

The Episcopal Diocese of New York

Human Resources Policy

May, 2004

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INTRODUCTION

Welcome to the Episcopal Diocese of New York! The Diocese has over 200 congregations and geographically spans 100 by 125 miles. The Bishop is the spiritual and titular head of the Diocese. The Diocesan staff serves the Bishop and the congregations in the Diocese. We are a service organization to the congregations.

The purpose of these Human Resources Policy Guidelines is to provide general guidance on the application of current policies. It is a resource for addressing questions and concerns that arise in the course of day-to-day operations. These Guidelines are not intended to be either an all-inclusive document or a step-by-step instruction manual. Additional details can be provided through consultation with the Office of the Chief Administrative Officer, the Controller, or other senior staff. Guidelines that address specific areas such as Travel and Entertainment are available on the diocesan website at www.diocesenyny.org. Together, these tools provide a framework for decision making on a variety of personnel issues.

The Human Resources policies are intended to ensure fair treatment of employees and compliance with legal requirements. They are designed to meet the needs of the Episcopal Diocese of New York (the Diocese) and its employees within the context of an ever-changing and highly competitive business environment. Existing policies are modified and new policies developed routinely. Ongoing changes, as they are adopted, will be communicated and distributed as updates to these Guidelines.

The policies contained in this Guide are not intended to create any contractual relationships between the Diocese and its employees. Both the Diocese and its employees have the right to terminate the employment relationship at any time, for any reason. Without written approval from the Bishop of New York, no individual manager or supervisor has the authority to enter any agreement of employment for any specified period or an agreement contrary to the foregoing.

Managers are critical to the successful execution of these policies. Consistent implementation of these policies will ensure that all employees are treated in a fair, equitable and respectful manner. Every effort will be made to ensure prompt communication of policy changes to all managers and, through managers, to all employees.

Chapter 1 COMMUNICATIONS

Chapter Contents

Introduction

Section A. Staff Meetings

Section B. Bulletin Boards

Section C. Suggestions

Section D. Telephones, Fax Machines & Mail Facilities

Section E. Electronic Mail & Internet Access

The Diocese seeks to provide an environment of open, honest communications among all employees at all levels. To do so demonstrates that we care about each other, and encourages freedom of expression, ideas, and concerns by all employees, regardless of their rank or position.

Section A. Staff Meetings

Supervisors are encouraged to hold group meetings with staff on a regular basis. Staff meetings can be both formal and informal. Staff meetings provide an informal exchange of thoughts and ideas as well as information important to the whole team. They help keep everyone informed and contribute to a positive work environment.

Section B. Bulletin Boards

Timely information of interest and importance is displayed on bulletin boards located at various locations. Employees are encouraged to read bulletin board notices to keep abreast of job postings, organizational announcements. Bulletin Boards are Diocesan property and may not be used for purposes other than those described.

Section C. Suggestions

Employees are encouraged to submit their ideas and suggestions on any topic to their supervisors and then directly to the Chief Administrative Officer. All suggestions will be reviewed and, where practical, implemented.

Section D. Telephones, Fax Machines & Mail Facilities

Telephones, fax machines and mail facilities are provided for communication with congregations and other Diocesan related organizations. They are not intended for personal use, except in emergency.

Section E. Electronic Mail & Internet Access

The Diocese provides electronic mail and Internet access to employees who need it to conduct diocesan business. They are not intended for any but incidental personal use.

Employees are expected to treat electronic mail as they would paper documents. Confidential or proprietary electronic documents should not be transmitted without appropriate approval. Documents should be read and then deleted from the message log, in box and trash on a regular basis. Any documents that are needed for longer retention should be moved to private folders or printed and filed.

Employees should also be aware that privacy cannot be guaranteed when using electronic devices, including voice mail, even if they believe that a document or message has been deleted. Professional business etiquette and language should be observed when using voice and e-mail as they would in the course of other business communications.

E-mail is the property of the Diocese and is not confidential among employees. Be aware as well that “deleted” documents remain retrievable from hard drives and backups.

Chapter 2 FAIR LABOR STANDARDS ACT

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Section A. Employee Classification

Section B. Definitions of Exempt & Non-Exempt

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Section G: Attendance Records

Section H: Emergency Closings

The Fair Labor Standards Act (FLSA) provides minimum wage, equal pay, overtime pay, record keeping and child labor standards and regulations.

Section A. Employee Classifications:

Full Time: An employee who works the regular 35 hour full-time workweek

Part Time: An employee who works at least 20 hours per week, but less than the regular full-time workweek.

Casual Part Time: An employee who works less than 20 hours per week.

Temporary: An employee who may work either full or part time, but for a period of less than six months.

Section B. Definitions of Exempt & Non-Exempt

Non-Exempt. The term “non-exempt” means that a position falls under the FLSA’s coverage. Employees working in that position must be paid at least minimum wage and overtime as set out in the FLSA, and will be required to fill out time sheets weekly for submission to their supervisor.

Exempt. The term “exempt” means exempt from coverage under the overtime provisions of the FLSA. Similarly, an exempt employee may not be “docked” for less than a full day. “Exempt” positions include those classified under the FLSA provisions as Executive, Administrative, and Professional. In addition to minimum salary requirements, certain conditions must be met in order for a position to be considered exempt under the FLSA.

Executive: The employee's primary duty must be management of the Diocese or a recognized department or subdivision. The employee must:

Have authority to hire or fire (or recommend hiring and firing).

Customarily and regularly exercise discretionary power.

Devote no more than 20% of the workweek to activities not directly and closely related to managerial duties.

Administrative: The employee:

Is primarily responsible for the performance of office or non-manual, task-oriented work directly related to management policies or the general business operations.

Regularly uses discretion and independent judgment.

Devotes no more than 20% of the workweek to activities of a clerical nature.

Regularly and directly assists an employee working in a bona fide executive or administrative capacity.

Professional: The employee must:

Consistently exercise discretion and judgment.

Do work that is predominately intellectual and varied, as distinguished from routine or mechanical.

Devote no more than 20% of the workweek to activities not essentially a part of or necessarily incident to the professional duties.

Section C. Overtime

Exempt employees are not eligible for overtime pay.

Diocesan policy requires that the employee's supervisor authorize non-exempt overtime in advance. Whenever possible the supervisor or manager should be on-site during the hours in which an employee is working overtime.

All non-exempt overtime must be reported on the weekly time sheets. Non-exempt employees who work more than 35 hours in one week will be paid at their regular hourly rate for all hours, up to 40 hours. Employees who work more than 40 hours in one week will be paid 1 1/2 times their normal hourly rate for all hours worked over 40.

Breaks of five to twenty minutes are considered hours worked. Meal periods of thirty minutes or more are not considered hours worked.

Non-exempt employees who work on a holiday will be paid their normal salary for that day, plus 1 1/2 their normal hourly rate for each hour they work regardless of the total number of hours they have worked during the week.

Section D. Work Day

The office is officially open from 9:00 A.M. until 5:00 P.M. Each Diocesan office is expected to be available during these hours.

Work schedules may vary by department, location and customer needs. Each department may offer flextime, staggered hours, evening hours or other flexible work

schedules to better serve customer and employee needs.

Normal office hours are from 9:00 A.M. to 5:00 P.M., Monday through Friday. From time to time, at the sole discretion of the Bishop of New York, early closings before holidays or during the summer may be authorized.

Section E. Voice Mail

In order that our constituencies are well served at all times, all employees should make effective use of voice mail. Voice mail should not be used as a method of screening calls.

Section F. Lunch Break

Non-exempt employees who work full-time or more than four consecutive hours must take a lunch break. Lunch breaks may not be forfeited in order to work overtime. Normally, staggered lunch breaks start at 12:00 P.M. and conclude by 2:00 P.M.

Section G. Attendance Records

Employees should maintain records of all absences, sick days and use of vacation days, with the understanding that from time to time their supervisor or the Controller may ask to review those records. Employees are expected to notify their supervisor directly of an unanticipated absence or lateness by 9:30 am.

Section H. Emergency Closings

Extreme conditions such as a public transportation crisis, severe weather, or other unforeseen emergencies may necessitate an office closing. The Chief Administrative Officer makes this decision.

All employees should be directed to call 212-316-7400 between the hours of 6:30 A.M. and 8 A.M. to find out if the office is officially closed. Employees should listen to the entire message. Unless there is a message advising callers that the Diocese is closed, the office should be considered open. All employees are expected to report to work on a timely basis, taking the current conditions into consideration. Absences for such time would be recorded as a vacation or personal day.

Each employee should have a copy of the current version of the Diocesan telephone tree at home. The current version of the telephone tree is available on the diocesan intranet. In the event of an office closing or other emergency, the telephone tree will be used to notify employees.

Chapter 3 TIME OFF

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Section C. Eligibility for Holidays & Personal Days

Section D. Bereavement Leave

Section E. Jury Duty

Section F. Military Service Leave

Section G. Vacation Days

Section H. Sick Days

The Diocese provides time off for employees to take personal time away from the job for rest and recreation, to celebrate holidays, for bereavement, jury duty, military reserve training, and illness.

Section A. Scheduled Holidays & Personal Days

The Diocese announces scheduled holidays at the end of each year for the following year so employees can make their personal plans accordingly.

The following holidays are generally celebrated, although variances occur from time to time:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a holiday falls when an employee is on vacation, the holiday will not be charged as a vacation day.

Section B. Personal Days

Each employee shall have one personal day annually.

Section C. Eligibility for Holidays & Personal Days

Only full-time and part-time employees who work 1000 hours or more per year are paid for scheduled holidays and personal days. Casual part-time and temporary part-time employees are not eligible for paid holiday or personal days.

Part-time employees are paid for a scheduled holiday if it falls on a day they would normally be scheduled to work. Holidays and personal days are paid in the proportion that their normal workweek schedule is to a full-time work schedule.

Section D. Bereavement Leave

Employees will be granted up to 3 days of fully paid leave when there is a death in their immediate family (spouse, same sex life partner or significant other, child, brother or sister, parent, parent-in-law). If substantial travel is necessary, 5 days will be allotted. Should employees require additional time off, they may use Vacation or Personal days.

Section E. Jury Duty

Paid leave is provided to fulfill citizenship duties when called for jury duty, or when summoned as a court witness.

Full-time and part-time employees are eligible for jury duty leave upon employment. They are paid their regular salary while on jury duty. Part-time employees are paid in the proportion that their normal work schedule is to a full-time work schedule. Casual part-time employees and temporary employees are not eligible for paid jury duty leave.

Section F. Military Service Leave

Military service leave is granted for service in the Armed Forces of the United States to fulfill active, emergency or inactive military duty requirements as a Reservist or National Guard member.

Employees on Military service leave will be reinstated upon their return, with no loss of service, according to the provisions of applicable federal law. To qualify for a leave, the employee must provide documentation of induction into the armed forces or orders to report for military training and the length of leave required. A minimum of two weeks advance notice should be provided.

Employees on reserve training, summer military encampment or similar service will be granted up to three weeks paid military leave annually. Leave of more than three weeks will be on an unpaid basis.

Section G. Vacation Days

Employees are also expected to note scheduled vacation days in the vacation calendars on the Diocesan Intranet, and to notify their supervisor about their vacation plans well in advance, but no less than three days advance notice. In order to ensure that proper business coverage is maintained at all times, supervisors must approve all vacation time in advance.

With supervisory approval, employees may take vacation days any time during the calendar year.

Full-time and part-time employees are eligible for vacation based upon their continuous

length of service and employment status. Continuous service is defined as uninterrupted employment as a full- or part-time employee. Casual part-time employees, employees on leave of absence and temporary employees are not eligible for vacation.

During the first calendar year of employment, non-exempt employees hired before July 1 are granted one vacation day for each full month of service from their hire date to October 31 (to a maximum of 10 days for the calendar year). Non exempt employees hired after July 1 are not entitled to any vacation days for the balance of that calendar year. Beginning January 1 following their date of hire and every January 1 thereafter, all employees are eligible to take their full allotment of vacation days.

Vacation days are not considered earned until an employee has completed six months of service.

Vacation Schedule

Non-exempt employees are eligible for vacation time during the calendar year according to the following schedule:

Completed Years of Service Vacation Days per Calendar Year

Less than 1	1 day for each month worked (If hired before July 1 st)
1 – 2 Years	10 days
3 – 5 Years	15 days
5 or more Years	22 days

Exempt staff are eligible for vacation according to the following schedule:

Completed Years of Service Vacation Days per Calendar Year

Less than 1	1 day for each month worked
1 year or more	22 days

Vacation days should be scheduled and taken during the calendar year in which they are accrued. Unused days not scheduled within this period are forfeited, and are neither carried over to the new year, nor paid upon separation, except that employees terminating between January 1 and June 30 shall receive 1/6 of vacation allotment for each month or part thereof of service worked during the calendar year. Employees terminating after July 1 shall receive full pay for any unused vacation days.

Employees who retire or who terminate as a result of a position elimination are paid for unused credited days at termination, regardless of when during the year they terminate.

Section H. Sick Days

Regular full-time employees with at least one year of service with the Diocese are eligible to receive a maximum of ten (10) sick days per calendar year for bona fide illness.

In the first calendar year of employment, new employees hired after July 1 will only receive five (5) sick days.

New employees will not be paid for sick days taken during the first 90 days of continuous service. Employees who have used their sick days may use accrued Vacation and/or Personal days. Employees will not be paid for absences when they do not have any paid time available. The Diocese understands that while such situations can be unpredictable, employees are expected to inform their manager of their absence no later than one-half hour after their regularly scheduled starting time. Employees who cannot get in touch with their managers should contact the office of the Chief Administrative Officer, which will inform manager of their absence.

Sick leave cannot be accumulated and employees will not be paid for unused sick days. *Excessive use of sick leave will result in disciplinary action or termination of employment.*

Chapter 4 LEAVES OF ABSENCE

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Section A. Approval for Leaves of Absence

Section B. Benefits while on Leave

Section C. Failure to Return from Leave

There are several types of unpaid leaves of absence available to full- and part-time employees. Each type of leave has a set of eligibility criteria. Supervisors and employees on leave are expected to maintain periodic contact during the leave to ensure the employee's timely and smooth return to work.

Section A. Approval for Leaves of Absence

Employees should request a leave of absence in writing through their supervisor. The employee is required to provide documentation to support the leave request. As much advance notice as possible should be given to assist in obtaining coverage during the employee's absence.

Provided the supervisor approves the leave, the request should then be forwarded to the Chief Administrative Officer for approval and processing. Requests for an extension to a leave require the approval of the employee's supervisor, and the Chief Administrative Officer. *All accumulated vacation must be used before any Leave can begin.*

Section B. Benefits While On Leave

Benefits are continued during an approved leave of absence provided the employee pays any premiums due. Employees who return to work following a leave are considered to have continuous service.

Employees are guaranteed reinstatement to the same or similar position and pay if they are able to return to work within the time approved for the leave or 90 days, whichever is less, unless business circumstances have so changed as to make it impossible or unreasonable to do so.

Section C. Failure to Return from Leave

Employees who fail to return from a leave will be terminated. Unless they notify the Diocese before that date that they will not be returning from leave, the termination date is the last day of the authorized leave. In that instance, the date of notification is the termination date. *For vesting purposes, the last day worked is used as the termination date.*

Chapter 5 FAMILY MEDICAL LEAVE ACT OF 1993

Chapter Contents

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Section A. Eligibility

Section B. Benefits Entitlement

Section C. Procedure

Section D. Returning from FMLA Leave

Section E. Other Benefits While on FMLA Leave

The Family Medical Leave Act (FMLA) protects an employee's job and benefits while they are out on an approved leave. FMLA provides employees with up to 12 weeks of unpaid leave in a consecutive 52 week period for any of the following reasons:

birth or adoption of a child

placement of a child for adoption or foster care

providing care for an immediate family member (spouse, child or parent) with serious health condition

a serious health condition which prevents and employee from performing their job

Section A. Eligibility:

All employees are eligible for coverage under FMLA, provided the Diocese has employed them for at least 12 months at the time leave is requested, and have worked at least 1,250 hours.

Section B. Benefits Entitlement:

The Diocese provides up to 12 unpaid weeks of leave during a consecutive 52 week period. If an employee's FMLA leave is to care for a family member, they are required to first apply any unused Vacation and Personal days prior to their FMLA leave; additional FMLA leave will be unpaid. In the event of an employee's illness, they are required to first apply any paid medical leave as well as unused accrued Sick, Personal and Vacation days. The maximum time allowed under the FMLA will not exceed 12 weeks of combined paid and unpaid leave. Employees will not accrue any paid time while they are out on FMLA leave.

Section C. Procedure:

Employees who wish to use FMLA leave are required to provide the following:
30-day advance notice when the need is foreseeable, or as soon as practicable
Reasonable documentation to substantiate the relationship of a family member
Medical certification of the employee's or family member's illness
Second or third medical opinion and periodic re-certification as requested
Periodic updates regarding the employee's status and intent to return to work

Section D. Returning From FMLA Leave:

Employee returning from FMLA leave will be reinstated to their former position or an equivalent position with equivalent pay, benefits and working conditions. If an employee is on a medical leave, returns to work, and goes out on medical leave again within 60 days, their first and second disability will be considered as one disability period. For example, if an employee is out ill for 9 weeks, returns to work for 6 weeks, then goes out again for 5 weeks, both absences will be combined (14 weeks of disability). In such cases, an employee's job may not be restored as mandated by the FMLA because they were out for more than 12 weeks.

Section E. Other Benefits While On FMLA Leave:

An employee's medical, dental and life insurance benefits will be continued while they are on FMLA leave. If an employee is on the payroll, their premiums (if any) and any elective deductions will continue to be deducted from their paycheck. However, employees who are on unpaid leave must contact the Chief Administrative Officer to arrange for payment of their premiums and elective deductions.

Chapter 6 COMPENSATION

Chapter Contents

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Section A. Salary Administration and Increases

Section B. Other Benefits

Section C. Federal Insurance Contributions Act (FICA – also know as Social Security)

Section D. Workers' Compensation

The compensation policy is designed to:

Maintain a total compensation program that is competitive with other religious and not for profit organizations.

Recognize the relative importance of each position within the Diocese through a job evaluation process to classify jobs by level and assign appropriate salary ranges.

Reward meritorious performance.

Ensure compliance with appropriate legal requirements.

Section A. Salary Administration and Increases

Employees are typically eligible for a cost of living increase on an annual basis. Salary increases require the approval of the Bishop, the Chief Administrative Officer, the Treasurer of the Diocese, and the Chair of the Trustees' Administration and Human Resources Committee. Their actions are also reported to the Diocesan Trustees.

When funding is available, the Chief Administrative Officer will provide managers with advance notice prior to the merit increase due date. Managers must forward a completed updated performance appraisal along with a recommendation to the Chief Administrative Officer before any merit increase.

Section B. Other Benefits

The Diocese provides employees with a variety of benefit options.

Life insurance, basic medical coverage, dental coverage, short, and long-term disability, accidental death and dismemberment insurance and pension benefits are provided free of charge to all employees. Employees may enroll their spouses, same sex life partners or significant others, and their dependents in the Medical and/or Dental Plans at no cost to the employee. Participation in some health insurance options may require partial payments by employees, including but not limited to co-payments.

Employees may also elect to participate in a 403(b) qualified retirement savings plan.

Each benefit program has its own set of eligibility criteria. Details on current plan offerings and eligibility requirements are provided by the Controller's office.

The Diocese reserves the right to amend or discontinue any benefit program at any time.

Section C. Federal Insurance Contributions Act (FICA – also known as Social Security)

All employees, except clergy, are covered by the Federal Insurance Contributions Act. The Diocese is required to withhold a set percentage of each employee's salary to pay the employee portion of this protection. The Diocese matches this deduction to pay its required portion.

Section D. Workers' Compensation

The Diocese carries insurance to cover the cost of work-incurred injury or illness. Benefits pay for an employee's medical treatment and for part of the income lost, if any, while recovering. Specific benefits are prescribed by law, depending on the circumstances of each case.

All work-related accidents, whether or not they result in injury, must be reported to a supervisor and Chief Administrative Officer using the form shown in Appendix 1.

Chapter 7 WORKPLACE VALUES

The goal of the Diocese is to provide a work culture that demonstrates a commitment to excellence, civility and fairness thereby creating an environment that allows all employees to work at their maximum potential. Our workplace values and policies stem from our expectation that our employees maintain high standards of performance and decorum and our commitment to reward merit. These policies are vital to allowing each individual the opportunity and freedom to reach his or her full potential as an employee.

The policies, described below, apply to all persons within the offices of the Episcopal Diocese of New York. Discriminatory, harassing or offensive behavior will be viewed very seriously and will result in disciplinary action up to and including dismissal. Any employee seeking, in good faith, to uphold these policies is specifically protected from retribution.

Chapter 8 WHAT WE OFFER AND WHAT WE EXPECT

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Section A. Harassment

Section B. Sexual Harassment

Section C. Problem Solving Procedures

Section D. Dress & Personal Appearance

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Section I. Conflicts of Interest

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Section O. Personnel Records

Section P. Personnel Information Changes

Section Q. Access to Personnel Files

Section R. Employment Verification & References

The Episcopal Diocese of New York seeks to attract and develop a highly competent and creative work force from a broad spectrum of backgrounds. We foster a workplace that provides equal employment opportunity, tolerates no harassment or coercion, and deals fairly with interpersonal conflict or misunderstanding. In some job titles, affiliation with the Episcopal Church may be required.

The Diocese of New York has implemented and abides by the following policies:

Section A. Harassment

The Episcopal Diocese of New York will not tolerate harassment in any form. “Harassment” is abusive or coercive conduct occurring in a situation where there is a supervisory, mentor or collegial relationship between the persons involved.

Harassment includes, but is not limited to:

Unwelcome sexual advances, invitations, or comments.

Racial, ethnic or sexual epithets, comments or slurs.

Hostile or demeaning behavior.

Sexual, racial or ethnic oriented humor.

Inappropriate questions or comments about sexual behavior or preference or religious practices.

Undesired physical contact.

Repeated unwelcome requests for social engagements.

Any person who believes that he or she has been subjected to inappropriate behavior should make his or her views known to the offending person, politely but clearly, to avoid misunderstanding. Conduct not intended as harassment may be inappropriate if it readily could be misinterpreted -- for example, a prolonged handshake, or hug.

Although the Human Resources policies and procedures are not applicable to third parties since they are not under the Diocese's direct control, employees should advise their supervisor if they feel that they have been subjected to improper conduct.

Of course, we expect our employees to treat third parties in the same manner as these policies direct our behavior toward our fellow employees at the Diocesan Offices.

Section B. Sexual Harassment

The Episcopal Diocese of New York will not tolerate unlawful discriminatory, harassing or offensive behavior in any form. This includes abusive, belligerent, menacing, threatening, bullying or other coercive conduct whether it involves a supervisor, mentor, peer, client or other business relationship. Examples of sexual harassment include but are not limited to:

Unwelcome sexual advances, invitations, comments or innuendo, threats or promises.

Repeated unwelcome requests for social engagements.

Derogatory comments, jokes or slurs of a sexual nature.

Inappropriate questions or comments about sexual behavior, orientation, or practices.

Hostile, menacing, stalking or demeaning behavior, gestures or touching.

Undesired or unwelcome physical contact.

Anyone who believes that he or she has been subjected to offensive behavior should say so directly to the offending person, politely but clearly, to avoid misunderstanding. Conduct not intended as harassment may nonetheless be offensive, inappropriate, or misinterpreted. Often, a sincere apology is all that is required, especially if the behavior is not repeated in the future.

Employees are expected to conduct themselves in accordance with these guidelines when dealing with fellow employees or external parties. All employees must participate in the Sexual Harassment workshops offered on a regular basis.

Employees who feel that they have been subjected to improper conduct should advise their supervisor. Supervisors who have been so advised should seek guidance from the Chief Administrative Officer. *It is imperative that all Supervisors promptly respond to any and all accusations of sexual harassment.*

Section C. Problem Solving Procedures

The Episcopal Diocese of New York is entirely committed to its Workplace Values and Policies. However, there will be inevitable occasions when employees believe that they have not been followed or when differences or conflicts arise.

When a difference, conflict, or apparent violation of our policies occurs, employees are expected and encouraged to seek a solution. Procedures that assure thoughtful consideration of employee concerns and facilitate successful resolution of these issues are imperative to maintaining employee morale, productivity, and a proper work atmosphere.

As a first step, employees are encouraged to make all reasonable attempts to resolve the issue with the other party involved. If they do not feel comfortable with this direct approach (or if it does not solve the problem), employees are encouraged to bring the issue to their supervisor. At the same time, supervisors should carefully document disputed behavior in writing on a timely basis.

If the problem is still not resolved to their satisfaction (or they are uncomfortable seeking resolution from either of these sources), employees should then contact their “supervisor’s superior.”

At the Diocesan Offices, we value free, open, and full communication. If employees feel uncomfortable with the procedures outlined above, they are encouraged to communicate directly to the Chief Administrative Officer for guidance to resolve a question, problem, or complaint at any time.

When an issue is properly brought to the attention of any of the above mentioned people, employees should expect:

Attention to their concerns.

Confidentiality, to the degree that it can be maintained and still resolve the problem.

An investigation of the issue, if warranted, that may involve discussion with the other party.

Information as to the outcome of the investigation if one was undertaken.

A conscientious effort by the Diocese to resolve the issue.

If the investigation reveals that there was a violation of our policy, the offending employee may expect to be reprimanded, provided counseling, or terminated. The discipline imposed will be based on a number of considerations, including severity of the policy violation, past violations, the relative positions of the persons involved, and the impact on co-workers and the work environment.

We will tolerate no reprisals or adverse career repercussions against any individual for reporting a complaint in good faith or against any individual participating in an investigation. The goal of these policies, as was stated above, is to maintain a healthy and productive business atmosphere.

Professional & Healthy Workplace

Employees are expected to maintain a professional, business-like appearance while at work. Appropriate attire, hygiene, and grooming create a positive impression to others about the Diocese. We recognize that while people may express themselves through their clothing, there are articles of clothing that are not considered acceptable attire in the workplace at any time.

Section D. Dress & Personal Appearance

Traditional business attire is always appropriate, and is preferred when meeting with representatives of congregations or others outside the diocesan staff. Examples of traditional business attire for men include suits, dress slacks and sport coat, shirt and tie, loafers or tie shoes and socks. For women this includes skirts, blouses, dresses, dress slacks, suits, sweaters or blazers, and shoes and stockings.

Managers are responsible for communicating and implementing this policy. An employee who reports to work improperly dressed will be instructed to leave and return in appropriate attire. The time will be unpaid or charged to vacation or personal time. Repeated violations may result in disciplinary action, up to and including termination.

Section E. Business Casual Fridays

Each Friday is designated as a “business casual” day, meaning that less formal business attire is acceptable. To maintain a professional business atmosphere, “business casual” attire *excludes* such items of clothing as:

- Micro- or mini-skirts.

- Tank tops.

- T-shirts.

- Sheer or transparent clothing.

- Tight clothing, including spandex leggings or muscle shirts.

- Revealing or provocative clothing, including clothing that reveals bare backs, midriffs, or shoulders.

- Warm-up suits or gym clothing.

- Flip-flops or slippers.

- Strapless, open-back footwear or open-toed sandals (for men).

Section F. A Smoke-Free Workplace

In an effort to promote a healthy work environment and to comply with the laws of the state and city, all diocesan offices and buildings have been designated as smoke-free. Employees share the responsibility of promoting a smoke-free work environment and are expected to comply with this policy.

Section G. Equal Employment Opportunity

Equal Employment Opportunity is provided to all applicants and to all employees throughout their career with the Diocese without regard to race, color, sex, age, marital status, physical or mental disability, sexual orientation, or national origin. It is our intention to comply with the spirit and intent of all applicable fair employment laws and regulations.

This policy extends to all categories of employees and all aspects of the employment relationship, including recruitment, hiring, promotion, demotion, transfer, training and development, educational assistance, compensation, benefits and termination.

Supervisors are responsible for insuring the Diocesan policy on Equal Employment Opportunity is communicated, understood, and implemented within their areas of responsibility.

Section H. Reasonable Accommodations for Disabilities

The Chief Administrative Officer will consider all requests for reasonable accommodation made by qualified applicants or employees. Supervisors should refer any accommodation requests to the Chief Administrative Officer for review and evaluation. The accommodation will be considered in view of a number of factors, for example:

Alternative accommodations and their relative cost and efficacy.

The ability of the individual to perform the essential elements of the job, with or without the accommodation.

The extent to which the accommodation may represent an undue hardship.

The extent to which an undue risk to the health and safety of the individual or others may exist.

Section I. Conflicts of Interest

The best efforts and uncompromised performance are essential for those entrusted with the responsibility to promote and preserve the welfare and prosperity of the laity and clergy we serve. Employees have a duty to avoid relationships, activities, and interests which conflict with the interests of the Diocese or deprive the Diocese of their loyalty when acting on its behalf. The Diocese will promulgate a formal policy on conflict of interest and circulate it for signature by all employees.

All employees are required to report any relationship, activity, or interest that might involve an actual or potential conflict of interest to their supervisor. Participation in the operation or management of (or in the practice of any profession or occupation on behalf of) any outside enterprise on a paid basis as a director, officer, employee, consultant, partner, or in any other capacity must be reported annually to the Chief Administrative Officer.

Any employee (or a manager on behalf of an employee) with questions regarding a possible conflict of interest should discuss them immediately with the Chief Administrative Officer.

Examples of relationships, activities and interests which could represent a potential conflict of interest warranting disclosure, explanation and analysis, include (but are not limited to) the following:

Rendering services to (or being employed by) any outside concern which may interfere with the employee's duties, cause loss or embarrassment, or adversely affect the interests of the Episcopal Diocese of New York

An interest in (or relationship with) any transaction which might in any way affect an employee's objectivity, independence of judgment, or conduct in the offices of the Episcopal Diocese of New York

Performing outside work during normal office hours or during work time.

Using Diocesan facilities, equipment, labor, or supplies to conduct outside or personal activities.

Disclosing or using confidential or proprietary information, without appropriate approvals.

In the event that a conflict of interest exists or may exist, the employee may be given an opportunity to correct it within reasonable time, depending on the nature of the conflict, if it was done unknowingly and without harmful intent. A violation of this policy is a serious matter. If the employee knew or should have known of a conflict of interest and proceeded anyway, appropriate disciplinary action will be taken, up to and including immediate dismissal.

Section J. Gifts & Gratuities

The Diocese recognizes and approves of close working business relationships between its employees and others. Such relationships are expected to be based on integrity, respect, and mutual confidence. As such, the Diocese recognizes and accepts that certain practices such as lunches and the exchange of token mementos (such as pens, pins, and other items) of nominal monetary value will at times be appropriate.

No staff member should give any other staff member – particularly any supervisor – a gift with a value greater than \$25. Supervisors should not accept any gift from people who work for them either directly or indirectly. Making a contribution in the name of a colleague or friend to a benefit or charity that provides vital services to those in need is a preferable alternative.

No employee or supervisor should accept a gift with a value greater than \$25 from any organization with which the Diocese has a business relationship, including its churches and related organizations. Employees may not accept cash gifts or gift certificates.

Employees are required to disclose to their supervisor any offer of a gift, before accepting it or, if this is not possible, immediately after accepting a gift, regardless of its monetary value.

Section K. Consensual Relationships

The Diocese does not prohibit consensual personal relationships, but it is concerned when such relationships lead to a real or perceived conflict of interest.

Such conflicts arise when business judgment is affected by emotional involvement or when others perceive that a personal relationship is inappropriately influencing office, business, or other relationships.

Consensual relationships are particularly problematic when they involve employees of different status in the organization or when they involve clients. In these cases, the senior ranking person in the relationship is required to disclose the relationship to the Chief Administrative Officer or the Bishop. Failure to do so is in itself a violation of this policy and may be the basis for disciplinary action.

Changes in staffing, reporting relationships or other organizational decisions may be necessary to separate the parties' business interactions and avoid any real or perceived conflicts of interest. Appropriate efforts will be made to preserve the privacy of the individuals involved.

Employees who believe their opportunities or work environment are being negatively

impacted by a consensual relationship between others may address the situation through the Office of the Chief Administrative Officer. Employees should respect the privacy of others by refraining from gossip or rumor.

Section L. Solicitation & Distribution

Unauthorized visitors may not have access to work areas or engage in solicitation or distribution of literature.

Solicitation by employees during work time is not permitted. Work time is defined as all time when employees are required to be engaged in work tasks, but it does not include the employee's own time, such as meal periods and time before or after the work day.

Distribution of advertising material, handbills, or other literature in work areas is prohibited at any time.

Any unauthorized visitors, solicitation, or distribution should be reported to the Chief Administrative Officer. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Section M. A Workplace Free of Violence

Violence or threats of violence towards employees on Diocesan premises, during Diocese-sponsored functions (whether on or off Diocesan premises) will not be tolerated. Any threat of violence is considered a serious matter and will be thoroughly investigated.

To the extent possible, the confidentiality of the individual reporting a threat of violence will be maintained. Any employee that engages in such conduct or who fails to report such conduct may be subject to disciplinary action, up to and including immediate termination.

Everyone shares the responsibility for preventing or minimizing the impact of violence in the workplace.

The Cathedral Security and the Chief Administrative Officer must be contacted immediately when there is a reasonable suspicion that a potentially violent situation may exist.

Such situations may include (but are not limited to) the following:

- Verbal threats.

- Intimidation, bullying or teasing.

- The possession or use of firearms, stun guns, pepper spray or weapons.

- Hitting, pushing, shoving and other direct acts of aggression.

- Obscenities.

- Sexual harassment and other forms of harassment.

- Domestic violence or arguments intruding into the workplace.

- Stalking or persistent pursuit.

- Other behavior that is disruptive and makes people uncomfortable.

Supervisors are responsible for assessing the situation and addressing any immediate safety concerns. Immediate evacuation of the premises or contacting 911 may be warranted by the circumstances, such as a person with a weapon on premises, making threats or receipt of a bomb threat.

Rather than confront, provoke, or otherwise intervene, supervisors should stay calm and attempt to get as much information as quickly and accurately as possible to Cathedral Security, the Office Manager, or the Chief Administrative Officer. Reporting the situation and maintaining calm are the most effective tactics.

Section N. Restraining Orders

Employees who have obtained or are seeking protective or restraining orders should include the cathedral premises as one of the restricted areas for the person named in the order, they should and provide a copy of the order to Cathedral Security as a record of the order is required in the event the police are summoned to remove someone from the premises.

Section O. Personnel Records

The Chief Administrative Officer is responsible for maintaining the accuracy and confidentiality of official personnel records for all employees. Examples of official documents include the employment application and resume, reference information, tax information, position description, performance appraisals, letters of commendations, compensation changes, benefits information, etc.

The Americans with Disabilities Act requires that all information received regarding the medical history and condition of applicants and employees is kept confidential and separate from the employee's personnel file.

Section P. Personnel Information Changes

Employees should notify their supervisor immediately of changes in home address, telephone number, number of dependents, marital status or designated beneficiary for any benefit program. It is essential that this information be accurate and current to avoid problems concerning taxes, employee benefits, emergency notification, or other matters of consequence to the employee and the Diocese.

Section Q. Access to Personnel Files

Supervisors have access to employee personnel files on a need-to-know basis through the Chief Administrative Officer. Employees may review their personnel files upon request. This review must take place in the presence of the Chief Administrative Officer.

Section R. Employment Verification & References

All requests for employee information by an outside organization or individual must be directed to the Chief Administrative Officer. Supervisors may not provide information regarding any current or former employee to any outside party for any reason.

The Diocese will comply with court orders or government agency requests for employee information when furnished with proper identification and proof of legal authority to obtain the information.

The only employment information that will be supplied when requested will be an employee's job title and dates of employment. Requests for additional information will be honored only when accompanied by an authorization and release form signed by the employee/former employee. Information provided will be limited to dates of employment, last position held, and salary.

Chapter 9 STAFFING

Chapter Contents

Introduction

Section A. How the Staffing Process Works

Section B. Conducting an Interview

Section C. Employment-At-Will

Section D. Employment of Relatives

Section E. Job Postings

Section F. Who Can Apply for a Posted Position

Section G. Probationary Period

Staffing decisions are made based on operational needs and budget approval. The policies, processes and procedures related to staffing, including recruitment, candidate assessment, hiring, promotion, transfer, and job posting, are applied consistent with Equal Employment Opportunity laws and Diocesan policy.

Operating under the guidance of the Bishop, the Chief Administrative Officer coordinates the staffing process and provides guidance to managers in this area.

Section A. How the Staffing Process Works

To start the process, Department Heads submit the request for staffing along with a current position description to the Chief Administrative Officer.

The Chief Administrative Officer co-ordinates all internal and external recruitment activity. Department Heads screen all resumes and applicants and refer qualified candidates to the Chief Administrative Officer, along with the application and all job-related information pertaining to the candidate. Lying on a job application or falsification of information on a resume can be grounds for immediate dismissal.

The Controller verifies the availability of funding for a position. When a candidate is selected, the Chief Administrative Officer, the Controller and the Department Head together determine an appropriate compensation package. The Chief Administrative Officer or a delegatee conducts all reference checks before an offer being extended to an external candidate. The Chief Administrative Officer confirms the offer extended to external candidates in writing. Applicants who are not extended an offer will be so notified by the Department Head.

As a condition of employment, all applicants who are offered a position are required to complete an Employment Eligibility Verification (Form I-9) and present documents verifying their identity and employment eligibility in accordance with the Immigration Reform and Control Act of 1990. The Chief Administrative Officer retains the completed I-9 form and a photocopy of the documents.

Section B. Conducting an Interview

The hiring supervisor, in preparing for the candidate selection process, should be familiar with the relevant Equal Employment Opportunity laws concerning lawful and unlawful inquires.

No oral or written inquiry should be made of a candidate with regard to date of birth, marital status, race, sexual orientation, maiden name or parents' last name, financial status, number of children or child care arrangement, or type of military discharge, nor is such information to be used in making an employment decision.

Section C. Employment-At-Will

Unless otherwise specified in writing by the Bishop of New York, the employment relationship between the Diocese and each of its employees is "at will." This means that employees are employed for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. Similarly, employees may choose to end their employment at any time for any reason.

No manager or other representative of the Diocese has any authority to make any statement or provide any assurance of a specified term of employment, guaranteed annual compensation, or continued employment to any internal or external applicant.

Section D. Employment of Relatives

The employment of spouses and children of Diocesan staff is discouraged. However, employment of relatives or other employees who are members of the same household is permitted provided that:

They do not report to the same immediate supervisor.

One does not supervise the other.

Section E. Job Posting

Job posting enables qualified internal candidates to explore career opportunities within the Diocese through a self-nomination process. It is one vehicle for meeting staffing needs and helping employees achieve their development or career goals.

Open positions will be posted on the Diocesan web site; the Bishop's Newsletter and the Episcopal New Yorker.

Section F. Who Can Apply For a Posted Job

Employees who have a performance rating of "Meets All Expectations" or better are eligible to apply for a posted job if they have been in their current position for at least six months. Employees who are on corrective action will not be considered for posted jobs.

Section G. Probationary Period

Unless otherwise specified in writing, the probationary period is the first 90 days of employment. The purpose of the probationary period is to give new employees time to adjust to a new position and enable their supervisor to assess their suitability to the position. All full-time, part-time and casual part-time employees are subject to a probationary period.

During this time – as well as any other time in the employment relationship – the

Diocese or the employee may end the employment relationship with or without cause and with or without advance notice.

During the probationary period, supervisors should clearly outline job responsibilities and provide employees with information they need about the Diocese and the department to meet the expectations of the job. Supervisors are responsible for continually assessing the employee's suitability for the position, a process that includes identifying and discussing areas requiring improvement, and documenting and discussing problems with the employee as they arise.

Suitability for a position is determined by a number of factors, including but not limited to, the employee has demonstrated:

Overall work habits.

Ability to learn.

Ability, with appropriate training, to understand and perform expected job duties.

Ability to interact effectively and professionally with others.

Chapter 10 PERFORMANCE MANAGEMENT

Chapter Contents

Introduction

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Section B. When an Appraisal Should Be Done

Section C. What an Appraisal Should Address

Section D. The Appraisal Process & Discussion

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Section H. Probation

Section I. Professional Conduct

The Diocese is dedicated to a consistent, high standard of performance excellence in order to achieve our mission goals for the church. We rely on all of our employees to approach their work with this same dedication. At the same time, we are committed to treating employees fairly and respectfully in a way that recognizes individual differences.

Performance management includes clearly defined performance expectations, effective communication and feedback, recognition and rewards for outstanding performance, discussion of development plans, and negative consequences for poor performance.

Managers are strongly encouraged to discuss job performance and goals on an ongoing basis with staff. At the same time, employees are also expected to seek performance feedback regularly from their managers.

Section A. The Performance Appraisal

Performance management is one of a manager's most important responsibilities.

The Performance Appraisal is the document that formalizes the ongoing communication between managers and employees about performance expectations and to what extent these are achieved. It measures the past year's performance against the performance goals established at the beginning of the review period.

Section B. When an Appraisal Should Be Done

Newly hired employees and employees new to a position should be formally evaluated 90 days after assuming their new responsibilities. They and all employees are generally evaluated again annually thereafter.

The timely completion of performance appraisals is the responsibility of the manager. The Chief Administrative Officer notifies the manager four to six weeks prior to the

annual review date. However, managers may complete additional performance reviews whenever they deem necessary.

Section C. What an Appraisal Should Address

Measuring and improving performance are the two main objectives of the performance appraisal. Goals should be mutually agreed-upon, documented by both the employee and the manager when the employee begins a new position and at the start of each annual review period. Throughout the review period, managers are encouraged to keep written records of significant (both positive and negative) events related to job performance. These should be incorporated into the performance appraisal to illustrate essential points. Managers may find it useful to consider a number of factors in evaluating performance, including

:The position description, major job duties and additional assignments.

The experience and training of the employee.

Knowledge of the job.

Quantity and quality of work.

Promptness in completing assignments and initiative in taking on new challenges.

Cooperation, dependability, teamwork, and reliability.

Unanticipated lateness or excessive absenteeism.

Prudent judgment and acceptance of responsibility.

Many managers find it helpful to have employees complete a “self-evaluation” that is used by the supervisor as input to the final appraisal.

Section D. The Appraisal Process & Discussion

Upon completion of the performance appraisal, the manager and the employee should meet to discuss it. During the performance appraisal discussion, the manager and employee should talk about the employee’s accomplishments, strengths, and areas for development in a constructive manner. They should also set objectives and goals for the next review period.

Employees should be given a copy of the appraisal and asked to sign it. By signing the appraisal, employees acknowledge that it has been discussed with them. Sometimes employees refuse to sign the appraisal. In that case, supervisors should write, “Employee declined to sign” at the bottom of the form, initial and date it, and so advise the Chief Administrative Officer. The completed appraisal form should be forwarded to the Chief Administrative Officer for placement in the employee’s personnel file.

Section E. Corrective Action

The Diocese is committed to treating employees fairly, with respect, recognizing individual differences and needs. When managers are clear about their expectations regarding attendance, job performance, and professional conduct, there is less likelihood of misunderstandings, misperceptions, or disagreement. Effective communication goes a long way to avoid, defuse, or prevent a situation from escalating. Once a problem is identified, it is in everyone’s interest to deal with it as early as possible. Employees

should be made aware of the manager's expectations on a day-to-day basis as regards attendance, performance, and conduct.

The Corrective Action policy provides general guidelines to be used to address situations where employees do not meet their manager's expectations and corrective action is deemed appropriate. It is a general set of guidelines rather than a proscribed set of rules that must be followed in every detail in every situation. It is not a replacement for prudent judgment and common sense on the part of managers. The Chief Administrative Officer must be advised of any situation requiring corrective action before any disciplinary steps are taken.

The objective of the corrective action guidelines is to change an employee's behavior, resulting in improved performance, attendance, or conduct. Individual circumstances may warrant shortening time periods, bypassing a step, repeating a step, or immediate discharge. This policy is not intended to abrogate the Diocese's right or the employee's right to cancel the employment relationship at any time, with or without cause and with or without prior notice.

Section F. Poor Performance

Managers review performance and initiate corrective action as warranted. Situations where an employee's performance may be cause for formal corrective action include, but are not limited to:

Failure to carry out job responsibilities.

Failure to meet essential results or goals.

Failure to carry out work assignment satisfactorily.

An employee will be placed on corrective action immediately during the probationary period, if the manager determines that the employee cannot perform the job on the basis of demonstrated knowledge, skill and experience.

Section G. Poor Attendance

The Diocese employs you because you are essential to our daily operation. The success of this operation depends on your coming to work regularly and on time as well as your dedication to the quality and service to our constituents. Being absent or tardy negatively affects our operation and the work of other employees.

Attendance is an important part of your job performance. Excessive absences are prohibited. The Diocese considers more than six incidents within a rolling 12-month period to be excessive. An incident is defined as one continuous period of absence.

Section H. Probation

A decision to place the employee on probation can occur when a supervisor documents continued unsatisfactory performance, attendance, or conduct of an employee and gains the concurrence of the Chief Administrative Officer.

At this point, a discussion is held between the supervisor, the employee and the Chief Administrative Officer to review the situation, progress to date, continued deficiencies and the supervisor's expectations. During the discussion, the employee is given specific written instructions for improvement and encouragement to succeed, as well as another opportunity to offer his or her perspective. It must be made clear that continued

deficiencies during the probationary period will lead to termination. The employee and supervisor should sign the “Notice of Corrective Action” and maintain a copy for reference. If the employee refuses to sign the form, the supervisor should note, “Employee Refused to Sign” on the form, initial and date it. The original should be forwarded to the Chief Administrative Officer.

During the period following probation (generally thirty days), the supervisor should periodically review the employee’s progress in achieving the action plan.

If performance or attendance improves to an acceptable level, the employee is encouraged to continue the efforts made so that the documentation of the warning may be removed from the personnel file after one year. If performance regresses to an unsatisfactory level during the year, the employee may be terminated without any further probationary period.

Section I. Professional Conduct

It is impossible to list every standard of conduct for all circumstances. The following list is intended to provide some examples of inadequate professional conduct but is not all-inclusive:

- Physical violence or intimidation, including racial or sexual harassment.
- Repeated disregard for the dignity of coworkers through harassing or intimidating behavior.
- Possession of a weapon on Diocesan or Cathedral premises.
- Disorderly conduct, including the use of profane or abusive language.
- Abuse of or encouraging others to abuse alcohol, illegal drugs, or controlled substances.
- Illegal sale, use, possession, purchase or distribution of controlled substances or drugs on Diocesan premises or while on Diocesan business.
- Refusal to carry out job responsibilities.
- Fraudulent statements or actions involving Diocese records or business activities.
- Absence for two consecutive scheduled workdays without notifying the Diocese.
- Chronic tardiness.
- Misappropriation or misuse of Diocesan funds or property.
- Solicitation during working time or distribution in work areas.
- Refusal or failure to cooperate in a reasonable investigation by the Diocese.
- Misuse of e-mail, the internet, or other electronic communication tools.
- Conflict of interest, for example, improperly disclosing confidential or proprietary information.

The level of corrective action taken will depend on the circumstances and impact on the Diocese. In some cases, immediate termination may be appropriate.

Managers encountering violations of these standards of conduct should notify the Chief Administrative Officer and document the incident.

Chapter 11 TERMINATION

Chapter Contents

Introduction

Section A. Termination During or Following the Probationary Period

Section B. Reduction in Force

Section C. Severance

Section D. Eligibility

Section E. Exit Interviews

When a supervisor can document the continued unsatisfactory performance or attendance of an employee and determines, with the concurrence of the Chief Administrative Officer, that termination is appropriate, a final discussion session is held between the supervisor, the employee, and the Chief Administrative Officer. The employee is informed of the decision by the supervisor and documented in a letter to the employee. A copy should be forwarded to the Chief Administrative Officer and retained in the employee's personnel file. The employee is counseled by the Chief Administrative Officer concerning benefits and related termination procedures.

Note: An employee who fails to report to work (or call in) for two consecutive workdays will be treated as a voluntary termination.

It is the responsibility of the employee's immediate supervisor to understand the employee's reason for any voluntary termination. Immediately upon receiving notice of resignation, the supervisor should notify the Chief Administrative Officer and forward the resignation letter for the employee's personnel file.

At the time of termination, the supervisor should collect all Diocesan property, such as a credit card, employee identification card, telephone credit card, keys, etc. and ensure that the employee clears all outstanding expense accounts and obligations to the Diocese before the termination date.

Section A. Termination During or Following the Probationary Period

For the majority of employees, the probationary period will be successfully completed and the individual will continue employment with the Diocese. Employees who are terminated due to lack of suitability for the position will be eligible for severance pay based upon the severance pay policy in force at the time of termination.

Section B. Reduction in Force

Management is expected to anticipate changing staffing needs and to avoid situations requiring staff reductions whenever possible. However, from time to time the changing needs of the Diocese, organizational restructuring, changes in technology, the redesign of work or work processes, may result in the elimination of one or more positions.

Severance pay is provided to assist employees during the period of transition.

Section C. Severance

Severance pay provides financial assistance to eligible employees terminated due to reduction in force, unsuccessful completion of the probationary period, or a mutually agreed-upon resignation. The Severance policy shall be two weeks per year of service.

The Diocese will pay the full cost for continuation for medical, dental and life insurance coverage for the minimum period of severance eligibility. Thereafter, the employee may extend medical and dental coverage for 12 months at their own expense beyond the end of the coverage in which their group coverage terminated.

Section D. Eligibility

Regular full-time and regular part-time employees whose positions are eliminated are eligible for severance pay so long as certain conditions listed below are met. Regular part-time employees receive pro-rated severance, based on their average work schedule as compared to a full-time work schedule.

As a condition of receipt of severance pay, all eligible employees must:

- Work through the release date established by the Diocese.

- Return all Diocesan property to their supervisor no later than the last day of employment.

- Sign an agreement and release prepared by the Diocese, releasing it from any and all claims in compliance with applicable laws.

Section E. Exit Interviews

It is the responsibility of the Chief Administrative Officer or a delegee to conduct an exit interview when an employee terminates.