be provided. Contract employees will be allowed to complete period of contract.

➤ **Involuntary Termination:**

The Archdiocese of Louisville retains the right to terminate any employee immediately for cause which shall include, but not be limited to: (a) providing false information on an employment application; (b) insubordination or refusal to follow rules or instructions; (c) disloyalty to the parish/school/agency; (d) harassment of, or belligerence towards, fellow employees or supervisors; and (e) conviction of a felony.

For less serious infractions, the employee’s conduct should be addressed at the lowest level of supervision, at which time the employee will be advised of unsatisfactory performance or behavior by the immediate supervisor. The use of written warnings is encouraged. If a written warning is given, it should be signed by both the employee and the supervisor and placed in the employee’s personnel file. Failure or refusal of employee to sign warning should be noted on document. If the employee’s service continues to be unsatisfactory, dismissal will be considered. Improvement should also be documented in the employee’s personnel file.

If an employee feels he/she has been treated unjustly, he/she has the option to present a grievance in writing to the immediate supervisor. This should be presented as soon as possible following the incident which created the grievance. Both the employee and his/her immediate supervisor are to be present at each level of the grievance hearing.

In disciplinary actions or termination matters, the sequence for notification/involvement should be as follows:

1. Immediate Supervisor
2. Pastor
3. Archdiocesan Personnel Office
4. Due Process

TIME-KEEPING RECORDS

Employers may use a number of acceptable time-keeping methods. However, the method chosen must be accurate and complete in order to satisfy record-keeping requirements under the Fair Labor Standards Act (FLSA). In addition, these records serve to provide documentation of hours worked for payroll purposes and help determine eligibility for archdiocesan benefits.

All employees should complete a daily timesheet recording hours worked. These hours should be totaled on a weekly basis. Employees should sign the timesheet prior to submitting for processing to the supervisor, indicating it is accurate and that they agree with the information reported. When a worker is on a job for a longer or shorter period of time than the schedule shows, the employee must record the number of hours the employee actually worked.

If a change or correction is to be made on a Timesheet, the revision must be initialed by both the employee and their supervisor.

UNEMPLOYMENT COMPENSATION EXEMPTION

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

VACATION

Annual vacation with pay will be granted to all eligible regular full-time employees and regular part-time employees. The following is intended to provide the information necessary to uniformly administer and schedule vacation allowance.

➤ **Vacation Eligibility:**

1 year	based on date of hire
2 through 4 years	2 weeks
5 through 9 years	3 weeks
10 through 24 years	4 weeks
25 years and over	5 weeks

Employees hired prior to May 31st are eligible for one week of vacation the year of hire and two weeks the following calendar year.

After completing six months of service, all employees hired after May 31st will be eligible for two weeks of vacation the following calendar year.

The calendar year in which an employee is hired is considered year one of employment.

Employees in positions requiring them to work less than 12 months are not eligible to receive paid vacation.

Employees who work less than 14 hours per week do not earn paid vacation.

➤ **Splitting Vacation (Separate Days):**

While we encourage employees to take at least one week of vacation in five consecutive days, all of their vacation entitlement may be taken in separate days as long as it is approved in advance by their supervisor.

➤ **Accumulating Vacation:**

Up to two weeks of vacation time may be accumulated and carried over into the next year. However, if not used by the end of the year, any accumulated vacation time beyond two weeks is forfeited.

➤ **Scheduling Vacation:**

Vacations may start on any day of the week and may be taken at any time during the calendar year. Although employees have earned their vacation, the first responsibility is to the employer. Therefore, to provide for smooth workflow, it may not be possible for employees to take vacation at the time desired. Every effort should be made to satisfy the employee's preference, but employees must be prepared to accept alternative dates.

See Appendix C for sample request form.

➤ **Holidays Occurring During Vacation:**

When an archdiocesan-observed holiday occurs during an employee's vacation, an equal number of days are to be added to the vacation period. These extra days may be taken at the time of vacation or postponed to a later date.

➤ **Vacation for Terminating Employees:**

Terminating employees will be paid for unused vacation. Terminating employees, who have worked a minimum of six months, but less than 12 months, will receive a pro-rated portion of vacation pay.

➤ **Prior Service with Other Archdiocese of Louisville Parishes/Schools/Agencies:**

For determining eligibility for vacation, parishes/schools/agencies will recognize all years of service with other parishes, schools, or agencies of the Archdiocese of Louisville. If there has been a break in employment beyond one full year, only the most recent continuous service will be counted.

An employee who transfers or changes positions within the Archdiocese will be paid for all accrued vacation from the former parish, school or agency. The employee will not be eligible for additional vacation until the next calendar year.

This recognition of service with other parishes/schools/agencies inside the Archdiocese pertains only to vacation and does not extend to other benefits.

➤ **Prior Service with Other Dioceses or Catholic Institutions:**

For determining eligibility for vacation, parishes/schools/agencies will recognize one-half of each full year of service with other dioceses or Catholic institutions. If there has been a break in employment beyond one full year, only the most recent continuous service will be counted.

Employees must complete six months of service with any parish/school/agency before they are eligible to use vacation.

This recognition of service with other dioceses or Catholic institutions pertains only to vacation and does not extend to other benefits.

ARCHDIOCESE OF LOUISVILLE
Personnel Policies and Procedures Manual

APPENDIX

LOCAL AMENDMENTS A

EMPLOYEE REQUEST FOR FMLA B

REQUEST FOR VACATION/PERSONAL DAYS C

NOTES D

ACKNOWLEDGMENT OF RECEIPT/READ PERSONNEL POLICIES AND PROCEDURES E

LOCAL AMENDMENTS FORM

No single set of policies can cover every contingency or address every employment situation. A particular parish/school/agency situation may require an amendment to one or more of these policies.

Amendments must be submitted to and approved by the Archdiocesan Personnel Office prior to being implemented. Approved amendments should be documented on the form below, and signed and dated by the administrator prior to distribution of this Manual to employees.

APPROVED LOCAL AMENDMENTS

Signed: _____ Date: _____

Archdiocese of Louisville
Employee Request for Leave
Under the Family and Medical Leave Act (FMLA)

The following form must be completed by you and returned to the parish/school/agency business manager/bookkeeper, to serve as your request for job protected time off under the Family and Medical Leave Act (FMLA).

In general, to be eligible for FMLA, an employee must have worked for at least 12 months, and have worked at least 1,250 hours in the 12 months preceding the leave request.

Your FMLA leave entitles you to unpaid, job-protected leave for up to twelve work weeks. In addition, all of your benefits will be maintained. (Your portion of such benefits will remain your responsibility). If applicable, you may choose to use any or all of your accrued paid leave to cover some or all of the FMLA leave taken.

If your request for FMLA leave is due to a serious illness of your own, then you are required to supply a doctor's note releasing you to work under the same capacity and with the same job responsibilities prior to leave on your expected return date, in order to continue your employment.

If you have any questions or concerns, feel free to contact your local bookkeeper/business manager.

Archdiocese of Louisville
Employee Request for Leave
Under the Family and Medical Leave Act (FMLA)

Date: _____

Parish or Agency Name: _____

Parish or Agency Address: _____

Attention: _____

This serves as my request for leave under the Family and Medical Leave Act. I am requesting leave for the following reason:

_____ The birth of a child, or placement of a child with me for adoption or foster care.

_____ A serious health condition of my own.

_____ A serious health condition of my spouse/child/parent that requires my care.

_____ A qualifying situation that arose out of the fact that my spouse/son or daughter/parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

_____ I am the spouse/son or daughter/parent/next of kin of a covered service member with a serious injury or illness.

I understand that additional information may be requested of me by my employer to support my reason for leave.

I would like for my FMLA leave to begin on _____, and I am requesting

_____ days of leave or _____ weeks of leave or _____ other

Sincerely,

Employee Name

Employee Signature

Date

(Should you need or want to provide additional information, please attach to this request form.)

REQUEST FOR VACATION/PERSONAL DAYS

NAME: _____

NUMBER OF DAYS: _____

RECORD AS: VACATION: _____ **PERSONAL:** _____

DATES: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SUPERVISOR'S APPROVAL: _____ **DATE:** _____

NOTES:

ARCHDIOCESE OF LOUISVILLE
PERSONNEL POLICIES AND PROCEDURES
ACKNOWLEDGMENT OF RECEIPT



Please return this signed acknowledgement to your supervisor for your personnel file.

I have received and read the Archdiocese of Louisville Personnel Policies and Procedures Manual including the archdiocesan safety manual available at www.archlou.org/policies.

I understand that the contents of this Manual are subject to change and the Archdiocese of Louisville may modify, add or delete the practices set forth in this booklet.

I understand that I am responsible for reading and complying with all the provisions of the Archdiocese of Louisville Personnel Policies and Procedures Manual.

Name: _____

Parish/School/
Agency: _____

Date: _____

