

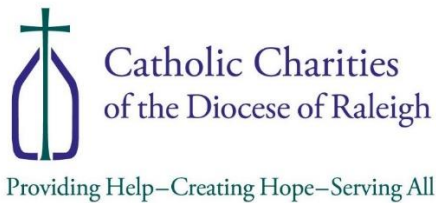


Catholic Charities  
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

## Employee Handbook





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# INTRODUCTORY STATEMENT

Catholic Charities of the Diocese of Raleigh follows the policies of the Roman Catholic Diocese of Raleigh. The terms Diocese and Catholic Charities are interchangeable when used throughout this handbook.

This handbook is designed to acquaint employees with Catholic Charities of the Diocese of Raleigh and provide them with information about working conditions, employee benefits, and many of the policies affecting their employment. Employees must read, understand, and comply with all provisions of this handbook. It describes many of the responsibilities of an employee and outlines the programs developed by Catholic Charities to benefit employees. One of Catholic Charities' objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or policy question. As Catholic Charities continues to grow, the need may arise to change the policies described in the handbook. Catholic Charities, therefore, reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes as they occur.

# CATHOLIC CHARITIES HISTORY

Catholic Charities of the Diocese of Raleigh, Inc., previously Catholic Social Ministries, began in 1898 as the Catholic Orphanage of North Carolina and has maintained non-profit status since 1983. We serve people of all faiths or no faith tradition. Catholic Charities of the Diocese of Raleigh provides services in the 54 most eastern counties in North Carolina.

- 1948** - Bureau of Catholic Charity, Inc. formed, office at Catholic Orphanage
- 1968** - Raleigh Deanery Office opens
- 1977** - Catholic Parish Outreach opens
- 1977** - Albemarle Deanery Office opens, Hertford
- 1979** - Cape Fear Deanery Office opens, Burgaw
- 1981** - Fayetteville Deanery Office opens, Fayetteville
- 1982** - Tar River Deanery Office opens, Greenville/Tarboro
- 1984** - New Bern Deanery Office opens, New Bern
- 1986** - Piedmont Deanery Office opens, Durham
- 1989** - Catholic Parish Outreach, Raleigh, joins Catholic Charities
- 1997** - Centro para Familias Hispanas opens, Raleigh
- 1998** - Centro La Comunidad opens, Burlington
- 2012** - Newton Grove Deanery Office opens, Newton Grove
- 2018** - Oak City Cares formed as a separate 501(c)3
- 2019** - Oak City Cares opens, Raleigh
- 2019** - Durham Community Food Pantry and Fr. Joseph G. Vetter Family Enrichment Center open

# **BEGINNING EMPLOYMENT**

## **Nature of Employment**

This handbook is intended to provide employees with a general understanding of Catholic Charities' employment policies. Employees are required to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Catholic Charities. However, it is important to remember that this handbook cannot anticipate every situation or answer every question about employment.

Nothing in this handbook should be considered as altering the employment-at-will relationship. Employees may be terminated at any time, with or without cause and with or without notice. Catholic Charities retains the right to establish, change, and delete its policies, practices, rules and regulations at any time. The only recognized deviations from the stated policies are those authorized in writing by the Bishop.

## **Equal Employment Opportunity**

Catholic Charities is strongly committed to providing a work environment that is free from harassment, discrimination and inequality. Catholic Charities recruits, hires, employs, trains, promotes, disciplines, terminates, and compensates employees without regard to race, age, sex, national origin, citizenship, marital status, veteran's or other military status, disability, or genetic information.

Catholic Charities values each employee and strives to make employment at Catholic Charities enjoyable and satisfying. As part of this commitment, Catholic Charities will not tolerate any form of discrimination or harassment toward employees, applicants, vendors, customers or visitors. Everyone should be treated equally and with respect regardless of race, age, sex, national origin, citizenship, veteran's or other military status, disability, or genetic information.

Catholic Charities will be proactive in monitoring our employment practices and policies on an ongoing basis. Catholic Charities expects employees to be aware of their work environment as well, and to be sensitive and respectful to all individuals around them. If an employee is subject to, or witnesses discrimination or harassment, they must contact their supervisor or Human Resources immediately.

Catholic Charities employees are required to report any knowledge or awareness of discrimination to Human Resources.

Note: The Equal Employment Opportunity Act of 1972 expanded Title VII's coverage to include both public and private educational institutions. It did, however, grant exemption to religious institutions, including religious educational institutions. The exemption applies only to positions that pertain to carrying on the religious activities of the institution or where faith and worship participation are required as essential for fulfilling the position. Religion is a bona fide occupational qualification in those circumstances that involve religious activities and hiring an individual on the basis of religion, in that circumstance, is permitted.

If further clarification of this policy is required, contact diocesan Human Resources.

### **Employment Reference Checks**

To ensure that individuals who join the organization are well qualified and have a strong potential to be productive and successful, it is the policy of Catholic Charities to check the employment references of all individuals prior to the start of employment.

All requests for information about current or former Catholic Charities employees should be referred to the Executive Assistant for Catholic Charities. Responses to such requests will confirm only dates of employment and position(s) held. Requests for wage and salary information must be accompanied by authorization signed by the employee.

### **Employment Applications**

Catholic Charities relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process. Catholic Charities reserves the right to verify all information given. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Catholic Charities' exclusion of the individual from further consideration for employment or, if the person has been hired, may result in disciplinary action up to and including dismissal.

### **Criminal Background Checks**

Catholic Charities has established uniform policies and procedures regarding criminal background information checks to review the fitness of all employees and volunteers.

Any individual who accepts a paid or volunteer position with Catholic Charities will submit to a criminal background check. Criminal background checks will be conducted every five (5) years on all current staff as a condition of their continued work on behalf of Catholic Charities.

An individual may not begin work as an employee nor as a volunteer until their background check has been successfully completed and approved by either diocesan Human Resources or the Office of Child and Youth Protection.

If criminal background information is revealed for any new or current employee or volunteer, that information shall be referred to the Office of Child and Youth Protection for review and consultation with the diocesan Director of Human Resources. The diocesan Director of Human Resources will make a final determination as to whether a position will continue to be made available to the individual.

Although the diocesan Director of Human Resources is responsible for making the final decision as to whether a person will continue to be employed in that position, the Director may consult with the agency director and other appropriate executive staff members as necessary.

### **Employment of Minors**

Catholic Charities may only employ individuals who are age 18 and older. Those under the age of 18 cannot be employed in any capacity or for any duration (including part-time and summer employment) nor may they be paid via stipend for any work performed.

The two primary reasons for this restriction are that criminal background checks cannot be completed on individuals under the age of 18 and that two-deep adult supervision would need to be maintained at all times, which is not possible under many work circumstances.



### **Employment of Relatives**

Relatives of persons currently employed by Catholic Charities may be hired provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within “the chain of command” when one relative’s work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative. The reporting relationship is not to be “finessed” so that the chain of command is circumvented only to eliminate one relative reporting to another.

Should employees, as of this revision date, currently be in positions which violate this policy, they will be permitted to remain in those positions. However, they are encouraged to pursue other employment opportunities when they become available.

In order to ensure the correct implementation of this policy, when a family member is hired, no matter for what position, the diocesan Director of Human Resources must approve the hire.

For the purposes of this Employment of Relatives policy only, a relative is defined to include spouses, parents, grandparents, children, siblings, step-siblings, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren, and family members otherwise considered *in loco parentis*.

### **Disclosure of Previous/Current Diocesan Employment**

Upon application to any agency of the diocese, employees must disclose whether they are currently, or ever have been, an employee of another agency of the diocese. This includes parishes, schools, early childhood centers, and Catholic Charities and its initiatives. Failure to do so may affect benefits status and/or hiring potential.

### **Immigration Law Compliance**

In accordance with the Immigration Reform and Control Act of 1986, Catholic Charities employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of first day worked. Individuals to whom an offer has been made will be required to complete, and sign under oath, U.S. Citizenship and Immigration Services Form I-9. This form requires that employees attest that they are authorized to work in the job for which they have been hired and that the documents submitted to establish this right are genuine.

Catholic Charities participates in E-Verify, an internet-based system that compares information from an employee’s I-9 to data from US Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Employees authorized to work in the U.S. for a limited period of time must maintain their legal status and will be required to update their Form I-9 with appropriate documentation before the expiration of the authorized employment period. Regardless of one’s citizenship status, Catholic Charities is an Equal Opportunity Employer and does not discriminate on the basis of national origin or citizenship.

## **Outside Employment**

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with Catholic Charities. All employees will be judged by the same performance standards and will be subject to Catholic Charities' scheduling demands, regardless of any existing outside work requirements.

If Catholic Charities determines that an employee's work is not being performed satisfactorily or the outside employment is affecting the employee's ability to meet the requirements of Catholic Charities as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with Catholic Charities. Outside employment will present a conflict of interest if it has an actual or potential adverse impact on Catholic Charities.

# **DURING EMPLOYMENT**

## **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **Attendance and Punctuality**

To maintain a productive work environment, Catholic Charities expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Catholic Charities.

Subject to approved leaves of absence and other accommodations, employees are expected to attend work on all days on which they are scheduled to work. An employee must give their supervisor as much notice as possible when they realize that they will be absent or arriving later than their usual arrival time. Failure to notify one's supervisor in a timely fashion may result in disciplinary action. Employees must contact their supervisors directly and, in no event, later than their scheduled report time.

Acceptable forms of communication of tardiness or absence are only as follows: text, phone call, voice mail, or email. Unless there are extreme circumstances, notice from an employee's friend or family member will not be accepted. Repeated unexcused tardiness, with or without notice, is unacceptable and will result in disciplinary action up to and including dismissal.

An absence for more than three consecutive days without notification to an employee's supervisor may constitute abandonment of that employee's position or may be considered a voluntary resignation.

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image employees present to visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Appropriate professional attire is the norm that is expected for all employees.

Employees should consult their supervisors or department heads if they have questions as to what constitutes appropriate attire.

### **Sexual and other Unlawful Harassment**

A cornerstone of Catholic Charities' philosophy is based upon fundamental commitment to treating employees with dignity and respect. An atmosphere of tension created by unwelcome non-work-related conduct or comments, including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, or requests for sexual favors or other such conduct does not belong in our workplace and will not be tolerated. Such conduct will result in disciplinary action, up to and including dismissal.

Harassment of employees or of applicants by other employees, agents of Catholic Charities, or third parties is prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, religion, gender, national origin, age, veteran's or other military status, disability, or that of the individual's relatives, friends, or

associates and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects the individual's employment opportunities.

Harassing conduct includes, but is not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age, veteran's or other military status, or disability; and
- Written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, veteran's or other military status, or disability and are placed on walls, bulletin boards, desktops, or elsewhere on diocesan premises or in the workplace.

All individuals in supervisory roles have the explicit responsibility to prohibit and prevent the occurrence of harassment and to take immediate action to correct any harassment of which they become aware.

While all forms of harassment are prohibited, Catholic Charities wants to especially emphasize that sexual harassment is a violation of state and federal law and diocesan policies. Sexually harassing conduct that interferes with an individual's job performance, creates an intimidating, hostile, or offensive work environment, or is the basis of any term or condition of employment, regardless of the source, is illegal and will not be tolerated. This includes, but is not limited to, the following:

- Unwelcome sexual flirtations, advances, propositions or attention (such as jokes);
- Verbal comments of a sexual nature, no matter what the context;
- The display of sexually suggestive objects or pictures;
- Retaliation against an employee(s) for complaining about behavior related to sexual harassment
- Employment decisions such as advancement, compensation, or any other condition of employment based on refusal to condone any form of sexually harassing behavior.

### ***Handling a Harassment Complaint***

In the event an employee feels any form of harassment has taken place, Catholic Charities will make every effort to resolve the situation as quickly as possible. The following are guidelines for the resolution of these issues:

Any employee with a complaint or observation about harassment should raise the issue with management so appropriate action may be taken. Employees may bring complaint in any of the following ways:

- Contact their supervisor
- Contact their department head
- Contact the diocesan Director of Human Resources
- Contact any supervisor in which they have confidence

In no instance is any employee required to report harassment to the harasser. No one shall be punished for bringing an issue to management's attention in good faith, even if the employee does not have all of the facts. Investigations of harassment complaints will be kept confidential to the extent possible, subject to Catholic Charities' obligation to fully investigate the complaint and remedy any harassment. No employee will be retaliated against for complaining in good faith about harassment or for participating in the investigation of any complaint of harassment. Retaliation should be reported immediately. Retaliation is a serious violation of this policy and will lead to disciplinary action, up to and including dismissal.

Violation of this policy is subject to disciplinary action up to and including dismissal.

### **Threatening or Violent Behavior**

Any kind of intimidation and/or harassment violates Catholic Charities policy. No employee, including supervisors, executives, clergy or religious, shall be allowed to harass any other employee or member of the general public by exhibiting behavior including, but not limited to, the following:

- Verbal threats toward persons or threats to damage property
- Offensive sexual flirtations and propositions
- Verbal intimidation or exaggerated criticism
- Any physical assault such as hitting, pushing, kicking, restraining, impeding or blocking the movement of another person is prohibited.

The prohibitions apply not only to the workplace during work hours, but also to all work-related social functions, whether on or off diocesan property, and also to work-related travel and electronic media including e-mail, social media, and voice mail.

Under no circumstances are the following items permitted on diocesan property, including parking areas: all types of firearms; switchblade knives and knives with a blade longer than five inches; dangerous chemicals; explosives including blasting caps, chains and other objects used for the purpose of injuring and/or intimidating.

Employees, without fear of reprisal, have the responsibility to bring any form of intimidation, threats, or harassment to a member of management's attention. Upon knowledge or request, the diocese will investigate the circumstances and review the results of the investigation with the person making the complaint.

Disciplinary action, up to and including dismissal, will be taken against any employee engaging in harassment, threats directed at other employees or behavior of a threatening, violent, or intimidating nature.

The diocese reserves the right to involve law enforcement in the resolution of a threatening situation and may find it necessary to obtain legal restraining orders to prevent individuals from coming onto diocesan property.

### **Solicitation**

Persons not employed by Catholic Charities may not solicit or distribute literature or any other items in the workplace at any time for any purpose.

Catholic Charities recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty). In addition, the posting of written solicitations on bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance Information

### **Meeting Emergency Child Care Needs**

To help meet the needs of employees with children, in the case of an emergency situation, such as an unexpected school closing, or last-minute daycare problems, the employee may remain home, without loss of pay, to care for the child. The employee's supervisor must recommend approval to the Department Head. It is the responsibility of the employee to make the necessary provisions for the child following the emergency. Children are not to be brought to the workplace for more than a brief visit.

It should be underscored that this policy is for emergency, one-time situations only and should not be abused. Should there be any questions regarding this policy, an employee should contact their Department Head or the diocesan Director of Human Resources.

### **Business Ethics**

Employment by Catholic Charities carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of Catholic Charities.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Catholic Charities recognizes and respects the individual employee's right to engage in activities outside of their employment which are private in nature and do not in any way conflict with or reflect poorly on Catholic Charities.

Management reserves the right, however, to determine when an employee's activities represent a conflict and to take whatever action is necessary to resolve the situation – including disciplinary action up to and including dismissal.

It is not possible in a general policy statement of this sort to define all the various circumstances and relationships that would be considered unethical. The list below suggests some of the types of activities that would reflect in a negative way on an employee's personal integrity or that would limit their ability to discharge job duties and responsibilities in an ethical manner:

- Simultaneous employment by another organization, particularly if the other organization is a

competitor or supplier

- Carrying on Catholic Charities business with an organization in which the employee, or a close relative of the employee, has a substantial ownership or interest
- Holding a substantial interest in, or participating in the management of, a firm from which the diocese makes purchases.

An employee should notify their supervisor before accepting any gift(s) from vendors or potential vendors that exceed a cash value of \$50. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their supervisor, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

### **Intellectual Property**

Intellectual property is a valuable asset of Catholic Charities. Intellectual property includes patents, copyrights, trade-marks, domain names, confidential information, business methods and processes, computer software, written materials (including paper or electronic form), inventions, patents, graphics, photographs, audiovisual works (including audio files, videos, slideshows, etc.) and communications networks and information systems.

All inventions, works and other intellectual property conceived in the course of employment with Catholic Charities on Catholic Charities premises or with the use of Catholic Charities equipment, data or property or which are within the scope of Catholic Charities' interests, are the exclusive property of Catholic Charities and all rights therein are waived by the employee. Employee acknowledges and agrees that Catholic Charities shall be entitled to all of the benefits, profits, or other interests arising from or incident to all of employee's work and services for Catholic Charities, and any such works prepared by employee, to the extent applicable, shall be deemed to be "works made for hire." In the event that any such works are later deemed not to be works made for hire, employee shall assign, and hereby does assign, to Catholic Charities all right, title, and interest in and to any and all ideas, trade secrets, inventions, patent rights, trademark rights and copyrights, together with all goodwill associated therewith, that employee may conceive, develop, or acquire while an employee of Catholic Charities that are reasonably related to the business or activities of Catholic Charities.

Employees are prohibited, during their employment and thereafter, from divulging Catholic Charities' proprietary or confidential information and intellectual property such as inventions and strategic plans without written permission from Catholic Charities.

Employees are prohibited from seeking or applying for a patent or asserting other types of protection of intellectual property, in relation to an invention, work, or other intellectual property developed by them or conceived during or after working hours in the course of their function with Catholic Charities, or which is within the purview of Catholic Charities' interests. Moreover, employees should not make use of such intellectual property for their personal benefit.

Employees must immediately disclose to their supervisors any intellectual property developed or conceived by them during or after working hours in the course of their employment with Catholic Charities.

## **Open Door Policy**

It is the policy of Catholic Charities to encourage open communication. Employee concerns or problems are important to Catholic Charities and have a direct bearing on an employee's performance and well-being. However, an employee must make someone aware of their concern or problem in order for the issue to be resolved.

An employee should use the following procedure in presenting a concern or problem:

The employee's immediate supervisor should be given the courtesy of knowing about the concern and have a chance to engage collaboratively with the employee to resolve it. They know more about the employee and the employee's job than any other member of management and are most likely in the best position to resolve the issue.

If the employee's immediate supervisor cannot resolve the issue to the employee's satisfaction, if the employee feels they did not get a reasonable hearing by their immediate supervisor, or feels the supervisor is the source of the problem, the employee may take the issue to the supervisor's manager.

If, after following the procedures above, the issue has still not been resolved, they may take concerns to the diocesan Human Resources Department, who will try to assist the employee in finding a fair and satisfactory resolution.

There will be no discipline or penalty because an employee uses this process. It is the sincere belief of the Catholic Charities that the prompt and proper handling of employee issues and concerns will help to maintain the desired positive and productive working environment.

## **Employee Reporting Policy**

If an employee has a concern about any of the following matters set forth below, the employee is required to promptly report these circumstances to the diocesan Director of Human Resources:

- Perceived violations of federal, state or local laws or regulations.
- Gross mismanagement, waste, fraud, embezzlement or neglect of duty.
- Actions that are in violation of diocesan policies.
- Actions that threaten or are viewed as harmful to the health, safety and/or welfare of others.

Actions of gross mismanagement of funds, fraud, or embezzlement should also be reported to the Executive Director and the Director of Finance.

Failure by an employee to report any of the above circumstances could result in disciplinary action, up to and including dismissal.

All persons who, in good faith, report matters pursuant to this policy shall be protected from disciplinary treatment and workplace retaliation.



## **Drug and Alcohol Use**

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illegal drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by Catholic Charities.

The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on diocesan property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by Catholic Charities is strictly prohibited and may lead to disciplinary action, up to and including dismissal. When appropriate, the diocese/parish/school/agency may refer the employee to approved counseling or rehabilitation programs. Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace.

## **Discipline and Dismissal**

It is the policy of Catholic Charities to recruit, employ and retain individuals who will demonstrate exemplary conduct and superior performance. Catholic Charities is also committed to providing a work environment that supports and encourages professional growth and career development. When an employee's conduct or performance fails to meet requirements or the legitimate expectations imposed by the job, it is the responsibility of the supervisor to address the employee's deficiencies or inappropriate conduct in an objective and timely manner.

Discipline may include verbal counseling, written counseling, performance improvement plans, probation, suspension from employment, or dismissal. Although Catholic Charities may choose to use some or all of these disciplinary methods before dismissing an employee, Catholic Charities reserves the right to dismiss any employee at any time, with or without cause, and with or without notice, even if there has been no previous discipline.

## **EMPLOYMENT STATUS AND RECORDS**

### **Employment Categories**

It is the intent of Catholic Charities to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either *non-exempt* or *exempt* from federal and state minimum wage and overtime requirements, in accordance with the Fair Labor Standards Act.

- *Non-exempt* employees are entitled to minimum wage and overtime pay under the specific provisions of federal and state wage and hour laws.
- *Exempt* employees are excluded from these specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

### ***Regular Full-Time***

Employees who are not in a temporary status and who are regularly scheduled to work 30 hours per week or more. These employees are eligible for Catholic Charities' full benefit package, subject to the terms, conditions, and limitations of each benefit program.

### ***Regular Part-Time***

Employees who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by Catholic Charities, subject to the terms, conditions, and limitations of each benefit program.

### ***Part-Time***

Employees who are not assigned to a temporary status and who are regularly scheduled to work fewer than 20 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance coverage), they are ineligible for Catholic Charities' other benefit programs.

### ***Multiple Locations***

Employees who work for the diocese in more than one parish, school or agency may qualify for some or all of the aforementioned benefits, depending on how many total weekly hours they work on a regular basis.

### ***Temporary***

Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, regardless of the number of hours per week they work. Employment assignments in this category are of a limited duration.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as worker's compensation insurance), they are ineligible for the Catholic Charities other benefit programs.

Note: Only regular full-time and regular part-time principals, assistant principals, and teachers are

eligible for employment contracts without the express written consent of the Bishop. All employees who do not have an employment contract are “at will” and may be terminated at any time, with or without cause or notice.

***Independent Contractors***

It is expected that most people working for Catholic Charities will be considered employees and may not be classified as independent contractors. However, exceptions may arise; in all cases, the definition set by the US Internal Revenue Service must be heeded. Whether a person is an independent contractor or an employee depends on the facts of each case. Consult with diocesan Human Resources for further clarification.

**Employee Files: Contents of Employee Files**

Employee files must be stored in a secure location. Each type of files must be maintained and stored separately under lock and key. Employee documents must be stored as Employment Information, and Confidential Information. These must be stored in separate files and should not be stored together. Furthermore, Forms I-9/Employment Eligibility information must be housed separately from other employment files.

Content of these files should be arranged as follows:

<b>Employment Information</b>	<b>SEPARATELY FROM</b>	<b>Confidential Information</b>
<ul style="list-style-type: none"> <li>• Basic employee information (name, address, job title)</li> <li>• Hiring forms (resume, job description)</li> <li>• Job performance paperwork, including disciplinary actions</li> <li>• Compensation information</li> <li>• Termination/Resignation documents</li> </ul>		<ul style="list-style-type: none"> <li>• Medical and benefits information</li> <li>• Any documents containing SSN and/or date of birth</li> <li>• Worker’s compensation and Family Medical Leave Act paperwork</li> <li>• Federal/State Leave documentation</li> <li>• Background check information</li> <li>• Employee investigation information</li> </ul>

**Employee Files: Access to Employee Files**

Employee files are the property of Catholic Charities, and access to the information they contain is restricted. Information contained within an employee file is strictly confidential and only officials and representatives of Catholic Charities who have a legitimate reason to review information in a file are allowed to do so.

Any employee who would like to make a request to view their employee file may submit that request to Human Resources. In no event may records be removed or copied from the employee’s file without the expressed consent of the Human Resources department.

### **Employee Personal Data Changes**

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

### **Performance Evaluation**

Supervisors and employees should discuss job performance and goals on an informal, frequent, and regular basis.

Additionally, formal performance reviews are to be conducted at least annually, to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all employees is to be evaluated according to an ongoing 12-month cycle, which should be conducted before the end of the fiscal-year. No employee is entitled to a promotion or compensation increase because he or she received a positive performance evaluation.

Supervisors seeking guidance on best practices and formats for conducting performance evaluations and reviews should contact the diocesan Human Resources department.

## **EMPLOYEE BENEFITS PROGRAMS**

### **Employee Benefits Status**

Eligible employees of Catholic Charities are provided a wide range of benefits. Several benefit programs, such as workers' compensation insurance coverage, cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

Employees working 30 hours or more per week on a regularly scheduled basis (Regular Full-time) are generally eligible for medical, prescription drug, vision, dental, life insurance, long-term disability insurance, 403(b) Retirement plan, flexible spending accounts, and workers' compensation.

Employees working 20 hours or more per week but not scheduled for full-time hours (Regular Part-time) are eligible for the 403(b) Retirement plan and workers' compensation.

Employees working less than 20 hours per week may participate in the 403b retirement plan for employee contributions only and are covered under workers' compensation.

Detailed information regarding benefits may be found at [www.dioceseofraleigh.org/benefits](http://www.dioceseofraleigh.org/benefits)

### **Shared Employees**

Employees who work for more than one parish, school, or agency of the diocese, and whose schedule when combined equals or exceeds 30 hours per week for eight or more months of the year, are considered benefits-eligible even if they do not work sufficient hours to be considered benefits-eligible at any one location. Each location is responsible for a pro-rata share of all employer costs for the employee benefits.

When applying for additional positions within the diocese, employees must disclose that they work for other locations, as this may affect budget and/or hiring decisions.

### **Waiver of Benefits/Special Enrollment**

Eligible employees may waive enrollment in the healthcare benefits at the time of hire. To enroll in the healthcare plans at a later time, the employee must have a qualifying life event that allows them to enroll through a special enrollment. Open enrollment is held at the same time each year to allow employees who have not experienced a qualifying life event to enroll

### **Medical, Vision, and Dental Insurance**

All regular full-time employees are eligible for coverage under the Medical and Dental insurance plans offered by Catholic Charities. Medical insurance includes Prescription Drug and Vision coverage. Benefits are in effect the 1<sup>st</sup> of the month following date of hire unless date of hire is the first of the month, then benefits will be in effect on that date. Employees who choose to participate in the Medical and/or Dental plans may elect coverage for Employee Only, Employee plus Spouse, Employee plus Children, or Employee plus Family, under group rates provided by the diocesan health insurance carrier. Employees are required to contribute towards the cost of employee and dependent coverage. All premiums are paid through payroll deduction. Employees who do not qualify for healthcare benefits under the Medical and Dental insurance plans cannot purchase the benefit independently from Catholic Charities.

### **Life Insurance**

All regular full-time employees are covered under the Basic Life and Accidental Death & Dismemberment Insurance plan of Catholic Charities at no cost to the employee. A basic life insurance benefit of two times annual salary rounded up to the next thousand dollars is provided, subject to reduction beginning at age 70. Supplemental employee and dependent life insurance is not available under the Life Insurance plan of Catholic Charities.

### **Long Term Disability Insurance**

All regular full-time employees are covered under the Long-Term Disability Insurance plan of Catholic Charities at no cost to the employee. Long term disability benefits are provided for eligible employees after an elimination period of 90 consecutive days of total disability and approval of the claim by the diocesan Long-Term Disability carrier.

### **403(b) Retirement Plan**

Catholic Charities provides a 403(b) Retirement plan for all Regular Full-Time and Regular Part-Time employees who have attained the age of 18.

Enrollment in the 403(b) Retirement Plan is automatic for eligible employees. Catholic Charities will make an employer core contribution (non-contributory) in an amount equal to 4% of eligible compensation beginning with the employee's hire date. In addition, Catholic Charities will implement an auto-deferral of 5% of an employee's salary (contributory) beginning on the 1<sup>st</sup> of the month following their date of hire (or as soon as administratively feasible) and will provide an employer matching contribution in an amount equal to 50% of the first 5% contributed by an employee. Employees may increase, decrease, or opt out of the auto-deferral feature at any time.

Employee contributions must abide by certain maximum limitations on salary deferral contributions made to the plan. These limitations are set by the Internal Revenue Service (IRS) each year. If an employee has attained or will attain age 50 by the end of the calendar year, the employee may contribute more, up to a separate IRS limit.

Employees are always 100% vested in their employee contributions and the employer matching contributions plus any earnings they generate. Vesting on the employer core contributions, plus earnings they generate, is based on a five (5) year vesting schedule of 20% per year.

### **Workers' Compensation Insurance**

Catholic Charities provides workers' compensation coverage to all paid employees at no cost to employees. This plan covers disability incurred through accident or occupational disease—arising out of, and in the course and scope of, employment—that requires medical, surgical, or hospital treatment. Employees who sustain a work-related injury or illness must inform his/her supervisor immediately and complete a Workers' Compensation First Notice of Loss Form within 24 hours after knowledge of the injury or accident. Completed forms must be submitted to the diocesan Human Resources Department.

### **Flexible Spending Accounts**

Catholic Charities offers the optional benefit of Flexible Spending Accounts (FSA) to all Regular Full-time employees. Flexible Spending Accounts allow eligible employees to use pre-tax dollars, subject to the IRS annual limits, to reimburse out-of-pocket healthcare expenses for you and your

dependents, or to reimburse for expenses related to the care of eligible dependents while you and your spouse, if applicable, work. Eligible employees are not required to be enrolled in the healthcare benefits sponsored by Catholic Charities to participate in the FSA plans.

## **TIMEKEEPING/PAYROLL**

### **Timekeeping**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Catholic Charities to keep an accurate record of time worked in order to calculate employee pay and benefits, including, but not limited to: medical/dental plan, leave associated with the Family Medical Leave Act (including paid FMLA), vacation and sick time, and the 403(b) retirement plan. Time worked is all the time actually spent performing assigned duties. Off-site work and work from home must be pre-approved by the employee's direct supervisor.

All employees, whether Exempt or Non-Exempt according to Fair Labor Standards Act tests, must accurately record the amount of time they work, within the diocesan-wide time and attendance system.

The signing and submission of a digital time record indicates that an employee is attesting to the fact that the time reported is true and accurate. If a supervisor does not agree that the employee has worked the hours stated, they should not sign off on the time record, and should not send it to Payroll. Instead, the record in question should be sent back to the employee for further review/clarification/correction.

Tampering with, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, up to and including dismissal.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided. All overtime must be authorized by the supervisor and the second level supervisor before being worked. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Non-exempt employees are eligible for pay at a rate of time-and-one-half for any time worked over 40 hours in one seven-day work week (Catholic Charities workweek runs Monday to Sunday).

For non-exempt employees, overtime work must always be approved by the supervisor before it is performed. However, it should be noted that overtime worked, must be paid. Repeatedly working unauthorized overtime is subject to disciplinary action, up to and including dismissal.

Non-exempt employees should report to work no more than ten minutes prior to their scheduled starting time and should depart within ten minutes after their scheduled stop time unless they have expressed, prior authorization from their supervisor.

As required by law, overtime pay is based on actual hours worked. Time off, such as holiday, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of overtime calculations.

### **Paydays**

Employees are paid biweekly on alternating Fridays. Each paycheck will include earnings for work



performed through the end of the current payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a federal or bank holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

### **Advances in Pay**

Employees shall be paid the next scheduled pay day for hours worked within each specified pay period, according to the diocesan pay schedule issued by the Payroll Department. Payment *shall not*, under any circumstances, be advanced to any employee.

### **Pay Deductions**

The law requires that Catholic Charities make certain deductions from employees' compensation. Among these are applicable federal and state income taxes. Catholic Charities also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". Catholic Charities matches the amount of Social Security taxes paid by each Lay Employee.

Catholic Charities offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If an employee has questions concerning deductions and their associated calculation, they should contact Human Resources or Payroll for assistance.

Pay deductions for sums owed to Catholic Charities shall not be withheld from an employee's final paycheck without prior consultation with and approval from diocesan Human Resources.

## **WORK SCHEDULE AND ENVIRONMENT**

### **Work Schedules**

The normal work schedule for regular full-time employees is seven and one-half hours a day, 37.5 hours a week. Supervisors will advise all other employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### *Flex Time*

Flex time is the ability for employees to adjust their regular work day, in consultation with their supervisor and with the approval of their supervisor. An example of flex time would be an employee, with the approval of their supervisor, adjusting their work schedule from 8:30AM – 5:30PM time to 8:00AM - 5:00PM, or 9:00AM - 6:00PM. This type of flex time is permissible, with the approval of an employee's supervisor, as long as it does not negatively impact the service provided by that department or division.

### **Working From Home**

A request to work from home, for a brief period of time, may be made subject to the following:

- Permission to work from home, including the hours, days etc., is at the sole discretion of the Department Head and can be rescinded at any time.
- The work at home does not impair the operation of the division or does not require frequent, immediate interaction with other members of the department or other departments.
- Others do not have frequent need to interact with the person working at home.
- Goals, objectives and timetables are clearly defined in advance.

Employees must adhere to all reasonable and practical organizational policies and procedures while working from home.

Employees must limit the performance of assigned duties to the designated, approved home location. Failure to comply with this provision may result in disciplinary action up to and including dismissal.

### **Meal Periods**

Catholic Charities provides an opportunity for employees to rest, eat and relax for some time during their workday to foster a pleasant and productive workplace.

All employees who work 6 hours or more on a given day are provided a meal break, 60 minutes in length, away from their work duties. The meal break should not be included as time worked on time cards. Employees are encouraged to take their meal breaks away from their desks/work stations. Non-exempt employees who perform any work-related tasks while on their meal break must be paid for the time worked.

### **Children in the Workplace**

Children may, with advanced notice and supervisor approval, visit the workplace of their parent/grandparent, but the visit is expected to be brief so as to minimize disruption to other staff members. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the diocese's professional work environment,

and Safe Environment guidelines.

Employees who work with children as a function of their employment shall not be permitted to bring children in their care to work unless they are enrolled as students of the program or school.

### **Safety**

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards; who cause hazardous or dangerous situations; or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including dismissal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and complete the Workers' Compensation First Notice of Loss Form found on the diocese website. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures. (*see Workers' Compensation*)

### **Smoking and Vaping/Use of E-Cigarettes**

To protect the health and well-being of all employees and visitors, Catholic Charities shall be entirely smoke free and vape free. Smoking and vaping are prohibited in all enclosed areas within the worksite without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, employee lounges, stairwells, restrooms, employer-owned or leased vehicles, and all other enclosed facilities. Definitions: smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Individuals who smoke outdoors are responsible for using outdoor ashtrays or other appropriate receptacles to discard their refuse and should not litter the grounds.

Any employee found smoking or vaping inside Catholic Charities buildings will be subject to discipline, up to and including dismissal.

### **Fragrances in the Workplace**

In order to accommodate employees who are medically sensitive to the chemicals in scented products, Catholic Charities requests that all employees refrain from wearing heavily scented products, including but not limited to colognes, after-shave lotions, perfumes, deodorants, body/face lotions, hair sprays or similar products. Catholic Charities also asks employees to refrain the use of scented candles, perfume samples from magazines, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, cleaning compounds or similar products.

### **Use of Catholic Charities Equipment and Vehicles**

When using Catholic Charities property, employees are expected to exercise care, perform required maintenance, and follow all associated operating instructions, safety standards, and guidelines.

An employee must notify their supervisor if any Catholic Charities equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair or service. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees should ask their supervisors any questions about their

responsibility for maintenance and care of equipment or vehicles used on the job. In the case of an accident, employees who use Catholic Charities vehicles should do the following:

- notify the local police/authorities;
- notify their supervisor.

Employee should request the name, address, telephone number, driver's license number and insurance company of the other involved party/parties.

The improper, careless, negligent, destructive, or unsafe use or operation of Catholic Charities equipment or vehicles may result in disciplinary action up to and including dismissal. All traffic and parking fines are the sole responsibility of the employee.

### **Emergency Procedures**

To protect the safety of all employees, evacuation procedures and diagrams, as well as storm-safe zones should be provided to each employee. Drills/practice of these procedures should be conducted on a routine basis.

### **Emergency Closings**

Emergency conditions, such as severe weather, fire, flood, or earthquake, can disrupt operations and interfere with work schedules, as well as endanger employees' well-being. In the case of these conditions, employees should follow the procedure set by the director at their location.

As always, employees should use prudent judgment to ensure a safe commute. Individual circumstances such as commute distance, type of auto, ability to drive in ice/snow, etc. should always be considered.

## **COMPUTER AND DIGITAL MEDIA USE/COMMUNICATIONS**

### **Computer and Email Usage**

Catholic Charities provides technology resources to enhance an individual's ability to advance the mission of the agency. All data stored, transmitted, or created on technology provided by or owned by Catholic Charities to clergy, employees and volunteers is the property of Catholic Charities and may be accessed by authorized Catholic Charities representatives for review, storage, auditing, and monitoring without notice to or permission from any user or employee. Catholic Charities also reserves the right to audit or track communication transmissions via technology that is the property of Catholic Charities.

Employees should not assume a right to privacy or confidentiality relating to electronic communications over the diocese's systems. Authorized Catholic Center and Catholic Charities personnel have a right to inspect, monitor, disclose, disseminate and delete any and all electronic communications, data files or documents. By signing the Receipt of Handbook acknowledgement, employees expressly consent to monitoring, auditing, review, and storage of any documents, files, or communications created, transmitted, or stored on any computer, smart phone, telephone, or other technology resources owned or supplied by Catholic Charities.

Employees may not access, use or disclose non-public personal or confidential information without appropriate authorization, in writing, from their supervisor and must take necessary precautions to protect confidentiality of non-public personal or confidential Catholic Charities information in the performance of their duties.

Catholic Charities strives to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, Catholic Charities prohibits the use of computers and the email system in ways that are disruptive, offensive to others, harassing, or harmful to morale, or that violate any policies in this Employee Handbook.

It is prohibited to knowingly display, download, or email sexually explicit images and messages. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racist comments, offensive jokes, or anything that may be seen by another reasonable person as harassment or disrespectful.

Catholic Charities and volunteers may not use email nor other Catholic Charities communication networks to solicit others for commercial ventures or political causes.

Employees and volunteers should notify their supervisor, the Executive Director or any member of management if they learn about a violation of this policy or discover inappropriate material being stored or transmitted by Catholic Charities technology. Employees who violate this policy are subject to disciplinary action, up to and including dismissal.

### **Participation in Online Publications/Forums/Blogging/Social Media**

There is no expectation of privacy about what any employee posts or communicates on a public space. Any use of social media, including, but not limited to, blogging, Facebook, or Twitter, that violates any Catholic Charities policy, including the harassment policy, may lead to discipline up to and including dismissal. Employees are not authorized to speak on behalf of Catholic Charities in

any blog or online forum. Therefore, employees should identify themselves when discussing Catholic Charities and should include the following disclaimer in all of their postings to public forums:

“The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by Catholic Charities of the Diocese of Raleigh.”

Employees should note that, even with a disclaimer, a connection with the Catholic Charities exists, and a statement could be imputed to Catholic Charities. Therefore, employees should not rely on disclaimers as a way of insulating Catholic Charities from the comments and opinions they contribute to forums. Communications must not reveal information about Catholic Charities’ confidential information.

*Note: Employees who, with the approval of the bishop or an authorized diocesan official, are writing or responding on behalf of the diocese, regarding diocesan approved business, through the use of these media are exempt from this policy.*

### **News Media Relations**

Catholic Charities employees may not grant interviews to the media without prior approval of the Director of Communications or the Bishop of Raleigh. With respect to Catholic Charities matters which are appropriate for public knowledge, it is the policy of Catholic Charities to cooperate with news media inquiries and communicate truthfully with the media.

If the request comes to a Catholic Charities office, the reporter should be directed to contact the Director of Communications, who will contact the reporter to determine the topic and the suitability of granting the interview.

When a request comes, the employee should ask the reporter for their name, the name of the publication, television or radio station, a telephone number, topic which the reporter wishes to discuss and the reporter’s deadline. The employee should inform the reporter that a return call/email will be forthcoming. The employee should contact the Director of Communications for direction on how to proceed. Courtesy and common sense should always be used when dealing with reporters.

*Note: Nothing in this policy is intended to or will be applied in a manner to limit employee complaints or discourse otherwise protected by law.*

### **Computer Software Policy**

Catholic Charities recognizes that computer software written for all computers is intellectual property and is usually protected by copyright rules established by the United States. Further, Catholic Charities recognizes that protecting the investment of companies who develop computer software also protects those companies and allows them to gain a fair return on their development costs, and thus allows those companies to continue to produce enhancements and advancements to the software. Catholic Charities also recognizes that it has a unique position of influence in the community and must make every effort to uphold the law and respect for property, including intellectual property.

The Catholic Charities policy regarding the illegal duplication and use of pirated software requires all

Catholic Charities employees to comply with the law.

Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use that software on more than one computer or to make or distribute copies of that software for any other purposes unless specific permission has been obtained from the copyright owner.

All Catholic Charities employees are subject to United States copyright laws. Illegal reproduction of software by employees may result in their being personally liable in a civil suit for damages, face criminal liability, and be subject to fines and/or jail terms.

Employees of Catholic Charities who are found copying, or to have copied software for other than backup purposes, without the permission of the owner of the software, are subject to disciplinary action, up to and including dismissal. All multi-use software, such as software written for networks, must be used in accordance with the license agreement.

An employee must contact the Manager of Computer Services in the following circumstances:

- When seeking permission from a software company to copy a piece of software.
- When seeking permission to copy software written by Catholic Charities.
- When volunteers are asked to use their software on a Catholic Charities computer system.
- When wishing to obtain a multiple copy or an educational discount license.
- When disposing of obsolete computer equipment.

Any employee who determines that there may be a misuse of software must notify their supervisor and the Manager of Computer Services.

## **TIME AWAY FROM WORK/LEAVE OF ABSENCE**

### **Vacation**

Vacation leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classifications are eligible to use vacation leave as described in this policy:

<b>Employee Type</b>	<b>Working Months Per Year</b>	<b>Qualifies for Vacation Policy?</b>
<b>Regular Full-time (30+ hours per week)</b>	12	Yes; pro-rated to correlate with regularly scheduled weekly hours.
<b>Regular Part-time (20-29 hours per week)</b>	12	Yes; pro-rated to correlate with regularly scheduled weekly hours.

Vacation must be requested and approved in advance, in keeping with policy and operational needs of the location.

Vacation is pro-rated according to the number of regular hours worked each week.

Vacation time is paid at the employee's base pay rate at the time the leave is taken.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

**Vacation Granting Schedule**

<b>Total Years of Eligible Service</b>	<b>Maximum Vacation Hours Monthly (first year)</b>	<b>Vacation Days Granted Yearly</b>	<b>Maximum Balance (with Carryover)</b>
Less than 1 year*	Granted up to 6.67 hours per month worked in fiscal year (based on a 40-hour work week)	Maximum 10 days	Maximum 15 days
After 1 fiscal year	-	Maximum 10 days	Maximum 15 days
After 5 fiscal years	-	Maximum 15 days	Maximum 20 days
After 10 fiscal years	-	Maximum 20 days	Maximum 25 days

\*May be taken after 3 months of employment

The years of eligible service is calculated on the basis of a “benefit year,” which is the 12-month period that begins July 1 and ends on June 30 of the following calendar year.

***Minimum Increment of Use, Requesting Vacation***

Paid vacation leave may be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation requests may be denied by supervisors if the absence will disrupt or burden the operation of the location.

***Unused Vacation Rollover***

In the event that available vacation is not used by the end of the benefit year, up to equivalent of one week will automatically roll over. Vacation shall not be paid out in lieu of carryover to the next fiscal year.

***Leaves of Absence***

Individuals on unpaid leave of absence are not granted vacation time *until after they return from the unpaid leave of absence.* (See individual leave of absence policies for more information.)

***Length of Service and Eligibility***

Employee’s eligibility for vacation is based on years of service in a benefits-qualifying category. That is, if an employee is working at least 20 hours per week on a regular basis, years of continuous service in that eligible category count toward total years of service. Years of service in positions



working fewer than 20 hours per week are not counted toward total years of service for the purposes of calculating vacation. Employees returning to the diocese after a break in service of six months or more return to zero balance.

### ***Vacation Balance at Termination of Employment***

Upon termination of employment, employees may be paid for unused vacation time. Employees must give a minimum of two weeks' notice or the vacation balance will not be paid and will be forfeited.

### **Holidays**

Holiday leave is granted to all Catholic Charities employees on the holidays listed below:

New Year's Day  
Martin Luther King, Jr. Day (third Monday in January)  
Good Friday  
Easter Monday  
Memorial Day (last Monday in May) \*\*\*  
Independence Day\*\*\*  
Feast of the Assumption\*  
Labor Day (first Monday in September) \*\*\*  
Day before Thanksgiving  
Thanksgiving (fourth Thursday in November)  
Day after Thanksgiving  
Feast of the Immaculate Conception \*\*  
December 24th through December 31st

\* Holiday will be celebrated only if the day is a day of obligation. Also, should this day fall on a weekend or other non-working day, the day off does not transfer to another day.

\*\* Holiday will be celebrated should it occur Monday through Friday.

\*\*\* Catholic Charities offices will be closed at 12 noon on the business day prior to this holiday.

According to applicable definitions, the employer will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Should the holidays of New Year's Day or Independence Day fall on a Saturday, the preceding Friday will be taken as the holiday. Should the holidays of New Year's Day and Independence Day fall on a Sunday, the following Monday will be taken as the holiday.

If a recognized holiday falls during an eligible employee's paid vacation, holiday pay will be provided.

Employees required to work on holidays may exchange the actual holiday for a day within the same work week to take off in lieu of the holiday. Holidays are paid at regular rate of pay and will not be

counted as hours worked for the purposes of determining overtime.

Early departure for approved holidays should be recorded as 'holiday' time.

### **Sick Leave**

Catholic Charities provides paid sick leave to all eligible employees for short-term absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees are granted 30 days of sick leave at the beginning of their employment. If the sick leave balance drops below 30 days, employees then accumulate one sick day for each month of service up to the maximum of 30 days. It is the responsibility of employees and their immediate supervisors to keep an accurate record of the sick leave accumulation and the sick leave taken.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, whenever possible. Acceptable forms of notification include: phone calls, voice mail messages, emails, and text messages. The direct supervisor must also be contacted prior to the scheduled start of the workday on each additional day of absence.

If an employee absence lasts four or more consecutive days due to illness or injury, the employee and their supervisor must contact diocesan Human Resources to discuss whether they may qualify for Paid Employee Family Medical Leave (see "Leaves of Absence" policies).

Before returning to work from a sick leave absence of four days or greater, an employee will be required to present a physician's statement verifying the absence, and that they may safely return to work.

Sick leave rate of pay will be calculated based on the employee's base pay rate at the time of absence and normal hours worked.

Sick leave is intended solely to provide income protection in the event of illness or injury to the employee and/or to the care for a sick or injured child, spouse, or parent under their direct care. Sick leave may not be used for any other purpose. Sick leave may be used for the following types of appointments (for the employee, dependent minor child of the employee, or, in the case of incapacity, the employee's spouse): well-care/preventive care, dental appointments, or eye appointments.

Repeated use of unscheduled sick time on or adjacent to weekends, holidays, vacation, or pay day, regardless of the number of consecutive days, may result in disciplinary action, up to and including termination of employment. In situations of a pattern or clear instance of abuse, a supervisor may require a doctor's note or other medical documentation to verify that an employee's use of paid sick leave was consistent with this policy, even if the use of paid sick leave was for three consecutive work days or less.

Upon termination of employment, whether voluntary or involuntary, the separating employee shall

not be entitled to any payment for any unused sick leave, and all unused sick leave is forfeited.

Sick leave may not be donated nor transferred to another employee.

### **Inclement Weather**

In the event that inclement weather results in the closure of a Catholic Charities office, hours scheduled but not worked due to the closure shall be recorded as 'inclement weather,' correlating with the employee's regular start and/or end time.

### **Parental Leave for School Activities**

Pursuant to North Carolina General Statute § 95-28.3, employees who are the parents, guardians or legal representatives of school-aged children shall be entitled to four hours per year of leave to attend or otherwise be involved at their child's school. The four hours do not have to be taken at one time, but can cover several visits to a school. For purposes of this policy, a "school" includes public and private schools, preschools and child day care facilities as defined by North Carolina law. This parental leave shall be subject to the following rules:

- Any employee requesting leave must submit a written request for leave to their supervisor at least 48 hours before the leave.
- The leave shall be at a mutually agreed time between the supervisor and the employee.
- The employee must furnish a written statement provided by the child's school verifying that the employee attended or was involved at the school during the time of leave.

### **Bereavement Leave**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor immediately. Paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence. Bereavement leave will be granted as follows:

- Five Days - Spouse, parent/legal guardian, child, sibling
- Three Days - Other family members

Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships. These special requests must be recommended by the employee's supervisor and approved by the Executive Director.

### **Time Off to Vote**

Catholic Charities encourages employees to fulfill their civic responsibilities by voting. If an employee is unable to vote in a national, state or local election during their non-working hours, the employer will grant up to two hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least three business days prior to election day, so that the necessary time off can be scheduled at the beginning or end of the work day in order to provide the least amount of disruption to the normal work schedule.

## **Jury Duty**

Catholic Charities encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

Employees must show the jury duty summons to their supervisor as soon as possible to verify the reason for their absence. Early notice will also allow the supervisor to make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Either Catholic Charities or the employee may request an excuse from jury duty if, in Catholic Charities' judgment, the employee's absence would create serious operational difficulties.

Catholic Charities will continue to provide health insurance benefits for the full term of the jury duty absence.

Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during paid jury duty leave.

## **Witness Duty**

If an employee has been subpoenaed as a witness by Catholic Charities, they will receive paid time off for the entire period of witness duty.

Eligible Categories:

- Regular full-time employees
- Regular part-time employees

Eligible employees will be granted a maximum of 15 hours of paid time off to appear in court as a witness at the request of a party other than Catholic Charities. Employees will be paid at their base rate and are free to use any remaining vacation leave benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena is to be shown to the employee's supervisor immediately after it is received to verify the reason for absence. Early notice will also allow the supervisor to make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

## **Paid Employee and Family Medical Leave**

Catholic Charities provides paid employee and family medical leave to eligible employees as an enhancement to, and in compliance with the Family and Medical Leave Act (FMLA). In general, the diocesan paid employee and family medical leave policy closely follows FMLA guidelines and regulations.

Employees must follow the specified guidelines and procedures to receive payment under this policy. If an employee does not follow the guidelines and procedure required to receive paid leave, in some circumstances, they may still qualify for unpaid FMLA leave. Paid employee and family medical leave, if approved, also counts as FMLA leave, up to the 12-week maximum. Paid employee and family medical leave entitlements will be measured on a rolling twelve-month basis.

Each leave case is unique and should be discussed with diocesan Human Resources to determine length and course of action.

### ***Eligibility for Paid Leave***

Employees are eligible for covered, paid, job-protected leave if they have worked for Catholic Charities for at least 12 months and have worked 1,250 hours over the 12 months prior to the start of leave.

### ***Basic Leave Entitlement***

Eligible employees may take up to 12 weeks of paid, job-protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care, or
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### ***Definitions***

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

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

"Spouse" means a husband or wife. "Child" means biological, adopted, or foster child, a stepchild, legal ward, or a child being raised by the employee. The child must be either under 18 years of age, or 18 and older and incapable of self-care because of a mental or physical disability for Basic Leave Entitlement; for Military Leave Entitlement, the child may be of any age. "Parent" means biological

parent, or a non- biological parent who had primary responsibility for raising the employee. This term does not include "parents-in-law." Next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, unless the covered service member has designated a specific blood relative in writing for purposes of military caregiver leave under FMLA.

### ***Military Family Leave Entitlements***

Eligible employees with a spouse, son, daughter, or parent who is a service member on covered active duty may use their 12-week entitlement to address certain qualifying exigencies. Covered active duty means: 1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed forces in a foreign country; and 2) for service members of a reserve component of the Armed Forces or the National Guard in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

### ***Paid Leave Period and Calculation of Pay***

Eligible employees may take up to 12 weeks of paid employee and family medical leave during a "rolling leave year," defined as the 12-month period measured from the date an employee uses any leave under this policy. Leave must be certified by an appropriate, licensed health care provider.

Pay during leave period is calculated based on the average pay earned during the six months prior to the beginning of leave.

Employees are entitled to up to 26 weeks of leave in a 12-month period measured forward for Military Caregiver Leave Entitlement. Up to 12 weeks of this may be paid leave. Additional leave may be taken up to 26 weeks, but will be unpaid, in keeping with FMLA regulations.

### ***Employee Responsibilities***

- Employees must provide 30 days advance notice of the need to take paid employee and family medical leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the diocese's normal sick and absence call-in procedures.
- Employees must provide sufficient information for the diocese to determine if the leave may qualify for paid employee and family medical leave and FMLA protection, and to determine the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.
- Employees must also inform the diocese if the requested leave is for a reason for which FMLA (paid or unpaid) leave was previously taken or certified within the past 12 months.

### ***Notification of Eligibility***

The diocese will inform an employee requesting paid employee and family medical leave whether the employee is eligible under the guidelines of the FMLA. If the employee is eligible, the notice to the employee will specify additional employee rights and responsibilities. In addition, the diocese will inform the employee if the leave will be designated as FMLA-protected and the amount of leave

counted against the employee's leave entitlement. If the employee is not eligible, the diocese will notify the employee that the leave is not FMLA-protected, and therefore not paid employee and family medical leave, and provide a reason for the ineligibility.

### ***Medical Certification***

For leave for medical reasons, medical certification by the health care provider must be obtained and submitted within 15 calendar days of an FMLA request. Leave may be denied if the certification is not timely submitted, is incomplete, or insufficient. If the certification is timely received but is incomplete, an employee will be advised of information needed and given seven days to provide the required information to enable the diocese to make a decision. Leave may be denied if an employee does not provide this information. The diocese may request a second medical opinion and designate the health care provider if the certification is questionable. If the first and second medical opinions differ, the diocese may require a third opinion which will be final. Any required second and third certification expenses will be paid by the diocese.

Medical recertification may be requested every 30 days unless the original certification was for a longer period, or circumstances have changed significantly. In all cases, the diocese may request a recertification of a medical condition every six months in connection with an absence by the employee. Recertification may be requested under other circumstances as specified, in keeping with FMLA regulations.

Upon return, the employee must submit to diocesan Human Resources medical certification of their ability to return to work. The diocese may deny work to employee failing to provide valid fitness for duty certificates. Employees taking paid employee and family medical leave must contact diocesan Human Resources monthly to report their intention to return to work. Any employee who decides he or she does not intend to return to work with Catholic Charities at the conclusion of leave must immediately inform diocesan Human Resources. Payment for paid FMLA leave will end immediately upon the employee informing diocesan Human Resources he or she does not intend to return to work with the diocese at the conclusion of leave. The end of payment for paid FMLA leave will not affect any entitlement an employee may have to unpaid FMLA leave under federal law.

### ***Certification of Need for Military Leave***

The diocese will require certification of the need for Military Exigency Leave and Military Caregiver Leave. Employees requesting such leave must provide certification within 15 days, except under unusual circumstances. Failure to do so may result in delay or denial of paid employee and family medical leave.

### ***Intermittent Leave***

Leave may also be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees requiring intermittent or reduced leave for foreseeable medical treatment for their own or a family member's serious health condition may be temporarily reassigned during the leave period to a position with the same pay and benefits that better accommodates a reduced or intermittent schedule.

Employees may not take intermittent leave for the birth, adoption, or placement for foster care of a child.

### ***Benefits***

During paid employee and family medical leave, in keeping with FMLA regulations, the diocese will maintain health coverage under its group health plan on the same terms as if the employee continued to work. Upon return from leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The employee will not accrue additional leave such as vacation or sick while on paid employee and family medical leave, but those days accrued by the employee up to the beginning of leave will not be lost.

### ***Status After Leave***

Employees who return to work before or on the business day following the expiration of the approved leave period will be returned to their job or an equivalent position with the same benefits and pay. However, employees on leave will have no greater right to reinstatement than if they had been actively employed. If the need for leave was due to the employee's own serious health condition, the diocese will require that the employee provide medical certification that they are able to return to work.

### ***Other Provisions***

Employees may not engage in gainful employment during any approved leave. This includes any work, whether full or part-time, for any parish, school, or other entity that is part of the diocese. Violation of this provision will result in dismissal. In addition, any intentional misrepresentation to obtain or continue a leave of absence constitutes grounds for dismissal.

### ***Miscellaneous Paid Employee and Family Medical Leave Information***

The following statement also applies to the diocese paid employee and family medical leave policy, in keeping with the FMLA: it is unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA and discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

### ***Americans with Disabilities Act (ADA)***

The diocese is committed to equal opportunity in all aspects of employment for qualified individuals with a disability. In accordance with the Americans with Disabilities Act (ADA) and state law, and consistent with Catholic Charities' Equal Employment Opportunity and Harassment-Free Workplace Policies, it is Catholic Charities' policy to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the operation of Catholic Charities' daily business operations, or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy is prohibited.



## **Unpaid Family and Medical Leave** ***(As required by the Family Medical Leave Act)***

Catholic Charities provides FMLA leave to eligible employees in compliance with the Family and Medical Leave Act. An employee may, in rare circumstances, qualify for FMLA as a federally mandated leave, but *not* qualify for the diocesan paid leave program. All leave cases should be presented timely to the diocesan Human Resources department for full consideration.

Family/Medical Leave entitlements will be measured on a rolling twelve-month basis. For example, if an employee used four weeks of leave beginning March 1, 2011, four weeks of leave beginning June 1, 2011, and four weeks of leave beginning December 1, 2011, the employee would not be entitled to any additional leave until March 1, 2012. On March 1, 2012, the employee would be entitled to four weeks of leave and on June 1, 2012, the employee would be entitled to an additional four weeks of leave, and so on.

Employees are eligible for a covered FMLA job-protected leave if they have worked for the diocese for at least 12 months and have worked 1250 hours over the previous 12 months.

Note: *Qualified spouses working for the diocese may only take a combined total of 12 weeks for the birth, adoption, or placement of a child into foster child, or to care for a parent with a serious medical condition; or a combined total of 26 weeks to take leave to care for a covered service member.*

### ***Basic Leave Entitlement***

Eligible employees may take up to 12 weeks of unpaid, job protected leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care, or
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### ***Definitions***

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

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

"Spouse" means a husband or wife. "Child" means biological, adopted, or foster child, a stepchild, legal ward, or a child being raised by the employee. The child must be either under 18 years of age, or 18 and older and incapable of self-care because of a mental or physical disability for Basic Leave Entitlement; for Military Leave Entitlement, the child may be of any age. "Parent" means biological

parent, or a non- biological parent who had primary responsibility for raising the employee. This term does not include "parents-in-law." Next of kin of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, unless the covered service member has designated a specific blood relative in writing for purposes of military caregiver leave under FMLA.

### ***Military Family Leave Entitlement***

Eligible employees with a spouse, son, daughter, or parent who is a service member on covered active duty may use their 12-week entitlement to address certain qualifying exigencies. Covered active duty means: 1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed forces in a foreign country; and 2) for service members of a reserve component of the Armed Forces or the National Guard in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Serious injury means an injury or illness that was incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

A covered veteran is a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Serious injury or illness for a covered veteran means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

### ***Amount of Leave and Leave Period***

Eligible employees may take up to 12 weeks of FMLA leave during a "rolling leave year," defined as the 12-month period measured from the date an employee uses any leave under this policy.

Employees are entitled to up to 26 weeks of leave in a 12-month period measured forward for Military Caregiver Leave Entitlement.

### ***Employee Responsibilities***

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is

foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the diocese's normal call-in procedures.

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

### ***Notification of Eligibility***

The diocese will inform an employee requesting FMLA leave whether the employee is eligible under the FMLA. If the employee is eligible, the notice to the employee will specify additional employee rights and responsibilities. In addition, the diocese will inform the employee if the leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employee is not eligible, the diocese will notify the employee that the leave is not FMLA-protected and provide a reason for the ineligibility.

### ***Medical Certification***

For leave for medical reasons, medical certification by the health care provider must be obtained and submitted within 15 calendar days of an FMLA request. Leave may be denied if the certification is not timely submitted, is incomplete, or insufficient. If the certification is timely received but is incomplete, an employee will be advised of information needed and given seven days to provide the required information to enable the diocese to make a decision. Leave may be denied if an employee does not provide this information. The diocese may request a second medical opinion and designate the health care provider if the certification is questionable. If the first and second medical opinions differ, the diocese may require a third opinion which will be final. Any required second and third certification expenses will be paid by the diocese.

Medical recertification may be requested every 30 days unless the original certification was for a longer period, or circumstances have changed significantly. In all cases, the diocese may request a recertification of a medical condition every six months in connection with an absence by the employee. Recertifications may be requested under other circumstances as specified in FMLA regulations.

Upon return, the employee must submit to diocesan Human Resources medical certification of their ability to return to work. The diocese may deny work to employees failing to provide valid fitness for duty certificates. Employees taking FLMA leave must contact diocesan Human Resources monthly. The employee is required to periodically report their intention to return to work.

### ***Certification of Need for Military Leave***

The diocese will require certification of the need for Military Exigency Leave and Military Caregiver Leave. Employees requesting such leave must provide certification within 15 days absent unusual circumstances. Failure to do so may result in delay or denial of FMLA leave.

### ***Intermittent Leave***

Leave may also be taken intermittently or on a reduced leave schedule when medically necessary.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees requiring intermittent or reduced leave for foreseeable medical treatment for their own or a family member's serious health condition may be temporarily reassigned during the leave period to a position with the same pay and benefits that better accommodates a reduced or intermittent schedule.

Employees may not take intermittent leave for the birth, adoption, or placement for foster care of a child.

### ***Substitution of Paid Leave***

FMLA leave is unpaid except for the following: employees will be required to take any applicable vacation for any unpaid FMLA leave (where allowed by law) and must take any accrued sick pay for leave involving their own illness. In addition, employees may qualify for short-term disability payments; or may be receiving workers' compensation benefits for a condition that also qualifies for FMLA leave under this policy. Any paid leave that qualifies under this policy will be designated FMLA leave and will run concurrently with it.

### ***Benefits***

During FMLA leave, the diocese will maintain health coverage under its group health plan on the same terms as if the employee continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The employee will not accrue employment benefits such as vacation or sick pay while on FMLA leave, but benefits accrued by the employee up to the day on which the FMLA leave begins will not be lost.

### ***Status After Leave***

Employees who return to work within or on the business day following the expiration of the approved leave will be returned to their job or an equivalent position with the same benefits and pay. However, employees on leave will have no greater right to reinstatement than if they had been actively employed. If the need for leave was due to the employee's own serious health condition, the diocese will require that the employee provide medical certification that they are able to return to work.

### ***Other Provisions***

Employees may not engage in gainful employment during any approved leave. This includes any work, whether full or part-time, for any parish, school, or other entity that is part of the diocese. Violation of this provision will result in dismissal. In addition, any intentional misrepresentation to obtain or continue a leave of absence constitutes grounds for immediate dismissal.

### ***Miscellaneous FMLA Information***

The FMLA makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA and discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a

private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

***More Details***

To apply for the leave, or for more details about this policy, visit the Family Medical Leave policy within the Benefits page, on the Diocese of Raleigh website.

**Military Leave**

Employees who are voluntarily or involuntarily placed on extended active duty with the National Guard or the U.S. Armed Forces shall be placed on a leave without pay status in a manner consistent with applicable state law and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

As much advance notice as possible shall accompany requests for such leave.

Extended active duty is defined as a period of more than 30 calendar days. An employee on extended active duty military leave shall not accrue sick or vacation leave or other benefits.

Catholic Charities recognizes that individuals serving in the National Guard and Reserve need time off from work sufficient to enable them to travel to the place of training and have a night of rest, before starting the training, so that they can perform the training in a safe and effective manner. Catholic Charities will approve requests to be away from work on Friday, and particularly Friday afternoon, prior to inactive duty training on Saturday.

***Reemployment Rights***

An employee who has uniformed services reemployment rights shall be returned to the former position held or a comparable position at a comparable rate of pay as required by USERRA, contingent upon the availability of funds, unless circumstances make it impossible or unreasonable to do so.

***Continuous Service***

The period of active duty shall represent continuous Catholic Charities service so long as the military service conforms to provisions as specified by applicable state law and USERRA.

## **LEAVING THE DIOCESE/END OF EMPLOYMENT**

### **Termination**

Although Catholic Charities reserves the right to terminate employment at any time, with or without cause, certain actions that will result in the immediate termination of employment include, but are not limited to:

- The employee fails to satisfactorily improve after having been counseled or otherwise disciplined or,
- The employee is determined to have engaged in ethical misconduct or committed a serious infraction of diocesan rules including, but not limited to:
  - Sexual abuse of a minor
  - Sexual abuse or harassment of an adult
  - Sexual or other unlawful discrimination or harassment of a fellow employee, or retaliation against an employee for reporting such conduct
  - Possession, distribution, sale, transfer of alcohol or illegal drugs to a minor, or on diocesan property, or while operating diocesan owned vehicles or equipment or while on duty
  - Violence or threatening violence on diocesan property
  - Possession of dangerous weapons on diocesan property
  - Theft or unauthorized use of diocesan property, possession of stolen materials, falsification of time keeping records or falsification of any diocesan documents
  - Working while under the influence of alcohol or drugs
  - Excessive absenteeism or insubordination
  - Behavior in violation of the Code of Conduct for Church Personnel for the Diocese of Raleigh.
  - Personal conduct or life style contrary to the moral and religious doctrines or teachings of the Roman Catholic Church as interpreted by the Bishop of Raleigh
- Or, when in the judgment of Catholic Charities, other circumstances exist that require the immediate termination.

In all cases, administrative staff should consult with the diocesan Director of Human Resources before issuing written warnings, placing employees on probation, suspending employees, or terminating employees.

### **Resignation/Giving Notice**

For various reasons an employee may choose to voluntarily resign from Catholic Charities. In such cases, Catholic Charities expects the employee to provide a written letter of resignation to their supervisor and a copy to the Executive Director not less than two weeks before the anticipated departure date. This professional courtesy allows Catholic Charities to make arrangements to continue work without burdening co-workers and possibly to arrange for the training of new employees. For this reason, vacation time is not granted during the notice period. Employees who do not furnish a minimum of two weeks' notice will not be paid for earned unused vacation time when they leave Catholic Charities. If the employee furnishes notice, Catholic Charities may elect to pay their wages for the remainder of the notice period and terminate their employment immediately. Such wages will be calculated based on the average weekly base pay during the last six months of employment, excluding overtime or any other special forms of compensation paid to the employee. If Catholic Charities elects to do this, it does not alter the fact of the employee's resignation and they

will receive earned, unused vacation time.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

There are also times when employees will separate from Catholic Charities under circumstances where that separation is not voluntary – such as at the will of Catholic Charities, which may be due to business necessity, budgetary constraints, misconduct or deficient performance by the employee, or other reasons.

### ***Exit Interviews/Return of Property***

In general, each employee may participate in an exit interview on or before the last day of their employment to discuss reasons for the separation and the effect of the separation on benefits. Prior to departure from the site, employees are required to return all items which are considered Catholic Charities property, including but not limited to: keys, access cards, cell phones, computer equipment, manuals, business files and information, and any and all other Catholic Charities documents. (*see Payment of Final Paycheck*)

### **Post-Employment Healthcare (Extension of Benefits/COBRA)**

Upon termination of employment with Catholic Charities of the Diocese of Raleigh, healthcare benefits are generally in effect through the end of the month in which employment ends.

As a religious organization, the diocese is exempt from certain federal law requirements that generally apply to employee benefit plans, including the Employee Retirement Income Security Act (ERISA) and the requirement under the Consolidated Omnibus Budget Reconciliation Act (COBRA) that group health plans provide temporary continuation of health coverage; therefore, there is not an option to continue healthcare benefits through the diocese. Employees may explore healthcare coverage options by visiting [www.healthcare.gov](http://www.healthcare.gov).

### **Severance Pay Program**

Catholic Charities has established a discretionary severance pay program to assist eligible employees whose employment is terminated by Catholic Charities through no fault of their own. An employee will not have any vested right to severance benefits unless and until Catholic Charities awards such benefits to them and they satisfy all the conditions for receiving such benefits.

Eligibility for severance pay benefits is limited to:

- Regular full-time employees
- Regular part-time employees

An employee is not an eligible employee if they were hired as a temporary employee or if they were offered but refused to accept another suitable position with similar pay level and responsibilities with Catholic Charities.

### ***Terminations Not Covered***

Catholic Charities will not pay the severance benefits under this plan if:

- The employee retires, resigns, or otherwise voluntarily quits their employment;



- The employee is terminated for cause, unless Catholic Charities determines, in its discretion, that the payment of benefits is appropriate;
- Catholic Charities otherwise determines, in its discretion, that the payment of severance benefits is not appropriate.

In addition, if an employee has a written employment or severance contract with Catholic Charities, and the contract provides for the payment of severance, salary continuation or similar benefits following termination of employment, the employee will not be entitled to benefits under this Plan unless Catholic Charities determines that special circumstances warrant supplementing their benefits under the contract.

Any employee receiving severance pay shall not be eligible for payments under the Reemployment Assistance Plan until the severance pay benefits have been exhausted and then only if all eligibility rules and provisions set forth in the Reemployment Assistance Plan have been satisfied.

***The Amount and Timing of Severance Pay***

Subject to the limitations set forth herein, Catholic Charities has full and complete discretion to determine the amount, nature and timing of severance benefits under this Plan, and Catholic Charities may, in its discretion, determine that an otherwise eligible employee will receive no severance benefits upon the termination of their employment.

In most cases, severance pay will be provided to eligible employees according to the following schedule:

<b>Completed Years of Service</b>	<b>Weeks of Severance Pay</b>
Less than 1	2
1	5
5	10
10	12
15 or more	16

A week of severance pay is defined as the employee’s average weekly base pay during the last six months of employment, excluding overtime or any other special forms of compensation paid to the employee. Severance benefits shall be subject to applicable withholding, including withholding for federal, state and local income taxes and for applicable employment taxes.

Any severance benefit awarded under the Plan will be paid or otherwise delivered to the employee in full by the Plan’s Payment Deadline. The “Payment Deadline” is the later of:

- March 15th immediately following the end of the calendar year in which employment is terminated; or
- The short-term deferral payment deadline described in Treasury Regulation section 1.409A-1(b)(4).

Catholic Charities in its sole discretion may provide the benefit in a single sum or in installments.

403(b) deduction, withholding, match, and core are not included as a part of severance payment.

### ***Retention of Benefits***

Catholic Charities will continue to pay the employer's share of an employee's group medical and dental premiums during the severance pay period. The employee is responsible for premium payments to continue spousal and/or dependent insurance premiums during the severance pay period.

The employee's eligibility to continue participating in Catholic Charities' group insurance and benefit plans following the severance period will be determined in accordance with the written terms and provisions of those plans.

### **Reemployment Assistance Plan**

Because it does not participate in state unemployment insurance programs, Catholic Charities provides a discretionary Reemployment Assistance Program which provides a weekly payment to eligible individuals whose employment is involuntarily terminated by Catholic Charities through no fault of their own. An employee will not have any vested right to Reemployment Assistance payments unless and until Catholic Charities awards such benefits to them, and they satisfy all the conditions for receiving such payments.

The Reemployment Assistance program is available to eligible individuals who are not currently receiving payments under the Severance Pay Program. Individuals who are receiving payments under the Severance Pay Program must exhaust such severance payment before becoming eligible for the Reemployment Assistance Plan.

Eligibility for Reemployment Assistance Plan is limited to:

- Regular full-time employees
- Regular part-time employees

An employee is not an eligible employee if they were hired as a temporary employee or if they were offered but refused to accept another suitable position with Catholic Charities.

### ***Terminations Not Covered***

Catholic Charities will not pay an employee Reemployment Assistance Payments under this Plan if:

- The employee retires, resigns, or otherwise voluntarily quits their employment;
- The employee is terminated for cause, unless Catholic Charities determines, in its discretion, that the reemployment payment is appropriate;
- The employee does not satisfy the length of service requirements to receive such payments under the Plan;

### ***Benefit based on Length of Service (Maximum of 66.67% of Base Pay)***

Eligibility for and the amount of Reemployment Assistance Benefits is based on the employee's length of service with Catholic Charities. However, the maximum weekly benefit shall not exceed more than \$633.00 per week.

*Re-employment Calculation*

<b>Length of Service with the Diocese</b>	<b>Reemployment Assistance Payment</b>
0 - 3 Months	Ineligible for Program
3 - 6 Months	22.22% of Base Pay
6 - 12 Months	44.44% of Base Pay
More than 1 Year	66.67% of Base Pay

403(b) deduction, withholding, match, and core are not included as a part of Reemployment Assistance Benefits payment.

An employee's Reemployment Assistance Benefits will continue until the first of the following events occurs:

- the date the employee is offered other full-time employment;
- the date the employee becomes self-employed; or
- the employee receives 20 weeks of benefits under this Reemployment Assistance Program.

The employee must complete a Weekly Certification Form certifying that they have not found employment and remains eligible for benefits under this program. Forms may be obtained from the diocesan Human Resources section of the website. Failure to provide this information, or the falsification of any information will render the employee ineligible for payments.

To the extent applicable, this policy will be implemented in a manner so as to be exempt from Section 409A of the Internal Revenue Code of 1986. For purposes of Section 409A, Reemployment Assistance Benefits will be treated as a separate payments and such payments shall not exceed two times the employee's annual compensation (or, if less, two times the Code Section 401(a)(17) limit). All payments shall be made no later than the end of the second year following the year of termination.

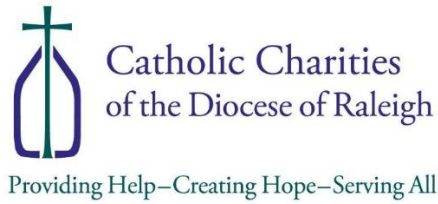
**Payment of Final Paycheck**

Upon end of employment (termination) with Catholic Charities, whether voluntary or involuntary, employees are to be paid their final pay on the next scheduled payday on or after their last day worked. (*See Payment of Unused Vacation*).

Payment of unused vacation balance may, in some cases, be paid on the following scheduled pay day.

**Payment of Unused Vacation**

Upon termination of employment, employees may be paid for earned vacation time that has been earned through the last day of work. Employees must give, and work, a minimum of two weeks' notice or the vacation balance will not be paid, and will be forfeited.



## RECEIPT OF EMPLOYEE HANDBOOK

I have been given access to the Catholic Charities of the Diocese of Raleigh’s on-line employee handbook which outlines its policies, practices and benefits. I understand how to view the handbook on-line and have read and studied its contents. I agree to be guided by the policies and procedures contained in the handbook.

Since the information in this handbook is necessarily subject to change as situations warrant, and understanding that the most recently updated policies will be available online, it is understood that changes in policies may supersede, revise, or eliminate the policies as stated in the handbook. Changes may be made with or without advance notice. However, changes will only be made as authorized and approved by the Bishop of the Diocese of Raleigh.

By signing this Receipt of Handbook, I expressly consent to monitoring, auditing, review, and storage of any documents, files, or communications created, transmitted, or stored on any computer, smart phone, telephone, or other technology resources owned or supplied by Catholic Charities.

*All employees* must sign to acknowledge receipt of the most recent version of employee handbook.

*New employees* must sign receipt during the first week of employment.

**This signed document must be maintained in the corresponding Catholic Charities employee file.**

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Employee Name (PRINT)

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Employee Signature

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Date of Hire

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Date of Signature