



HANDBOOK FOR EMPLOYEES OF THE CATHOLIC DIOCESE OF SAVANNAH, GEORGIA

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Section I - EMPLOYMENT PRACTICES

The Diocese of Savannah assures equal employment opportunity in all its employment practices. These policies and practices are administered without regard to race, color, national origin, age, gender, political affiliation, veteran status, sexual orientation or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job. There are certain positions in the Diocese for which it is necessary to be a Catholic in good standing, and some positions for which preference in hiring shall be given to people who are Catholic in full communion and who evidence and understanding of the Catholic faith and a commitment to living that faith. Such preference is allowed under state and federal law, and does not constitute an illegal act of discrimination.

Whether Catholic or not, all employees acknowledge and agree that she/he shall comply with, and act consistently in accordance with, the stated philosophy and teachings of the Roman Catholic Church, as stated in the "Catechism of the Catholic Church" (available online at http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

Contracts or agreements are only offered to qualified teachers and principals. Only the bishop, pastor, superintendent of Catholic education or principal shall be authorized to offer or approve an employment contract. All other lay employees are given a Letter of Hire that explains the terms of his/her employment. The Letter of Hire may be offered by the pastor, hiring director or manager.

Employment of Family Members

The relationship between certain types of jobs makes it necessary to place restrictions on the employment of immediate family members. Immediate family members shall be prohibited from working in a supervisor-subordinate relationship, and under certain circumstances, may be prohibited from working as co-workers in the same department. Final decisions regarding the employment of family members within a parish or diocese will be with the Pastor and/or Bishop.

Transfers and Promotions

The Diocese of Savannah shall consider the transfer or promotion of qualified staff members to fill vacancies or newly created positions whenever possible. Any employee who has been in his/her position for a minimum of six months shall be eligible to apply for a transfer or promotion. Open positions will be posted by the Human Resources department on line. Interested employees should contact the Human Resources director for additional information.

Orientation

The Human Resources department will conduct orientation for new employees on a regular basis. Orientation will include discussion of benefits, duties, responsibilities specific to the employee's job and the general policies and procedures of the Diocese of Savannah.

Job (Position) Description

Every position in the Diocese of Savannah shall have a job description. Job Descriptions are to specify or indicate:

- the title of the position which is both accurate and in accord with current terminology in the community and/or the larger Church;
- the title of the position(s) to whom the person will be accountable;
- the title of position(s), if any who are accountable to this position;
- overall responsibility in the context of how this position fits clearly into the structure and mission of the Diocese, church or school;
- a list of specific responsibilities or tasks; essential functions of the position for purposes of complying with the Americans with Disabilities Act, for employment.

Criminal Background Checks

The Diocese of Savannah has implemented uniform policies and procedures regarding criminal background information checks to review the fitness of individuals for employment at the Diocese. Any individual who accepts a paid or volunteer position with the Diocese of Savannah will submit to a criminal background check as a condition of that position. If any criminal background information is revealed for an applicant being considered for hire the human resources director will consult with the pastor or hiring manager. The Bishop or Vicar General will make the final determination on the applicants hire offer.

Applicants for positions in the accounting/bookkeeping must also have a credit check done before the position can be offered.

Performance Review

The performance of each employee shall be reviewed formally at least once per year based on job related criteria. "Job related criteria" will include the written job description as well as mutually agreed upon goals and objectives for that performance period. The annual performance review is a three part process that includes the employee's self-assessment, the supervisor's assessment and the consensus reached after the discussion of both documents. Finally, the employee and supervisor will set mutually agreed upon goals and objectives for the following performance period. A signed copy of the final review along with the goals and objectives will be placed in the employees personnel file. The annual performance review is just one part of the on-going communication between the employee and supervisor regarding job performance.

Civil and Canon Law

The Diocese of Savannah will comply with all applicable civil and canon laws pertaining to the employment of Diocesan personnel.

Section II - WORK SCHEDULES, BREAKS AND LUNCH PERIODS

Work Schedules

Work schedules and break periods may vary by department. The Diocesan Pastoral Center is open from 8:30 - 4:30 Monday - Friday each week. Lunch breaks should be scheduled at the department level to insure there is adequate staffing throughout the day. Lunch periods should not exceed 30 minutes. Break periods are not required by law or by policy. Employees are encouraged to attend Mass when it is offered. This time does not count toward lunch breaks.

Absences and Tardiness

Employees who will be absent from work or significantly late in arriving are expected to notify their supervisor or department head prior to their scheduled start time, or as soon thereafter as possible. Excessive absences or tardiness may result in disciplinary action, including discharge.

Section III - EMPLOYMENT STATUS

Exempt vs. Non-Exempt

"Exempt" and "Non-Exempt" are terms used by the federal government to indicate which employees are, and which employees are not, subject to the provisions of the Fair Labor Standards Act (FLSA). This is the federal law that requires the payment of overtime wages to employees who are not exempt from its provisions (e.g. non-exempt). FLSA requires that the determination of "exempt" or "non-exempt" status be made as described below. Such determination is not discretionary and it not subject to the preference of the employee or administrator. The FLSA determination requires an employee be full-time, earn \$35,508.00 and year or more and meet the requirements of the "duties" test.

Each employee of the Diocese of Savannah will be categorized as either "exempt" or "non-exempt". An exempt position is one that is predominantly executive, managerial or administrative in nature or one that requires either a college degree or a combination of knowledge and experience in a field which is considered professional within the framework of diocesan operations. Outside salespeople and those employed on a commission basis are also "exempt"; they do not require compensation at 1 ½ times the regular hourly rate for work in excess of 40 hours in a week (Fair Labor Standards Act).

Certified school personnel are all classified as "exempt".

Non-exempt positions are those which have responsibilities or requirements other than those listed above and whose work is determined and directed by someone other than the employee.

All Diocesan positions are evaluated using the FLSA Regulations Test to determine Exempt or Non-Exempt status.

Full-time/Part-time Status

Full-time employees are those who are scheduled to work the regular, weekly full-time schedule of 27 hours or more a week. Those who work fewer hours than 27 per week but are regularly scheduled to work and work a minimum of 1,000 hours per year are "benefits eligible part-time employees."

Employees who are regularly scheduled to work fewer than 1,000 hours per year shall be "regular part-time employees," and shall not be eligible for Diocesan benefits.

There are times when the Diocese may hire a person to supplement the workforce or assist with a special project. Employees in this category are "temporary employees," and as such not eligible to participate in employee benefits programs.

Section IV- TIME RECORDS

Employees report time worked in the following ways: non-exempt employees must record all time worked on an electronic timesheet in the employee's Paycor payroll file. It is the supervisor's responsibility to approve the electronic time card at the end of each pay period.

Non-exempt employees must be paid straight time wages for all hours actually worked up to and including 40 within the same work week. They must be paid time and a half for all time actually worked in excess of 40 within the same work week. Breaks, lunch periods and other PTO does not count toward the 40 hours worked,

Section V - COMPENSATION

The Diocese of Savannah pays each employee based on responsibility and individual performance. Compensation levels are determined by referencing wage and salary levels for comparable positions in the Savannah area and in Dioceses of similar budget size.

The Diocese of Savannah uses a third party payroll administrator, Paycor. Employees are paid bi-weekly. All appropriate federal and state deductions will be made each pay period. Employees are required to use direct deposit for payroll. Pay is available on Thursday of the pay week for hours worked during the prior two weeks. Employees must establish an on-line ID and password to access their payroll information, log time, make changes to payroll deductions and review benefits. Bookkeepers are not allowed to make these changes for an employee.

Overtime

Overtime compensation is paid only to non-exempt employees. 40 hours or less in a calendar week are paid at straight time. Hours worked in excess of 40 in a calendar week, whether approved in advance or not, are paid at 1 ½ straight time wages. Holidays, sick days, vacations days, etc. are not considered hours worked.

All hours worked in excess of the regular schedule in a calendar week are to be approved in advance by the department manager.

Comp Time

Comp time is defined as time taken off in lieu of wages paid for hours worked in excess of 40 hours per week.

Non-exempt employees are not eligible to receive comp time under any circumstances. Comp time may be granted to exempt employees at the discretion of the supervisor and/or department head as long as the policy is applied consistently, in a non-discriminatory manner to applicable employees.

Comp time for exempt employees refers to time off granted in the future for time currently worked. It is recommended that comp time be taken in a relatively short period of time and that the time taken must be pre-approved.

Section VI - BENEFITS PROGRAMS

Eligibility

Full-time and benefits eligible part-time employees are defined as employees who work at least 27 hours a week or 1400 hours a year and are eligible for all benefit plans offered by the Diocese of Savannah. Teachers must work a minimum of 27 hours a week and 190 days in a school year to be eligible for benefits. Benefits eligible part-time employees must work a minimum of 1,000 hours per year and are eligible for pension holiday, vacation personal and sick day benefits based on the employee's regular scheduled work hours. No supervisor or department head is authorized to add to or subtract from the regular employee benefits authorized by the Diocese.

To be eligible for the diocesan contribution to the Lay Retirement Plan, an employee must work 1,000 hours a year and have one year of service. Employees are automatically enrolled in a 5% employee contribution when hired. An employee may waive this contribution on his/her Transamerica account. The parish/school bookkeeper or the diocesan benefits department will review this process with a new employee.

Eligibility and accrual of employee benefits continues for employees who transfer between parishes, schools and agencies without a break in service.

Open Enrollment

Employees of the Diocese of Savannah may make changes to medical and dental insurance plans offered by the Diocese during the annual open enrollment period April 15 – May 15 or as otherwise notified. At that time employees may elect to change coverage, add dependents or enroll in optional insurance benefits under the procedures outlined in the open enrollment materials.

Medical Insurance

Medical insurance benefits are available for single or family coverage through a PPO offered through Meritain Insurance. The Plan Administrator, CBIZ, handles claims and issues regarding health coverage. **Eligible employees may enroll as of the first of the month following completion of his/her first calendar month of service.**

The Diocese of Savannah shares the cost of the premium for both single and family coverage. In addition all premiums are **pre-tax**, meaning that premiums are deducted from your gross pay before any tax deductions. To fully comply with the pre-taxed guidelines an authorization will be required and is attached to the insurance enrollment form. Employees may enroll in single or family health coverage when they first become eligible, at open enrollment, or in the middle of a plan year, if a life event occurs resulting in a change of status. For such enrollments, no evidence of insurability will be required.

Late enrollments for other reasons are not allowed. The Diocesan subsidy of insurance cost is determined annually.

Dental Insurance

Dental benefits are available for all full-time and benefit employees for single or family coverage. Dental coverage may be selected without enrolling in medical coverage.

Life Insurance

All full-time lay employees are provided a \$15,000 life insurance policy at no cost. This policy is a basic life plan with accidental death and dismemberment and can be converted to an individual policy when an employee retires or terminates his or her employment.

Long Term Disability Insurance

The Diocese of Savannah provides long term disability insurance coverage at no cost to full-time and benefits eligible part-time employees. Coverage begins 90 days after a disabling medical condition and provides for 60% of basic monthly earnings less social security benefits not to exceed \$5000 a month and not less than \$100 per month.

Flexible Spending Accounts (FSA)

Diocesan employees may elect to set aside pre-tax dollars in a Flexible Spending Account to cover either out-of-pocket medical expenses or child care expenses. FSA deductions run from July 1 through June 30 and must be renewed each year.

All insurance enrollments are one online through the employee's Paycor account. Help is available by contacting the bookkeeper at each parish/school or the diocesan benefit office.

Pension Plan

The Diocese of Savannah provides a supplemental 401-K pension plan for lay employees who have completed one year of service and work a minimum of 1,000 hours a year. The Diocese will contribute 6% of the employee's salary each pay period. A 5% employee contribution is automatically deducted for a new employee. The employee may change the deduction percentage as well as determine if he/she prefers the deduction be either pre-tax to the 401-K or after tax to a Roth IRA. New employees have 60 days to make this determination. Transamerica manages the Lay Retirement Plan, each eligible employee is required to set up his/her account with Transamerica whether or not he/she plans to make individual contributions to the plan. Quarterly plan statements are provided to all participating employees by Transamerica. Detailed information about the Lay Retirement Plan, how to establish an account and how to choose investment options are available through the Benefits Office or online at www.transamerica.com.

NOTE: All new employees are automatically enrolled in the Lay Retirement Plan with a personal deduction of 5% per pay period. An employee may decline this benefit, but must do so within the first 90 days of employment.

Optional Insurance

The Diocese of Savannah offers all benefit eligible employees Optional Life, Long Term Care and Accident Insurance through UNUM. The premiums for these optional plans are paid 100% by the employee through payroll deduction. Information about these plans is available at the Benefits Office.

Vacation

The Diocese of Savannah shall provide paid vacation for full-time and benefits eligible part-time employees, based on years of service as of the beginning of the calendar year in accordance with the following schedule:

1. less than one year of service: one week of vacation not to be taken until after the first 90 days of employment. Thereafter vacation days are earned each month and may be used as earned. Any unused vacation at the end of the year may be carried over into the next year.
2. at least 1 year, but less than 10 years: 2 weeks; at the end of the year the balance of unused vacation is carried over to the next year, not to exceed 2 weeks.
3. at least 10 years, but less than 15 years: 3 weeks; at the end of the year the balance of unused vacation may be carried over into the next year, not to exceed 3 weeks.
4. 15 or more years: 4 weeks; at the end of the year the balance of unused vacation may be carried over into the next year, not to exceed 4 weeks.

Vacation time is paid at the employee's base pay and does not include overtime or any other form of compensation.

Terminating employees are paid all earned and accrued vacation on their final payroll check.

Personal Days

The Diocese of Savannah provides each full-time and benefits eligible part-time employee 2 personal days each calendar year. Personal days are to be compensated in accordance with an employee's regular pay for those days.

Unused personal days are not compensable at the end of the year or upon termination of employment and do not carry over from one year to the next.

Sick Days

The Diocese of Savannah provides all full-time and benefits eligible part-time employees 12 paid sick days each year. In the first year of service, full-time and benefits eligible part-time employees shall be allowed as many paid sick days as there are full months remaining in the calendar year as of their hire date.

Sick days shall be compensated in accordance with the employee's regularly scheduled hours.

Sick days shall be used only for the illness of the employee or an immediate family member who requires the care of the employee. They shall not be used as vacation days or for other personal business.

For purposes of administering this benefit, immediate family member is defined as a spouse, son, daughter or parent.

Employees using five or more consecutive sick days, whether paid or unpaid, for a personal illness may be required to provide a doctor's notice to return to work.

Sick days will accumulate from year to year, up to a maximum of sixty days. Unused sick days are not compensable at the end of the year, or upon termination.

Employees are required to request all paid time off through Paycor payroll platform. The employee request must receive prior approval by the supervisor/department manager.

Holidays

The Diocese of Savannah holiday schedule includes:

- New Year's Day,
- Martin Luther King, Jr. Day,
- St Patrick's Day (per local custom),
- Good Friday,
- Easter Monday,
- Memorial Day,
- July 4th,
- Labor Day,
- Thanksgiving Day,
- Friday following Thanksgiving,
- Christmas Eve, Christmas Day and the Day after Christmas (additional time off during the Christmas holiday may be granted at the discretion of the Bishop)
- Employee's Birthday, on a date in the birth month.

Employees are compensated in accordance with their regular work schedule.

Single holidays that fall on Saturday or Sunday will be granted on Friday or Monday; except for St. Patrick's Day.

Section VII - OTHER BENEFITS

Jury Duty

The Diocese of Savannah encourages its employees to fulfill their civic responsibility when summoned to jury duty or subpoenaed to serve as a witness in a legal proceeding. their supervisor immediately so that necessary staffing arrangements can be made. Employees will be paid their regular salary while on jury duty. While serving on jury or witness duty, employees shall report to work whenever they are released by the court early enough to do so.

Military Duty

The Diocese of Savannah provides all full-time and benefits eligible part-time employees' time off without pay for military or Reserve duty. When an employee is called to active military duty or to Reserve or National Guard training, or if he or she volunteers for same, copies of the military orders must be submitted to the supervisor as soon as practical. A military leave of absence without pay will be granted for the period of military service in accordance with the applicable federal and state laws. Reservists or members of the National Guard are granted time off without pay for required military training.

Bereavement Leave

The Diocese of Savannah shall grant all full-time and benefits eligible part-time employees up to 5 days off, with pay, in the event of the death of a spouse, child, step child, sibling, parent, step parent, grandparent, grandchild, aunt, uncle or in-law. Additional time off must be taken as personal, vacation or leave of absence without pay.

Worker's Compensation

The Diocese of Savannah complies with the Worker's Compensation Law of Georgia. Employees must immediately report all work related illnesses and injuries to their supervisor or department head. A Georgia WC-1 must be filled out and sent to the Human Resources office. Initial treatment should be provided by an urgent care center or a hospital emergency room based on the severity of the injury.

Church Mutual provides the workers compensation coverage for the diocese. The WC-1 is filled and the carrier is responsible for payment of all medical bills associated with the injury. In the case of lost wages, Church Mutual will also provide compensation based on the State of Georgia law.

Neither the Diocese nor the insurance carrier will be liable for the payment of Worker's Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Diocese.

Unemployment Compensation

In the state of Georgia, the church is exempt from unemployment insurance. Employees of the Diocese of Savannah who quit or are terminated are not eligible for unemployment compensation.

Social Security Benefits

The Diocese of Savannah participates fully in Social Security and Medicare. Deductions are made from the employee's pay according to a formula fixed by law. The Diocese pays a matching amount into this program.

Section VIII – FAMILY MEDICAL LEAVE (FMLA)

Family and Medical Leave Act (FMLA)

Government regulations require all schools, public and private, as well as all employers with 50 or more employees to offer Family Medical Leave.

All Diocesan Catholic Schools and the Catholic Pastoral Center allows leave under the Family and Medical Leave Act for up to twelve weeks of unpaid leave during any twelve month period for one of the following reasons:

1. birth of a child, and to care for newborn child;
2. placement of a foster or adopted child;
3. caring for a spouse, child or parent with a serious health condition;
4. a serious health condition that renders the employee unable to perform the functions of his or her job;
5. employees who have a military service member as part of their family may request Twelve weeks of Family Member Leave under FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation; employees who have a military service member as part of their family may request up to 26 weeks of Caregiver Leave under FMLA leave during a single twelve month period for a spouse, son, daughter, and parent or nearest blood relative caring for a recovering military service member. A recovering military service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

For purposes of determining the twelve-month period in which the twelve weeks of leave occurs, a rolling twelve- month period will be used, measured backward from the date an employee uses any FMLA leave,

Leave for the birth of a child or placement of foster or adopted child must be taken all at once, unless otherwise agreed upon by the Diocese and the employee. Normally this leave should be concluded within twelve months of the birth or placement of the child.

Leave related to the serious health condition of the employee or a family member may be taken on an intermittent or reduced leave schedule when medically necessary. Spouses who both work for the Diocese are limited to a total between them of twelve workweeks of leave in a twelve month period.

FMLA leave must be requested in writing. Forms are available in from the office of Human Resources and may require proper medical certification. The Diocese requires that all sick days, and personal time run concurrently with FMLA. Vacation days may be used at the employee's request, but are not mandated.

While an employee is on leave under FMLA the Diocesan insurance plan will continue in effect. The employee is required to pay his/her share of the medical insurance premium through a mail system that will be set up by the Benefits Department.

The Diocese may require an employee on leave under FMLA to report periodically on his or her status. An employee taking leave due to his/her serious health condition is required to obtain certification that he/she is able to return to work.

Employees who return to work from leave under FMLA within or on the business day following the expiration of the twelve weeks (or 26 weeks under the Caregiver Leave section) are entitled to return to their job or an equivalent position without loss of benefits or pay. The Diocesan obligation to guarantee an employee's job ends at twelve weeks or 26 weeks under the Caregiver Leave Section of FMLA.

Section IX - EMPLOYMENT EXPECTATIONS

Personal Appearance

The Catholic Pastoral Center is a business office and as such, employees are expected to dress in a professional manner. Business casual is appropriate for most work days. For men this means casual slacks and a collared shirt (dress or sport) and for women slacks, skirts or dresses and conservative tops. There are times when men will be expected to wear suits or sport coats and ties and women wear dress attire. For safety reasons all employees are expected to wear professional looking shoes; no flip flops, sandals or backless shoes at any time.

Standards of Conduct

In any organization there are rules and responsibilities which contribute to a harmonious work environment for employees and guests. All Diocesan personnel are expected to cooperate with these. It is the responsibility of every member of the Diocesan staff to act in an honest and forthright manner in all workplace concerns, to treat each other with mutual respect and to always conduct oneself in a moral and ethical manner based on the teachings of the Catholic Church.

Some of the actions which violate the standards of conduct policy include, but are not limited to;

- falsification of employee or institutional records;
- unauthorized possession of Diocesan property;
- insubordination;
- possession of weapons on premises;
- sale, possession or use of illegal substances while on the job or on Diocesan property;
- bullying, abuse or harassment in any form directed at supervisors, subordinates, co-workers or those whom we serve.

Supervisory Treatment of Subordinate Employees

Supervisors are expected to treat their employees with dignity and respect and are expected to refrain from:

- reprimanding or criticizing employees in public;
- communicating in a way that can be construed as harassment;
- making unreasonable demands;
- retaliating against a subordinate who reports work related concerns to Human Resources.

Employees have a right to expect their supervisor to:

- listen with courtesy to work concerns;
- communicate clearly their expectations for their work;
- clarify responsibilities, expectations or instructions;
- provide opportunity to seek counsel or advice in connection with their work.

Confidentiality

Employees are not to disclose any confidential matters which come to their attention in the execution of their job duties. Confidential information includes, but is not limited to

- financial information regarding donations/donors;
- personnel and payroll matters involving both lay and religious employees.

Conflict of Interest

Employees must avoid situations and/or activities that create the appearance, actual or perceived, of a conflict of interest. Accepting gifts may present potential conflicts of interest. When in doubt, employees should discuss the concern with their supervisor, department head or human resources. Personal gifts of cash are never to be accepted from anyone with whom the Diocese does business with or will do.

Solicitation and Fundraising

Actively soliciting funds by employees during work hours is generally not allowed. Employees may actively solicit funds, with the approval of their supervisor, before and after work or during lunch or break time for church related activities.

Smoking

The Catholic Pastoral Center is a smoke free facility. Smokers must go outside to smoke and should only do so during regular scheduled breaks and lunch periods.

Alcohol and Other Drugs

Being under the influence of illegal substances, alcohol or other intoxicants while working is strictly prohibited. Violation of this policy may result in immediate suspension and possible dismissal.

The Diocese of Savannah recognizes that alcohol and/or drug dependency is an illness requiring appropriate intervention and treatment. When an employee comes forward or is suspected of this type of dependence, a pastoral approach shall ordinarily be used, i.e., conferences and treatment shall have priority. This approach includes, but is not limited to:

- evaluation by substance abuse professionals, as requested by the CPC;
- application of Sick Day and Family/Medical Leave policies.

Personal Property

The Diocese of Savannah is not responsible for personal property brought by employees to the office. Damage or loss of this property is the sole responsibility of the employee.

Mail

Personal correspondence may not be mailed by Diocesan paid postage.

Telephones

Telephones are primarily for Diocesan business. Personal telephone calls should be limited to an occasional brief call. The use of personal cell phones during business hours should be limited to break and lunch periods. Employees using personal cell phones for business must be aware that all communications are the property of the Diocese.

Computers and Computer Software

Computers (including personal computers and other electronic devices), all information stored on computer files, telephones (including cellular phones, voice mail, and pagers), the electronic mail (e-mail) system, and all computer software provided to employees are Diocesan property. They are intended to be used only for Diocesan work. Use of another employee's password for computer access is prohibited.

All software installed on Diocesan computers is owned and licensed and may not be copied other than for normal backups. Installation of unauthorized software on Diocesan computers is prohibited.

The Diocese prohibits the use of computers, phones and e-mails that are disruptive, offensive to others or harmful to morale. For example, the display of sexually explicit images, cartoons, and messages is not allowed. Ethnic slurs, racial comments, off color jokes or anything that may be construed as harassment or showing disrespect for others will not be tolerated.

All information including e-mails and other correspondence on the diocesan computer is the property of the Diocese and may be accessed at any time without notifying the employee.

Internet Usage

Internet access is provided to assist employees in obtaining work related data and technology. Each employee will be given a form that explains the Diocese policy on internet usage. A signed acknowledgement of that policy will be placed in the employee's personnel file.

Social Media

The diocesan policy on social media must be acknowledged by all employees. Employees must refrain from posting on social media positions and opinions that conflict with the teachings of the Catholic Church.

Section X – EMPLOYMENT ISSUES

Sexual Harassment

The Diocese of Savannah is committed to maintaining a work environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall be considered harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; OR
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

If any employee believes that he or she has been subjected to conduct which may constitute sexual harassment, that employee should immediately report the offensive conduct to his or her immediate supervisor. If the complaint arises because of the action of the employee's supervisor or manager, the employee should contact the Director of Human Resources, who in turn will advise the employee and consult with the appropriate level of management to resolve the issue.

After an immediate and confidential investigation of the employee's complaint has been concluded, the employee will be advised of the results. Based on finding of reasonable evidence that sexual harassment has occurred, necessary and appropriate disciplinary action will be taken against the offending party.

Retaliation in any form against an employee who exercises his or her right under this section will be strictly prohibited and will be grounds for disciplinary action. Reporting sexual harassment will not affect an employee's future employment, evaluations or work assignments.

All parties involved in a sexual harassment complaint are to maintain confidentiality. Breach of confidentiality by either party will result in further disciplinary action.

Conflict Management

At times conflicts may arise between Diocesan employees. In order to resolve misunderstandings and differences the following procedures will be used:

The conflicting parties should begin by talking to their supervisor or respective supervisor(s); they should assist the employees in their efforts to find a resolution to the conflict. The conflicting parties may request assistance from the Director of Human Resources with the knowledge of the supervisor(s).

Personnel Records

Official personnel files for employees of the CPC will be maintained in the Office of Human Resources. All employees have the right to inspect the contents of their official personnel files, excluding personal or employment references, or other documents exempted by law.

Employees who wish to exercise this right are asked to schedule an appointment with the Director of Human Resources.

Section XI - DISCIPLINE AND DISCHARGE

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

Generally disciplinary problems will be handled through one or more appropriate procedures including, but not limited to:

- verbal warnings;
- written warnings to the employee and made a part of the employee's personnel file;
- disciplinary memos to the employee and made a part of the employee's personnel file;
- suspension and/or;
- termination

Each case will be handled on its own merits and based on the severity of the situation. When a written warning is required it should also include clearly worded steps for remediation. In some cases more than one written warning may be appropriate. These steps would generally precede a suspension or termination.

Discharged employees will be paid for any unused vacation days from the current year and vacation days accrued for the next year, in addition to their regular earnings through their termination date.

Before a suspension or termination the supervisor or department head is required to consult with the Director of Human Resources. In significant cases the advice of the Diocesan attorney may be procured.

Section Xii - OTHER TERMINATIONS

Voluntary Terminations

Employees terminating voluntarily are expected to give at least a two-week notice. Prior to the employee's last day, the Director of Human Resources will schedule an exit interview. Employees terminating voluntarily will be paid for any unused vacation days from the current year, and vacation days accrued for the next year, in addition to their regular earnings through their termination date. Information about other benefit options will be discussed with the employee during the exit interview.

Section XIII - SAFETY AND SECURITY

Safety and Health

The Diocese of Savannah is committed to providing a safe and healthy work environment for its employees. The Diocese will make every effort to comply with federal and state occupational health and safety laws.

In order to provide the safest work environment possible the Diocese asks employees to:

- exercise care and good judgment to prevent accidents and injuries;
- report all injuries, regardless of how minor, to the supervisor;
- report unsafe conditions, equipment or practices to the supervisor;
- use safety precautions and observe safety rules and regulations at all times;
- participate in regular fire and weather preparedness drills;
- employees are asked to leave the building by 6:00 PM during the winter months and no later than 7:00 PM during day light savings time.

Visitors

The Diocese of Savannah has established a process whereby visitors are admitted to the building by the receptionist who ensures the visitor is properly directed; however, security is a shared responsibility. The receptionist will ask the visitor to be seated and wait for the person they are to see to come and meet them. Visitors should not be allowed to roam the building unescorted.

If a visitor to the building appears to have psychological or anger issues, the receptionist or employee who intercepts the visitor should phone another staff person to be present and assist with handling the visitor. Tact, kindness and respect should always be used while making whatever judgments are necessary.

Employees should report all potentially dangerous situations to their supervisor immediately.

Weapons Policy

The Diocese of Savannah prohibits the possession of weapons of any kind by anyone (excluding law enforcement officers) on Diocesan property. This policy applies to all Diocesan employees.

The term "weapon" includes but is not limited to firearms, knives (4"blade or longer) clubs, brass knuckles, explosives and also includes handguns for which a permit to carry has been issued.

If an employee is suspected of violating the Weapons Policy, a law enforcement officer should be called to talk with the employee and, if necessary, conduct a search of the employee's office, car or other diocesan property.

Compliance with the Weapons Policy is a condition of employment. Violations are subject to disciplinary action that may include termination.

Workplace Violence Prevention

The Diocese of Savannah will not tolerate conduct that threatens, intimidates or coerces another employee, student or member of the public at any time.

All threats of actual violence, both direct and indirect, from employees as well as threats by visitors, vendors, solicitors, and other members of the public should be reported immediately to a supervisor or department head. Do not try to intercede. When reporting an incident be as specific as possible.

The Diocese will investigate all reports of threats of violence, actual violence and/or suspicious individuals or activities. The identity of the reporting individual will be protected as much as practical. Anyone determined to be responsible for threats or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

Employee's Name: _____
(Please Print)

By my signature below, I acknowledge that I have received a copy of the Handbook for the Employees of the Diocese of Savannah. I understand that this handbook is intended only as a summary of various policies, procedures and benefits.

I further understand that the contents of this handbook are subject to change. Therefore, I acknowledge that nothing in this handbook is construed as an employment contract, nor is it construed as a guarantee of employment or benefits.

Employee Signature: _____

Date: _____