

**Archdiocese of Louisville**

**Personnel Policies and Procedures Manual**

**Agencies, Parishes, Schools**

July 2017

ARCHDIOCESE OF LOUISVILLE  
 Personnel Policies and Procedures Manual  
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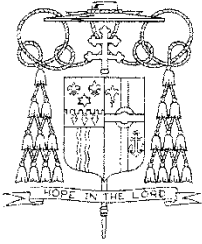
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## Archdiocese of Louisville

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OFFICE of the ARCHBISHOP

July 2017

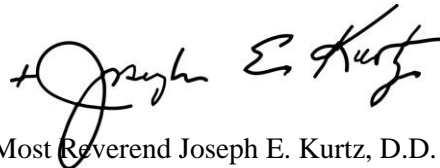
Dear Colleagues:

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 may 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 July 2017. 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 *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.

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

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

**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 *Personnel Office* and documented under the appendix section entitled **LOCAL AMENDMENTS FORM** in this manual. *Use Appendix A to record local amendments.*

## EMPLOYMENT

### **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 of Louisville maintains a policy of nondiscrimination in its hiring and employment practices. Hiring and employment practices may be based upon job-related criteria, including, but not limited to, one's ability to support the teachings of the Catholic faith; comporting oneself in a manner that is not detrimental to the Catholic Church; or inconsistent with its teachings or principles; individual merit; ability; experience; performance; education; and training. This policy extends to all aspects of employment, including recruitment, selection, compensation, reasonable accommodation, promotion, transfer, training, retention, and termination.

## CHRISTIAN WITNESS

The Archdiocese of Louisville, in its role as employer, expects all employees to be effective witnesses and persons who by word and deed, support the teachings of the Catholic Church. All employees are required to (a) possess a basic knowledge of the Catholic Church (b) not take a public position contrary to the Catholic Church and (c) demonstrate a public life consistent with the teachings of the Catholic Church. The teachings and beliefs of the Church are found in the *Catechism of the Catholic Church*. Websites to the *Catechism* and other resources on Church teachings are available for your study (see Appendix C).

We understand that employment by the Roman Catholic Church is not for everyone, because there are people of good will who may not be able to publicly support our teachings and views. Teaching or living a lifestyle in contradiction of the Church, however, can disqualify one as an employee, at least for a time, particularly when this is done deliberately, publicly, without contrition, and/or without an openness to repair any scandal resulting from said actions. People of good will approach reconciliation with mutual respect, personal integrity, and freedom of conscience. In some cases the parties concerned can come to a reconciliation with common understanding and mutual acceptance. In such a case, reinstatement follows. In other cases, the parties may "agree to disagree" and go their separate ways with love and good will. In such a case, reinstatement does not follow.

## BACKGROUND CHECKS

The Archdiocese has established and implemented uniform policies and procedures regarding the screening of individuals involved in the care and ministry of the people we serve, and the education of children.

Any individual over 18 years old who has or accepts a paid or volunteer position with an archdiocesan parish, school, or agency, and who has regular contact with children or youth will submit to a criminal background check. All other individuals over 18 years old who have or accepts a paid or volunteer position with an archdiocesan parish, school, or agency may be subject to a criminal background check. Persons already in these positions, whether they are volunteers or employees, may 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. Additional background checks will be repeated every five years and anytime deemed necessary.

Depending on your position, the following checks may be completed:

- Education Verification
- Employment Verification
- Criminal Records Search
- Social Security Trace
- Credit History

## SAFE ENVIRONMENT TRAINING

The Archdiocese will conduct regular training for employees, clergy, educators, parents, volunteers, and other Church personnel regularly involved with minors. This training addresses child abuse, including sexual abuse, and focuses on what child abuse is, how to prevent child abuse, and how to report child abuse.

Any individual who has or accepts a paid or volunteer position within an archdiocesan parish, school, or agency, and who has regular contact with children or youth must attend the safe environment training program. Persons already in these positions, whether they are volunteers or employees, may be required to attend the safe environment training workshop as a condition of their continued work on behalf of the parishes, schools, and agencies of the Archdiocese.

## 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 four 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 four months and whose hours of work will be less than 30 hours per week.

- **Members of a Religious Community** are not considered employees. However, appropriate policies shall apply to them.

Employee status and the 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 Fair Labor Standards Act, administered by the U.S. Department of Labor, there are two status categories: **Non-Exempt and Exempt**.

**Non-Exempt:** Non-exempt employees are covered under the minimum wage and overtime pay provisions of the Fair Labor Standards Act.

**Work rules for non-exempt employees:**

1. Employees hired as full-time, non-exempt employees are hired to work a specific number of hours per week (30, 35, 40 or other). These work hours do not include time taken for meal breaks, travel to or from work, or time spent on personal business.
2. Should a non-exempt employee work more than their normal scheduled hours in a workweek, but less than forty (40), they may earn the equivalent number of hours as compensatory time. Any accumulated compensatory time must be used within thirty (30) days.
3. Should a non-exempt employee work beyond 40 hours in a workweek, they will be paid at a pay rate of 1½ times their usual hourly rate. All overtime work hours must be pre-approved by the supervisor.
4. Paid leave time (sick days, vacation days, personal days, and holidays) hours are not included in calculating overtime hours worked in a workweek.
5. Non-exempt employee participation in work-related travel will be limited. Non-exempt employees may use work hours and be paid for any hours spent at training programs or continuing education events they are required to attend. The hours to be counted would include travel time to and from the event and time spent in workshops or presentations. Hours spent sleeping, on meal breaks, or social times are not to be counted. If the employee is not required to attend an event but is granted permission to attend, the travel time is excluded and only the time spent in training may be counted.
6. Non-exempt employees must be paid for all hours worked, and they cannot “volunteer” to do their job “off the clock.”
7. Some non-exempt employees may still be paid on a salary basis with pay adjustments made for overtime work. Other non-exempt employees will be hourly and paid only for specific time worked. This will be determined on a case by case basis.

**Positions typically non-exempt:**

Regardless of pay rate, secretaries, administrative assistants, receptionists, and other administrative clerical positions, including bookkeepers, are examples of positions that should always be classified as **non-exempt**. Likewise, teacher aids, cafeteria workers, and most maintenance positions should be non-exempt.



**Exempt:** Exempt employees are not covered under the minimum wage and overtime pay provisions of the Fair Labor Standards Act. In order for an exemption to apply, an employee’s specific job duties **AND** salary must meet all the requirements of the Department of Labor regulations.

**Work rules for exempt employees:**

1. Employees hired as full time exempt employees are hired on a salary basis.
2. Exempt employees are expected to work a minimum number of hours per week (30, 35, 40 or other). These hours do not include time taken for meal breaks, travel to or from work, or time spent on personal business.
3. If the number of hours an exempt employee works exceeds 40 hours in a workweek, overtime pay is not earned.
4. Pay adjustments are not made for an exempt employee working longer or shorter work days.
5. Exempt employees do not earn compensatory time.

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

**CONFIDENTIALITY**

Employees will be provided with and/or have access to certain privileged, confidential and/or personal information. Such information as is gained from or through such employment is considered confidential and may not be disclosed. Thus, each employee hereby, covenants and agrees that they will not, during their employment or anytime thereafter disclose, permit to be disclosed to or used by any third party directly or indirectly, any confidential information without prior written consent. Confidential information shall include, but not be limited to, any and all correspondence, litigation records, financial records, notes, memoranda, data, ideas, processes, methods, techniques, computer data/databases, programs, computer software, studies, writings, research, personal information, analysis, manuals, plans, formats, policies, procedures, or any other information of any nature in the possession or control of the entity, which has not been published or disclosed to the general public.

All confidential information, whether prepared by the employee or otherwise coming into his or her possession, shall be the exclusive property of the Archdiocese. No employee is authorized to copy or disclose any confidential file or record. In the event of doubt regarding the confidential nature of a file or records, one is to consult his/her supervisor. Access to records does not authorize employees to disclose the content.

**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.

All employees and independent contractors engaged by the Archdiocese are not to use their position with the Archdiocese for undue personal advantage or in a manner that would create a conflict of interest. Archdiocesan employees who have other employment or responsibilities unrelated to their archdiocesan function may not conduct outside business during archdiocesan office hours or utilize facilities, equipment, or supplies for the outside activity. In addition, any outside employment must not interfere with employment with the Archdiocese or negatively impact one's job performance for the Archdiocese.

In order to avoid a conflict of interest, archdiocesan staff are not to work as representatives of other companies, to promote services or materials for those companies in their capacity as an archdiocesan employee.

Employees are not to accept gratuities, favors, or entertainment, directly or indirectly, from a person, firm, corporation, or other entity, when such could affect the performance of the employee's duties in an objective manner. Questions or concerns should be discussed with the employee's supervisor. Soliciting of personal gifts or gratuities is prohibited. Gifts from parishes, schools, and or parishioners should be approved by the employee's supervisor.

Employees are not to receive compensation by any other entity for services rendered while also receiving compensation from the Archdiocese for such same services.

**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 his/her work environment, works cooperatively with others, and shows initiative and good judgment.

**DRESS AND PERSONAL APPEARANCE**

Employees are required to use good judgment in their dress and personal appearance. Employees should present a modest and professional image at all times. Employees are required to use good habits of grooming, personal hygiene, and dress that are consistent with the responsibilities of one's position and service.

Inappropriate attire includes, but is not limited to, athletic clothing, shorts, flip flops, t-shirts, inappropriate logos, immodest, revealing, and/or provocative attire and other unprofessional items of clothing. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

## TECHNOLOGY

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.

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.

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.

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.

Broadcasting of e-mail messages to all agency personnel is to be limited to official archdiocesan business.

Failure to comply with this policy 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.

## USE OF MOBILE DEVICES

Employees are expected to exercise the same discretion in using personal cellular phones and other handheld devices as is expected for the use of all employer provided technology and equipment. These devices are collectively referred to as handheld devices. Personal use of handheld devices during the workday interferes with employee productivity and is distracting to others.

While occasional use is acceptable, employees should refrain from personal calls and emails, personal text messages, instant messages, Twitter, Instagram, Facebook, and other electronic social media and means of electronic communications during work time. Employees should limit the use of handheld devices for personal use during working hours and ensure that friends and family members are aware of this policy. Meal and rest periods are appropriate times to take care of personal matters. Flexibility will be provided in circumstances demanding immediate attention. The employer is not liable for the loss of personal handheld devices brought into the workplace.

## SOCIAL MEDIA POLICY

Employees must conduct themselves in a professional manner and exercise good, sound and moral judgment when using social media, social networking rights, blogs, or other social media sites. Employees should refrain from:

- Posting any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or hateful to another person or entity or in contradiction of the teachings of the Catholic Church;

- Posting or using a picture or likeness of a student, parishioner, volunteer, co-worker, manager, supervisor, client, or vendor without that individual's express advance permission; and
- Engaging in activity that reflects or may reflect negatively on the Catholic Church, the Archdiocese, its affiliates, employees, parishioners, students, clients, volunteers, or others served or that contains content prohibited by archdiocesan policies and procedures or that contradicts the teachings of the Catholic Church.

Employees engaging in the use of social media, social networking, and blogging activities are subject to all of the archdiocesan policies and procedures, including but not limited to the archdiocesan policies on safe environment and child and youth protection, protecting the confidentiality of archdiocesan information and personnel, safeguarding archdiocesan property, the prohibition against unlawful discrimination and harassment, and the use of the archdiocesan electronic devices.

The Archdiocese judiciously uses social media for defined business and ministry purposes. Social media is a set of internet tools that aid in the facilitation of interaction between people online. The use of such tools (e.g. Facebook and Twitter) for business or ministry purposes must be carefully assessed. An employee should consult his/her supervisor and/or the *Office of Communications* with specific questions about which programs the Archdiocese approves for social media that may be used in furtherance of Archdiocesan goals. An employee is required to obtain written authorization from his/her supervisor in order to use internet-based programs to perform job duties. Authorization is limited to business and ministry purposes. Personal use of these tools during work hours is prohibited and can result in discipline, up to and including termination.

Employees are expected to remain respectful of the Church, the Archdiocese, managers, supervisors, and co-workers, the archdiocesan services, affiliates, parishioners, students, clients, volunteers, and others served and shall not post any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to another person or entity. Further, employees shall not engage in activity that reflect or may reflect negatively on the Catholic Church, the Archdiocese, its affiliates, employees, parishioners, students, clients, volunteers, and others served or that contains any content prohibited by the archdiocesan policies and procedures and the teaching of the Catholic Church.

Employees should have no expectation of privacy while using online social media, social networking sites, and/or blogs while at work, on the archdiocesan networks or internet programs or using archdiocesan equipment. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in online media, social networking sites, and/or blogs may be accessed by the Archdiocese at any time without prior notice. An employee is personally responsible for the commentary expressed and the material posted while engaging in online social networking and blogging activities.

Violations of this policy may result in disciplinary action, up to and including termination.

## 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
- Emergency contact information
- Additional education
- Change in marital status
- Change in beneficiary for benefit plans
- Adoption or 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
- Change in county of residence for completion of proper local tax withholding

## EMPLOYEE FILES

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 provided to outside organizations or individuals will be the name, employment date, and position held. If other factual information must be released, written authorization from the employee is required.

An employee may request to review his/her personnel file. Within twenty-four (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.

## 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 (15<sup>th</sup> and last business day of the month).

- All payrolls will be direct deposit.
- An employee will have on-line access to his/her paystub, pay history, and W-2 information.
- All employees will be paid according to the published payroll calendar, available on the website, [www.archlou.org](http://www.archlou.org),

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 regularly review their paystub information online and immediately contact their supervisor with questions or corrections.

<b>RECORDING WORK TIME</b>
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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 must record their hours worked. These hours should be totaled on a weekly basis; the defined work week is Sunday-Saturday. Employees must 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 in time reported is to be made on a timesheet, the revision must be initialed by both the employee and their supervisor.

<b>BREAK AND LUNCH PERIOD</b>
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In compliance with KRS 337.365 and 337.355 state law, employees are to be provided rest and meal periods. Such periods of time may vary with individuals or departments; however, each employee should be allowed to take a rest period of at least ten (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.

## BREAKS FOR NURSING MOTHERS

The following protocol should be observed in compliance with federal law, which requires the provision of unpaid, reasonable break time for an employee to express breast milk:

- An employee who intends to express breast milk during the day should notify her supervisors.
- An employee will be provided a reasonable unpaid break time to express breast milk for her nursing child for the first year of a child's life.
- A private area will be designated or an employee may use her private office area for milk expression if she prefers.
- An employee should use her own cooler packs to store expressed breast milk.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

## PERFORMANCE REVIEWS

All archdiocese employees deserve to know that their efforts are appreciated, what the standards of their expected performance are, and how they are measuring up to those standards. Job related criteria include a written job description as well as mutually agreed upon standards of performance or goals to be accomplished during the performance review period.

The performance review is part of the continuing process of performance management. It is based on a foundation of ongoing communication between employee and supervisor regarding job performance. The performance review process includes self-assessment, supervisory assessment, and, where applicable, feedback from those served by the employee, with a view to formulating a plan for continued excellence and growth in performance.

Each location should determine the frequency of such review, and at a minimum, should be conducted annually. The *Personnel Office* is available to help and can provide general instructions and sample instruments for use in the performance review.

For school employees, faculty appraisal will be conducted according to the school's administrative policies and procedures promulgated by the *Office of Catholic Schools*.

Normally, the written review is prepared and signed by the employee and the supervisor. The original is placed in the personnel file and the employee retains a copy. The signature of the employee on the written review is an indication that the review has been received and reviewed and is not an indication of agreement with its content. In cases of disagreement, the employee may submit a separate written response within ten (10) days of receiving the written performance review. The written response also must be placed in the personnel file.

## 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

Employees working less than twelve (12) months 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. The employer may make other schedule adjustments after reviewing the annual calendar.

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

## PERSONAL DAYS

Full-time employees and regular part-time employees will be granted two (2) paid personal days per year. 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 personal days.

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



## SICK DAYS

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.

It is the employee's responsibility to notify his/her supervisor of sick time needed. If the employee is too sick to report to work, the employee should call his/her supervisor or representative to inform them of sick time needed. Leaving a message on voice mail or sending a text message is not sufficient notice.

Sick days may be used for illness, injury, doctor appointments, physicals, and annual exams. Sick time may also be used by the employee to care for an ill spouse, child, legal dependent, or parent of the employee. Sick time may be taken in hourly increments.

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.

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. 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.

Before returning to work, a physician's statement may be required by a supervisor in any case exceeding three working days of absence or for frequently recurring absences

Unused sick time is not reimbursable, may not be used as vacation time, and is not paid at termination except as outlined in *Sick Leave at Retirement*. Employees are not permitted to "loan" unused sick days to other employees or to "buy" sick days from individuals.

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 just prior to retirement, will receive pay for one-third of their accrued sick days at their daily rate of pay at the time of their retirement.

If an employee is rehired within a year, and their sick time has been paid out as listed above, their sick balance begins at zero and they earn sick as defined in the *Sick Day* policy in this handbook.

**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 31<sup>st</sup> are eligible for one week of vacation the year of hire, after having completed six (6) months service, and two weeks the following calendar year.

Employees hired after May 31<sup>st</sup> 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.

Full time employees are those that work 30 or more hours per week. Regular part-time employees are those that work more than 14 hours but less than 30 hours per week. Regular part time employees are eligible for vacation as defined by their scheduled days of work. For example, an employee working three (3) seven hour days equates to earning three (3) seven hour vacation days.

- **Splitting Vacation (Separate Days):**
  - While we encourage employees to take at least one consecutive week of vacation, all of their vacation entitlement may be taken in separate days as long as it is approved in advance by their supervisor. Vacation may be taken in half or full day increments only.
- **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 B* 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.
- **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 sick days 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.

<b>FAMILY EMERGENCY/FAMILY MEDICAL LEAVE ACT (FMLA)</b>
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Any questions regarding the FMLA may be directed to the *Personnel Office*.

The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (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 reason and days requested qualify for FMLA. The maximum amount of leave an employee may use is twelve (12) weeks within a twelve (12) month period depending on the reason for the leave. The twelve (12) month period is calculated using a rolling twelve (12) month look back method. To be eligible to request FMLA, the employee must have:

- Worked at least 1,250 hours over the rolling twelve (12) months preceding the date leave would commence; this does not include any paid or unpaid leave when calculating 1,250 hours worked and
- Be currently working at an archdiocesan location

FMLA leave may be taken for the following reasons:

- Birth of a child, or to care for or to bond with a newly-born child.
- Placement of a child with the employee for adoption or foster care or to care or to bond with the child.
- To care for an immediate family member (e.g. spouse, child, or parent) with a serious health condition.
- Serious health conditions that render an employee unable to perform his/her job.

Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement to FMLA leave for the year. Employees on FMLA will continue to receive the health insurance employee benefits provided. The employee portion of the premiums will be the responsibility of the employee during their FMLA leave.

Paid time off (sick, personal, and vacation) will be exhausted concurrently while on FMLA leave.

Should the employee choose not to use FMLA to cover such an eligible absence or leave, their FMLA eligibility status may change. Such a leave of absence may result in hours worked being less than 1,250 in the look back 12 months, thereby not meeting the eligibility requirements as mentioned above.

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.

An extended leave beyond the FMLA 12 weeks will not be granted except for extreme circumstances.

If your spouse, parent, son, or daughter is a military member who is deployed or has been notified of an impending deployment to a foreign country, and you are eligible for FMLA as described above, you may qualify for an exigency leave. If you are the spouse, parent, son, daughter, or next of kin of a covered service member and are eligible for FMLA as described above, you may be entitled to military caregiver leave. Contact the *Personnel Office* to request additional information or request military FMLA.

Before granting FMLA, or any extended leave, the administrator must consult with the *Personnel Office*. FMLA request forms are available on the website, [www.archlou.org](http://www.archlou.org).

#### **ADOPTION/MATERNITY/PATERNITY**

All regular employees will receive two (2) weeks of paid maternity or paternity leave. To be entitled to this pay, a written request must be made in advance of the leave. Eligible employees may request an additional ten (10) weeks unpaid leave of absence under FMLA for the birth/adoption of a child. However, accrued leave must be used concurrently with FMLA, if applicable. This leave can be taken within a twelve (12) month period beginning at the birth/placement of the child and expiring twelve (12) months from the date of birth/adoption. Refer to the FMLA policy in this handbook for further details.

Employees who are not eligible for FMLA leave may be granted an additional four (4) weeks unpaid leave of absence for the birth/adoption of a child. Accrued leave must be used in place of the remaining unpaid leave, if applicable. This leave must be taken immediately following the birth/placement of the child.

## BEREAVEMENT LEAVE

Employees are granted up to three (3) paid leave days for bereavement following the death of an immediate family member. Immediate family includes the employee's spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent-in-law. Requests for leave beyond the three days or other relationships will be considered on an individual basis and approved by the supervisor.

## 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 **FMLA (page 15)** for military family leave entitlements for eligible specified family members.

### **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.

## INCLEMENT WEATHER POLICY – ARCHDIOCESAN OFFICES

Offices will be open except in the most severe conditions. Radio and television announcements of Catholic school closings do not apply to archdiocesan offices or parishes. Staff is asked to use their own personal judgment to determine the safety of traveling conditions. If it becomes necessary to close agency or parish offices, information will be announced at such locations.

Should weather conditions cause severe hazardous driving during the work day, it may become necessary to close agency offices early. Early closings will be announced by the Archdiocese through the various building receptionists.

If you arrive late due to poor driving conditions, there will not be any penalty for the first hour. Likewise, if offices are closed early, you will receive a full day's pay. If you choose to stay home when offices are open, please inform your supervisor that you will be taking a vacation day or personal day.

### **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 he/she will have direct supervision of or evaluate the performance of a relative.

### **EMPLOYMENT OF MINORS**

Kentucky state law prohibits minors under age 14 from being gainfully employed in any organization or business. There are exceptions, which are listed in the Kentucky statutes. Refer to: KRS 339.210 regarding Child Labor Laws and KRS 339.220 regarding exceptions.

### **CHILD ABUSE POLICIES AND PROCEDURES**

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 (2013)*.

## 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, collection or distribution of pornographic materials, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
  - Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual.
  - 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 *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 *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 *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 *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 *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 *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.

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

#### **INQUIRIES/REFERENCES ON CURRENT OR FORMER EMPLOYEES**

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 employment dates, salary, and position held. Information such as home address or telephone number will only be verified with written release from the employee or to comply with legal requirements.

Inquiries from related agencies, schools, etc. within the Archdiocese, may provide additional information in regards to a current or former employee. This can include, but is not limited to, attendance and performance.

#### **POLITICAL CAMPAIGN ACTIVITIES**

The Archdiocese of Louisville maintains status as a not-for-profit organization under section 501(c) (3) of the Internal Revenue Code. The Archdiocese, parishes, schools, agencies, and organizations included under this tax ruling may not participate or intervene in political campaigns on behalf of or in opposition to any candidate for political office, and the following restrictions must be strictly observed:

- No direct or indirect statement, verbal, or written, may be made supporting or opposing any candidate for public office.
- Financial support may not be given to any candidate, political action committee, or political party. This includes: monetary donations, use or rental of facilities, volunteers, mailing lists, and solicitations on behalf of candidates, political action committees, or political parties.
- Distribution of literature supporting or opposing a candidate is prohibited on archdiocesan, parish, and school property, or as any part of employee work activities.
- Invitations and visits from incumbent officeholders or candidates to church or archdiocesan property may not be accepted during a political campaign.

This policy is not intended to limit an employee's right to free speech, which may be exercised during nonworking hours with the understanding that any partisan conduct is in no way on behalf of the Archdiocese of Louisville.



## CIVIC DUTY

**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. A court certificate evidencing jury service is required.

**Witness Duty** – An employee required to appear in court by subpoena as a witness must immediately notify their supervisor. Employees may be eligible to receive up to two (2) days pay for serving witness duty. If duty terminates on any day at noon or earlier, employees are expected to return to work for the remainder of the day. A court certificate evidencing service is required.

**Voting** – For those unable to vote during non-work hours, arrangements may be made to take reasonable time off to vote. To receive time off for voting, employees must obtain advanced approval from their supervisor at least one day prior to voting day.

## OUTSIDE EMPLOYMENT

Archdiocesan employees may be allowed outside employment provided such employment:

- In no way interferes with the performance of the employee's duties and responsibilities
- Is performed outside the employee's approved work schedule and away from the employer premises, unless specific permission is given by the Employer.
- In no way adversely reflects upon the parish, school, or Archdiocese.

For purposes of this policy, "outside employment" includes self-employment, consulting activities, tutoring, child care services, and volunteer activities that, if compensated, could be considered outside employment.

- Employees are not required to notify their supervisor of outside employment if it is conducted outside normal work hours and off the premises.
- If the outside employment negatively impacts the employee's work, the employer may request or require the employee to adjust the outside employment.
- If such request is made, and the employee fails to comply, it may result in disciplinary action and/or termination of employment with the Archdiocese of Louisville.
- The outside employment is in no way related to the employment with the Archdiocese of Louisville.
- As the Archdiocese is not the employer for the outside employment, no liability coverage exists between the Archdiocese and the employee or outside employer.
- Outside employment is strictly an agreement between the outside employer (including parishioners, current families, former families, and prospective families), and the individual(s).

## SAFETY

The Archdiocese of Louisville parishes, schools and agencies seek to provide a safe and healthful work environment for all employees. To formalize the commitment to the safety and well being of employees, an *Employee Safety Manual* is available on the Archdiocese of Louisville website at [www.archlou.org](http://www.archlou.org). 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. Employees are required to comply with safety procedures established by the Archdiocese and each particular location, and employees should correct or report to their supervisor in an appropriate manner any unsafe conditions observed or encountered. Failure to comply with safety regulations may result in disciplinary action up to, and including, termination.

## INJURY ON THE JOB

Each employee is responsible for individual safety. Each employee is obligated to report promptly to his/her supervisor any accident or injury even if the injury does not appear to be serious. If the injured employee requires medical attention, the supervisor should arrange to send the employee to the appropriate medical facility.

In the event of an injury on the job, the supervisor must complete the *Workers Compensation – First Report of Injury or Illness* form within twenty-four (24) hours, whether or not the injury causes time lost from work or required medical treatment. The employee must immediately (or “as soon as practicable”) complete the *Employee Statement of Workers Compensation Claim* and *Medical Waiver/Consent* form. These forms should be faxed or emailed directly to the Workers Compensation Insurance Carrier.

Disability benefits are paid by the workers compensation insurance company to the employee who is unable to return to work. If the disabled employee is unable to work more than seven (7) days, disability payments from the workers compensation insurance company will commence. If the disability exceeds two (2) weeks of lost time from work, the employee is then entitled to payment of benefits for the first seven (7) days.

If an employee is receiving disability payments for an on-the-job injury, the employee can also use accumulated sick time, however, only so much as to make up the difference between the employee’s disability income and regular earnings or regular salary earned while working normal scheduled hours.

## DRIVER POLICY

Employee safety and well being is important to the Archdiocese. Each employee is obliged to drive responsibly for the protection of others and themselves. Employees that are required to drive on Archdiocesan business are expected to abide by all driving laws and safety rules and should not engage in distracting activities such as using cellular/mobile devices. Drivers are required to have a minimum of \$500,000 insurance coverage each for liability, uninsured motorist, bodily injury, and underinsured.

## FIREARMS IN THE WORKPLACE

The Archdiocese of Louisville values a safe, healthy working environment, and makes adequate provisions for the safety and health of employees, parishioners, and the public while on archdiocesan premises.

If an employee has a current valid license to carry a concealed weapon, the employee may only keep the weapon in his/her locked personal vehicle while on archdiocesan property. An employee may not possess, transport, or store a weapon in a vehicle owned by the Archdiocese of Louisville.

In accordance with KRS 237.110, weapons are prohibited in elementary or secondary school facilities, child-caring facilities, and day-care centers.

## 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 as soon as reasonably possible, usually within twenty-four (24) hours. 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.

- F. 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.

**VIOLATION OF POLICY:**

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.

**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 the 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 and should be placed in the employee's personnel file. Improvement should also be documented in the file. If the employee's service continues to be unsatisfactory, dismissal will be considered.

**REPORTING CRIMINAL ACTIVITY**

Employees arrested, indicted, or convicted of a crime should report the incident to their supervisor as soon as reasonably possible, usually within twenty-four (24) hours. If such an incident is not covered under the Substance Abuse policy in this *manual*, the supervisor and *Personnel Office* will consult each individual case and make a determination if suspension or termination is warranted.

**WHISTLEBLOWER**

This *Whistleblower Policy* is intended to encourage and enable employees to raise serious concerns internally so that the Archdiocese can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations or suspected violations of laws or regulations.

Employees can make a confidential report using the Whistleblower Form available at [www.archlou.org](http://www.archlou.org). Employees may choose to make a report to his/her pastor, pastoral administrator, principal, or agency director. Employees may choose to contact the Chief Financial Officer, Controller, or Chancellor/Chief Administrative Officer.

The Archdiocese will not retaliate or take action against any person who makes a report in good faith. Employees will not suffer a loss of employment, a decrease in wages, or other adverse consequences due to making a report in good faith.

## 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 this right be reserved for situations that must be resolved quickly but do not fit the usual process.

### **Resignation:**

The employer should be notified in writing two (2) weeks in advance of an employee's resignation date. Upon notice, such resignation will be acknowledged in writing by the supervisor or employer.

### **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:

- Providing false information on an employment application
- Insubordination
- Refusal to follow rules or instruction
- Disloyalty to the parish/school/agency
- Violation of anti-harassment policy
- Conviction of a crime
- Acts or threats of violence against others, including, but not limited to clergy, employees, volunteers, parishioners, and visitors
- Use of obscene, abusive or threatening language or gestures
- Theft or malicious damage of archdiocesan property
- Violation of conflict of interest or confidentiality policy
- The illegal possession, distribution, manufacture, transportation, use, sale, purchase, or transfer of controlled substance or illegal drugs
- Immoral conduct
- Public Scandal
- Violation of Christian Witness policy

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 and should be documented in the employee file. Improvement or reconciliation also should be documented in the employee's personnel file. If the employee's service or conduct continues to be unsatisfactory, dismissal will be considered. Per the liability insurance coverage, all involuntary terminations must be reviewed and approved by the Archdiocese and legal counsel.

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. Any final decision concerning the violation of the *Christian Witness* policy shall be decided by the Archbishop of Louisville, whose decision in this regard shall be conclusive.

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

1. Immediate Supervisor
2. Pastor
3. Personnel Office

<b>UNEMPLOYMENT COMPENSATION EXEMPTION</b>
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According to KRS 341.055(19), services performed in the employ of a church or convention or association of churches or an organization which is operated primarily for religious purposes and which is operated, supervised, controlled, or principally supported by a church or convention or association of churches is non covered employment. Employees are not eligible to receive unemployment compensation related to their work with the 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.

## GRIEVANCES

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, within twenty-four (24) hours, 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 or Administrator
4. Personnel Office

**ARCHDIOCESE OF LOUISVILLE**  
**Personnel Policies and Procedures Manual**

**APPENDIX**

LOCAL AMENDMENTS ..... A

REQUEST FOR VACATION/PERSONAL DAYS ..... B

TEACHINGS AND BELIEFS OF THE CATHOLIC CHURCH..... C

ACKNOWLEDGMENT OF RECEIPT/READ PERSONNEL POLICIES AND PROCEDURES ..... D



**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 *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: \_\_\_\_\_

**Appendix A**

**REQUEST FOR VACATION/PERSONAL DAYS**

**NAME:** \_\_\_\_\_

**NUMBER OF DAYS:** \_\_\_\_\_

**RECORD AS: VACATION:** \_\_\_\_\_ **PERSONAL:** \_\_\_\_\_

**DATES:** \_\_\_\_\_

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR'S APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Appendix B**

## **Teachings and Beliefs of the Catholic Church**

All employees are required to (a) possess a basic knowledge of the Catholic Church (b) not take a public position contrary to the Catholic Church and (c) demonstrate a public life consistent with the teachings of the Catholic Church.

Resources are available for employees to develop a good understanding of the faith.

The following website **[www.archlou.org/beliefs](http://www.archlou.org/beliefs)** connects you to these resources including the *Catechism of the Catholic Church* as well as background on a variety of topics, such as human life and dignity, civic responsibility, marriage and family, prayers and devotions, and other helpful sources of information.

Parish pastors and archdiocesan agencies also are available to provide further assistance or respond to particular questions.

## **Appendix C**





**ARCHDIOCESE OF LOUISVILLE  
PERSONNEL POLICIES AND PROCEDURES, UPDATED JULY 2017  
ACKNOWLEDGMENT OF RECEIPT**

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

I have received and understand the *Archdiocese of Louisville Personnel Policies and Procedures Manual*

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: \_\_\_\_\_

Signature: \_\_\_\_\_

Parish/School/Agency: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix D**



