

# Employee Policy Manual



Catholic Diocese of Arlington

October 1, 2019

**EMPLOYEE POLICY MANUAL  
FOR  
THE DIOCESE OF ARLINGTON**

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## **Foreword**

Except as specifically noted otherwise, the policies outlined in this Policy Manual apply to all lay employees employed by the parishes and parish/diocesan schools of the Diocese of Arlington, as well as the Central Administrative Offices (“CAO”), the office of the Arlington Catholic Herald (ACH), and any other diocesan institution. These diocesan institutions are hereinafter collectively referred to as the “Diocese”. The policies described herein do not apply to members of the religious community such as ordained priests or deacons, or members of Catholic Religious Orders or Communities. The policies also do not apply to Catholic Charities, which has a separate policy manual.

In the event that these policies conflict with written contracts, such as teacher contracts, the written contract will govern over the terms of this Personnel Policies Manual. In areas where the Manual is silent or where it specifically provides that management at the diocesan site may have its own policies, management at each diocesan site should design policies and procedures that are consistent with the letter and spirit of this Manual and that are internally consistent in their application to all covered employees.

This Personnel Policies Manual is intended solely as a general guide to the employment policies of the Diocese and to the benefits available to diocesan employees. The policies in this Manual are not intended to set forth or suggest any express or implied contractual obligations of the Diocese. This Manual cannot anticipate or address all personnel situations. The Diocese retains the right to change any of the provisions of this document, or any of the policies reflected herein, at any time as circumstances may, in the sole judgment of the Diocese, warrant. The employment of any employee not subject to a written contract is not for a set term and is terminable at any time at the will of the Diocese. The decision to terminate any employee or any other matter of discipline shall be a judgment reserved to the Diocese in its sole discretion.

The policies in this Personnel Policies Manual supersede all previous personnel policies and procedures whether published by the parishes, schools, the CAO, or any other diocesan institution covered by this Manual.

The purpose of the work of the employees in the Diocese is to give honor and glory to God whose plan of salvation has, in His mysterious fashion, given them the privilege of a special participation in the life of the Diocese of Arlington and the universal Church.

## **100 EMPLOYMENT POLICIES AND PROGRAMS**

### **101 Diocesan Management**

The Bishop of the Diocese designates individuals to manage the ministries and services of the Diocese in its various organizations and institutions.

The Bishop manages:

- Department Supervisors and Office Directors in the CAO
- Campus Ministers
- Principals of diocesan high schools
- Regional schools
- Diocesan facilities

Pastors and Administrators in parishes are the managers of:

- Parish staff
- Principals of diocesan parish elementary schools
- Campus Ministers who serve on parish staff

The Superintendent of Catholic Schools also manages the Principals of diocesan high schools and parish elementary schools as well as the Directors of preschools.

Principals of Catholic Schools manage school faculty and staff.

Office directors in the CAO manage exempt and non-exempt staff within their offices.

In this Manual, “Diocese” refers to all members of management at parishes and parish/diocesan schools of the Diocese of Arlington, as well as the Central Administrative Offices (“CAO”), the office of the Arlington Catholic Herald (ACH), and any other diocesan institution. “Diocesan site management” refers to members of the management hierarchy with decision-making authority at a diocesan site. “Supervisor” refers only to the immediate supervisor of the employee.

In this Manual, the decision-making authority generally resides with:

- The Pastor of a Parish

- The Pastor and Principal of an Elementary School

- The Pastor and Preschool Director of a preschool that is not associated with an elementary school

- The Principal of a High School

- The Vicar General for the CAO and Arlington Catholic Herald

## **102 Equal Employment Opportunity**

It is the policy and practice of the Diocese to provide equal opportunity to all qualified employees and applicants for employment, as may be required by applicable law, without regard to race, color, sex, national origin, religion, citizenship, age, disability, handicap or other classification protected by law. The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. The Diocese also reserves the right to determine when being Catholic is a bonafide occupational requirement of a position. For example, due to the nature of the job duties, being Catholic is a bonafide occupational requirement for ministry positions, Principals, Assistant Principals, Guidance Counselors, and certain teaching positions, as well as other positions requiring accurate and authentic teaching, communication, or understanding of the Catholic faith.

For Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment. All employees, however, are prohibited from engaging in conduct, either in the workplace or elsewhere, including online, that is inconsistent with the moral and ethical standards of the Roman Catholic Church, which includes but is not limited to idolatry, atheism, non-respect for human life, grave scandal, offenses against chastity and/or the dignity of marriage, and/or teaching/advocating the rejection of official Church laws or doctrines.

Consistent with the foregoing, it is the policy and practice of the Diocese to provide equal employment opportunity in all privileges, terms, and conditions of employment, including but not limited to, compensation, benefits, promotions/demotions, job assignment, training, discipline, and termination. Any incident or situation that is believed to be in violation of this policy must be brought to the immediate attention of management for investigation and corrective action, when deemed appropriate. If the situation cannot be resolved through the direct supervisor and/or the concern continues, it may be directed to a higher level of management. There is no requirement, however, to follow any formal chain of command when filing a complaint related to equal employment opportunity. Employees may address complaints at any time with the Office of Human Resources or the EthicsPoint hotline at [www.ethicspoint.com](http://www.ethicspoint.com) or 1-888-293-3718.

### **103 Existing Employee Application for Open Positions**

The Diocese believes in promoting from within, when and where appropriate. To keep current employees informed of appropriate job opportunities, openings at the CAO are generally posted on the diocesan web site as well as the CAO intranet. Diocesan site-management has the discretion to determine the most appropriate manner for making its openings known. The Diocese reserves the right to administratively appoint an employee to an open position without posting or interviewing for the position.

We strive to select the most suitable candidate based on the candidate's ability to meet the requirements of the job, with consideration being given to such factors as pertinent knowledge, skills, abilities, experience and/or relevant education, the work performance record, including attendance and punctuality, and the potential to perform work of a greater responsibility. Seniority may be taken into consideration. The ultimate goal is to fill the position with the most suited candidate for the position and in a manner that is consistent with the commitment to equal employment opportunity. The Diocese, therefore, reserves the right to recruit and hire outside of the Diocese to attract the most suitable candidates. The Diocese may advertise for, pursue, and interview candidates from outside of the Diocese simultaneously with internal candidates.

To be eligible to apply for an open position, an employee must meet the minimum hiring requirements for the position, be qualified to perform the essential functions of the job, with or without reasonable accommodation, be an employee in good standing in terms of the overall work record, and generally have been in his/her current position for a minimum of six months.

An employee is not required to notify his/her supervisor when submitting an application for an open position. However, if the employee becomes a finalist for the position, the employee's supervisor will be notified prior to completion of the application process for, among other things, a recommendation.

## **104 Employment Referrals**

The Diocese knows that our employees know us best and are, therefore, our best spokespeople. Employees understand the skills needed for our positions and are also likely to have friends with similar jobs or skills. An employee who can easily explain our work culture to a potential applicant helps the candidate gain a realistic view of what to expect should he/she be employed by the Diocese. Candidates who know what to expect are more apt to be satisfied with their employment decision and will likely have longer tenure. In addition, a new employee who has been referred by a friend knows on day one that he/she has an advocate in our organization. The Diocese is grateful for our employees' efforts in helping to find ideal candidates.



## 105 Employment of Relatives

Generally, members of an employee's immediate family will not be considered for employment at the same diocesan site as their immediate family member. However, the Diocese may on rare occasion permit the employment of qualified relatives as long as such employment does not, in the opinion of the Diocese, create actual or perceived conflicts of interest. For purposes of this policy, "relative" includes: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, nephew/niece, first cousin, guardian, or corresponding in-law or "step" relation or any other relative with whom the employee lives or whom the employee declares as a dependent. Sound business judgment will be exercised in the placement of related employees in accordance with the following guidelines:

- Relatives are permitted to work at the same work-site, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. For example, because all school employees ultimately report to the principal, a relative of a principal is not permitted to work at the same school as the principal, even if the position reports directly to another member of management.
- No relatives are permitted to work in the same department or in any other position in which the Diocese believes an inherent conflict of interest may exist. The only exception to this provision is married coordinators of youth ministry who are peers.
- Co-workers who marry can continue in their current positions so long as they do not have a supervisor/subordinate relationship or do not have a work relationship where one of the employees has control over any aspect of the other employee's work responsibilities. If this situation exists, however, the two involved employees will have to decide which one will resign or accept reassignment within the organization.

The Diocese recognizes that at times, employees and their close friends or "significant others" (including, but not limited to, engaged couples, couples who are dating, and couples who are in long-term relationships) may be assigned to positions that create a co-worker or supervisor-subordinate relationship. The Diocese will, in its discretion, exercise sound judgment with respect to placement of employees in such situations in order to avoid the creation of conflict or the appearance of conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of harassment in the workplace.

## **106 Employment of Minors**

Generally, the Diocese requires that individuals be 18 years of age or older as a condition of employment to work. Effective September 1, 2018, individuals under the age of 18 are prohibited from being employed in rectories or parish offices. On rare occasion (and only after the consideration of the intended job duties, work location, scheduled hours, and perceived maturity), the Diocese may hire an individual who is between 14 and 18 years of age to work outside of a rectory or parish office. In such cases, the minor is prohibited from working without the presence of at least two adults at all times. As dictated by the Virginia Department of Labor, individuals under the age of fourteen are not permitted to work.

In the state of Virginia, there are no employment restrictions, including hours of work, for individuals 16 years of age or older.

Individuals between the ages of 14 and 15, however, are subject to certain employment requirements and restrictions as follows:

### **Child Employment Certificates**

In Virginia, individuals between the ages of 14 and 15 must obtain an employment certificate (work permit) from a public or private high school in order to work.

### **Hours of Work**

#### **Individuals between the ages of 14 and 15 may not work:**

- during school hours unless they are enrolled in a school work-training program
- more than forty hours in any one week when school is not in session
- more than eighteen hours in any one week when school is in session.
- more than eight hours in any one day when school is not in session.
- more than three hours in any one day when school is in session.
- before 7 a.m. or after 7 p.m., except that from June 1 through Labor Day, the teenager may work until 9 p.m.
- more than five hours of continuous work without a 30 minute rest or meal period

Note: According to 16 VAC 15-40-10, "school hours" means those periods when the school attended by the minor is in regular session, and does not include hours before and after school, Saturdays and Sundays, holidays, or school vacations, including summer vacations. If the minor does not attend school, "school hours" shall mean the school hours of the school district in which the minor is currently living.

## **107 Requirements for Initial and Continued Employment**

Generally, each job applicant is required to complete the following steps before employment may be approved:

1. complete in full and submit a written application form
2. participate in a personal interview
3. complete any written tests required by state or federal law, or the Diocese, or other diocesan site policy
4. submit to any pre-employment testing (or medical exam after conditional offer of employment) which may be required as a condition of employment
5. complete in full and submit all Diocese of Arlington background check forms

Employment may be conditioned upon favorable reference checks, verification of previous employment, acceptable results of the background check, and acceptable results on a physical examination and drug testing. These tests will be conducted after a conditional offer of employment. The Diocese complies with the requirements of the Fair Credit Reporting Act.

Individuals offered employment are provided with the requirements for passing the initial background check and are required to certify that they meet such requirements. Generally, employment may not begin without receipt of the background check results and approval from the Office of Child Protection and Safety. On occasion, the Office of Child Protection and Safety may allow employment to begin prior to the receipt of all background check results. If results are received after an individual has been hired and prove that the individual does not comply with the requirements, the employee will be subject to appropriate action, up to and including termination from employment. Background check updates are performed on active employees on a routine basis. If updated results reflect that the employee no longer meets requirements, the employee will be subject to appropriate action, up to and including termination of employment.

The Diocese is committed to complying with the requirements for hire as set forth by the Immigration Reform and Control Act of 1986. As such, only qualified individuals who are authorized and eligible to work in the United States will be hired. Newly hired employees are required by law to submit within three days of hire specific, original documents (as stipulated by the Department of Homeland Security) verifying their identity and legal right to work in the United States and to complete the DHS Form I-9. Employees who fail to provide the required documents within the three-day time period will be disqualified from further employment. Any employee whose work authorization is subject to expiration is required to renew the work authorization documents before they expire and complete a new Form I-9 in order to maintain employment.

Any prospective employee found to have provided any false information either verbally or on applications, tests, or a physical examination will be automatically disqualified from being hired. If falsification is discovered after an individual has been hired, the employee will be subject to appropriate discipline, up to and including immediate termination from employment.

All employees regardless of duties are required to read and comply with the Diocese of Arlington "Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse." Additional obligations relating to this policy are reflected in the Standards of Conduct and Corrective Action section of this Manual.

Only the Bishop, the Vicar General, the Pastor/Administrator of a Parish, the Superintendent of Catholic Schools, the Principal of a diocesan High School, or the Director of Human Resources has the authority to enter into any agreement with any employee for employment for any specified period or to make any arrangement contrary to any other provision of this Manual. No other supervisor, manager, or director has this authority.

Any employment agreement shall not be enforceable unless it is on an approved form and signed by a person in one of the authorized positions stated above.

## **108 Rehires**

The Diocese permits the re-employment of a qualified individual when business needs dictate and:

- the former employee was previously laid off and possessed a satisfactory work performance record; or
- the former employee voluntarily resigned with proper notice and possessed a satisfactory work performance record.

### **Required Steps for Employment of Rehires**

Other than the exclusion of completing and submitting the diocesan background check forms, individuals considered for rehire within six months of prior diocesan employment are required to complete all steps required of new hires as outlined under “Requirements for Initial and Continued Employment”. Individuals considered for rehire after six months of prior diocesan employment are required to complete all steps required of new hires as outlined under “Requirements for Initial and Continued Employment”, including all diocesan background check forms.

### **Seniority for Leave and Service Award Purposes**

Individuals rehired within one year of prior diocesan employment receive credit for their previous service. Such credit is applied in determining the appropriate level of leave accrual as well as service recognition.

Individuals rehired one year or more after the end of their prior diocesan employment do not receive credit for their previous service and are, therefore, treated as new hires for purposes of leave accrual and service recognition.

### **Seniority for Group Insurance Benefit Purposes**

Rehired individuals, regardless of the length of absence, do not maintain their original seniority date for the purpose of health and welfare insurance benefits, and are, therefore, subject to the same eligibility and enrollment requirements as new hires.

### **Impact of Rehire on Continuation of Pension Payments and Benefits**

Individuals receiving pension payments who are rehired and regularly scheduled to work fewer than 20 hours per week, may continue to receive pension payments. Pension payments cease, however, for individuals who are rehired and working 20 hours or greater per week. Pension benefits for these individuals are recalculated and paid based on the date they cease working or reduce their regularly scheduled hours to fewer than 20 hours per week.

The right to a benefit under the Pension Plan depends on the employee’s length of service, otherwise known as “vesting”. Service generally includes the entire period of continuous eligible employment. Vesting is impacted by changes in employment status, changes in hours worked, and breaks in service. See the Retirement Plan section for details.

### **109 Introductory Evaluation Period**

Generally, the first 90 days of employment is considered an introductory evaluation period. The evaluation period is a “get acquainted” time. It allows an employee to learn about his/her new job, while the Diocese learns more about the employee’s knowledge, skills, abilities, and interests. At the conclusion of this period, if the Diocese believes that continued employment is not within the best interest of the Diocese, the employee may be asked to resign or be terminated without notice. This provision does not alter the employment at-will relationship that exists between the employee and the Diocese. The Diocese and employee retain the right to end the employment relationship at any time, for any reason, with or without cause or notice.

### **110 Employment at Multiple Diocesan Sites**

An employee, exempt or non-exempt, who is employed at one diocesan site, must first receive the approval of his or her supervisor before applying for simultaneous employment at a second diocesan site. Generally, working at multiple diocesan sites is disfavored and therefore, rarely approved. If approved by the current supervisor, the hiring manager at the second site must receive the approval of the Director of Human Resources before offering to hire the employee, as key decisions must be made regarding a variety of topics, including appropriate exemption status, overtime eligibility and calculation, benefit eligibility, etc. Under no circumstances may a non-exempt employee be hired for work that regularly requires more than a combined total of 40 hours per week at two or more sites.

## **111 Outside Employment**

The Diocese reserves the right, in its discretion, to determine whether outside employment interferes and/or is inconsistent with the job responsibilities of an employee. Among the reasons that outside employment may be found to be inconsistent or in interference with job responsibilities (and subject to disapproval by the employee's supervisor and/or the Vicar General) are the following:

1. The nature, extent, or scheduling of the outside employment is likely to interfere with the employee's ability to provide effective service to the Diocese on a regular basis; or
2. The nature, character, or activity of the outside employer, or of its customers, clients, associates, or affiliates, presents or is likely to present or create a conflict of interest (or the appearance of a conflict of interest) with the employee's position and duties at the Diocese; or
3. The nature, character or activity of the outside employment is antithetical to the belief structure and/or teachings of the Catholic Church.

Any employee who believes his/her outside employment may raise these outside employment issues must discuss the outside employment with his/her supervisor and/or diocesan site management and receive approval before beginning or continuing such outside employment.



## 112 Telecommuting

Telecommuting is defined as a work arrangement that allows an employee to work at home, on the road, or from a satellite location for all or part of the workweek. It may be an informal arrangement, such as working from home for a short-term project or a more formal arrangement to work at an alternative site on a routine basis. Because each diocesan job requires direct interaction with other people, including but not limited to, interaction with other employees, students, parishioners, clergy, and/or the public, telecommuting arrangements are strongly disfavored and rarely approved. Telecommuting, however, is a voluntary work alternative that may, on occasion, be appropriate for some positions and employees. Telecommuting is not an entitlement; is not a diocesan-wide benefit; and in no way changes the terms and conditions of employment.

All informal and formal telecommuting arrangements are made on a case-by-case basis, focusing primarily on the needs and resources of the Diocese. Formal telecommuting requests for employees of the CAO must be reviewed and approved in advance by the respective Director and Human Resources. Diocesan site management has the discretion to allow telecommuting arrangements as it deems appropriate. In reviewing the suitability of a telecommuting arrangement, particular attention will be given to:

1. employee performance
2. nature of the job responsibilities
3. equipment needs
4. infrastructure requirements and/or limitations
5. tax and other legal implications
6. methods for productivity measurement
7. work distribution guidelines

All telecommuting arrangements will be made on a trial basis and may be discontinued at any time at the request of the employee or the Diocese. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare, and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

Employees approved for telecommuting are required to establish an appropriate work environment at the location where the work will be performed and may be responsible for the associated costs related to telecommuting equipment, supplies, and/or telecommunications access. Telecommunication and other technology arrangements must be reviewed in advance by the IT Department or equivalent role at a diocesan site.

Employees with small children who work from home may be asked to provide proof of child-care arrangements.

Telecommuting employees are generally covered by Workers' Compensation if injured in the course of performing official duties at the location where the work will be performed. However, telecommuting employees are liable for any injuries sustained by visitors to their work-site.

Consistent with the expectations of information asset security for employees working from a diocesan site, telecommuting employees are expected to ensure the protection of confidential and sensitive information accessible from the work-site.

### **113 Requests for ADA Reasonable Accommodation**

The Diocese complies in all respects with the Americans with Disabilities Act (“ADA”) and applicable state and local laws providing legal protection to:

- individuals with disabilities who can perform the essential functions of the job, with or without reasonable accommodation
- individuals with perceived disabilities who can perform the essential functions of the job
- individuals who have an association with an individual with a disability, who can perform the essential functions of the job

Reasonable accommodation will be provided in accordance with these laws to qualified individuals who have made their need for accommodations known, and where such accommodation does not constitute an undue business hardship.

It is the policy of the Diocese to, without limitation:

1. ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment
2. request medical examinations, such as medical opinions or fitness-for-duty exams,
  - A. to applicants only after a conditional offer of employment has been extended, and
  - B. to employees only when justified by business necessity
3. keep all medical-related information confidential in accordance with the requirements of the ADA and the Health Insurance Portability and Accountability Act
4. provide qualified employees with reasonable accommodation of essential job functions, except where such an accommodation would create an undue hardship.

A qualified employee with a disability who believes that reasonable accommodation is necessary in order to perform the essential functions of the job should contact his/her supervisor to begin the consideration process. The request is the first step in an informal, interactive process between the employee and his/her supervisor. The purpose of the process is to clarify what the employee needs and identify appropriate reasonable accommodation. Questions may be asked concerning the nature of the disability and functional limitations as well as the problems posed by the workplace. Employees will be encouraged to make suggestions for possible accommodation. The Diocese reserves the right to request reasonable documentation of a disability and functional limitations from appropriate healthcare or rehabilitation professionals.

The supervisor and appropriate management representatives identified as having a need to know, including Human Resources, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

## **114 Maintenance and Access of Personnel Information and Files**

In order to ensure that all employment records are accurate and current, allowing proper administration of pay and employment benefits, employees must notify their supervisor and the Human Resources Office promptly (as soon as possible, but no later than 30 days from the date of change) of any changes of name, home address, telephone number(s), marital status, dependents, beneficiary designations, and emergency contact information. Changes in these categories may affect income tax and/or benefit status.

Employees are responsible for notifying the Employee Benefits Office of the need for benefit continuation and/or conversion rights in the event of a divorce, legal separation, addition of a dependent, or a dependent ceasing to be eligible for coverage. All changes must be submitted in writing, signed and dated by the employee. In addition, changes affecting benefits must be dated and received by the Employee Benefits Office no later than 30 days from the date of such changes.

The diocesan sites maintain personnel files on each employee. These files contain documentation regarding all aspects of the employee's tenure, including performance appraisals, change of status, pay and job records, tax forms, and counseling notices. The personnel file is the sole property of the Diocese. However, upon receiving a proper written request from a current employee, the supervisor or designated Human Resources representative will provide the employee with an opportunity to review his/her personnel file in the presence of a Human Resource or equivalent representative during normal business hours. Employees are not permitted to remove or copy any item in their personnel files.

## **115 Position Descriptions**

The Diocese encourages, but does not require, every work location to develop position descriptions for its employees. Position descriptions aid in recruitment, staffing, wage and salary administration and training. Position descriptions also help employees and their supervisors communicate job responsibilities and expectations.

It is normal for position descriptions to evolve. Thus, a job task may become part of an employee's responsibilities before it is formally added to the written position description. Also, from time to time, employees may be asked to perform duties and handle responsibilities that are not part of their normal job. If, over the months, the new duties and responsibilities remain a significant part of the position, the position description may be changed.

## 116 Termination of Employment

Except where dictated otherwise by contract, all employment relationships with the Diocese are on an at-will basis. The Diocese hopes that its relationships with employees will be long-term and mutually rewarding. However, non-contracted employees and the Diocese reserve the right to terminate the employment relationship at any time, with or without cause or notice.

Non-contracted employees wishing to voluntarily terminate employment are strongly encouraged to notify their supervisor at least two weeks before the intended effective date. Such notice must be provided in writing. Failure to do so may prohibit the individual from future consideration for re-employment. The Diocese reserves the right, however, to accept an employee's resignation immediately after it is given, or at some point prior to the intended effective date. The Diocese is not obligated to continue a non-contracted employee's compensation beyond the final day of work, regardless of the employee's intended final day of work.

If a contracted employee resigns before completing the contracted term or otherwise fails or refuses without valid justification to perform the duties of his/her position under the contract, he/she can be held liable for any actual and/or consequential damages, as well as any costs or expenses, including reasonable attorney fees from the date of the breach in contract. In the event that the employment of a contracted employee is terminated early, a reconciliation of the employee's compensation is performed in order to determine the amount of payment that is due to, or from, the exiting employee.

The Diocese encourages employees voluntarily separating from employment to participate in an exit interview. The interview allows employees an opportunity to discuss their work-related experiences, to ensure that all necessary forms are completed, to obtain or provide information related to final pay and benefits, and to collect all diocesan property in the employees' possession. Interviews are generally conducted by the direct supervisor or by the Human Resources Office. Regardless of the reason for separation or timing of the exit interview, employees must return all diocesan property in their control on or before their last day of employment.

Except where otherwise required by federal or state law, final paychecks for regular wages are issued in accordance with the regularly scheduled pay date calendar. Commission eligible employees who terminate employment are paid for commissions earned (pursuant to the commission policy) through the final day of the termination month. In order to receive accrued bonus monies, employees must work and complete the entire bonus measurement period and be active on the date of final payout. Final incentive payments, bonus and commission, are issued on the next regularly scheduled incentive pay date.

Medical, dental, vision, and life insurance coverage ends on the last day of the month of termination. Unless otherwise requested in writing, 403(b) contributions continue to be deducted from all remaining paychecks. See the "Benefits" section for greater details, including the availability of continuation of medical insurance coverage.

Employees are not paid for accrued but unused sick leave at the time of termination. Generally, annual leave is paid bi-weekly until it is exhausted. See the "Annual Leave" section for greater details.

## 200 COMPENSATION POLICIES

### 201 Definitions and Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and benefits, individuals are classified as follows:

#### BY CLERICAL/LAY STATUS:

**Clerics and Religious:** Individuals who are 1) diocesan priests, or 2) seminarians who have been ordained transitional deacons, or 3) members of religious communities who work for a diocesan entity and whose service and ministry are provided in agreement with their communities.

**Seminarians:** Individuals who have not been ordained as transitional deacons and are considered student interns for the purpose of employment definition.

**Lay Employees:** Employees who are not ordained and who are not members of religious communities. Permanent deacons may be considered lay employees to the extent they provide services which could be provided by non-ordained employees.

#### BY EXEMPTION STATUS UNDER THE FAIR LABOR STANDARDS ACT

All employees are classified as either exempt or non-exempt, as defined by the Fair Labor Standards Act (“FLSA”). The FLSA provides specific tests to determine the appropriate status of a position. The classification of a position as exempt or non-exempt is based upon the salary, job duties, and responsibilities.

**Exempt Employees** are not compensated for working beyond 40 hours in a work-week. Exempt employees are generally paid a weekly salary that, except in limited circumstances, is not adjusted based on the quantity or quality of the work performed.

Executives, professional employees, outside sales representatives, and certain administrative and computer positions are typically exempt. In the Diocese, the following jobs are generally classified as exempt: principals, assistant principals, preschool directors, classroom teachers, school counselors, resource teachers, librarians, directors of admissions, registered nurses, directors of religious education, music directors, choir directors, directors of youth ministry, campus ministry directors, and CAO Office directors.

**Non-exempt Employees** are those who are compensated at the rate of time and one half their regular rate of pay for all hours worked beyond 40 hours in a **work-week**. The FLSA requires that overtime for eligible employees be calculated on a work-week (not a pay period) basis, regardless of the pay schedule. In addition, it strictly prohibits compensatory time off for non-exempt employees.

Most jobs are classified as non-exempt. In the Diocese, the following jobs are generally classified as non-exempt: administrative assistants, bus drivers, caseworkers, data entry clerks, musicians, security guards, receptionists, housekeepers, bookkeepers, secretaries, licensed practical nurses, child care providers, classroom aides, custodians/janitors, development office personnel, finance office personnel, and cooks/cafeteria personnel.

#### BY WORK LOCATION AND WORK SCHEDULE, MANAGEMENT CONTROL and CONTRACT

A **diocesan site** is defined as:

the CAO and Arlington Catholic Herald, or

a diocesan High School, or

a Parish without an affiliated elementary school, or

a Parish **and** its affiliated elementary school

**Regular, Full-Time Employees** are regularly scheduled to work at least 30 hours per week at one or more diocesan sites.

**Regular, Part-Time Employees** are regularly scheduled to work 20 or more, but less than 30 hours per week at one or more diocesan sites.

**Limited, Part-Time Employees** are regularly scheduled to work less than 20 hours per week at one or more diocesan sites.

**10 Month Employees** are regularly scheduled to work for 10 consecutive months of the calendar year. These positions are generally found in our Catholic Schools.

**12 Month Employees** are regularly scheduled to work for the entire calendar year.

**Temporary Employees** are hired to work for a finite period of time, not to exceed three months, on either a full or part-time schedule. This includes, but is not limited to, participants in a student internship program.

**Seasonal Employees** are hired to work for a specified season, not to exceed three months, on either a full or part-time schedule. This includes, but is not limited to, school coaches who only work during the season of the sport for which they coach.

**On-Call Employees** work irregular schedules on an as-needed basis.

**Non-Contracted Employees** do not have a written contract. Their employment is not for a set term and is terminable at any time at the will of the Diocese or the employee. Most jobs in the Diocese fall into this classification.

**Contracted Employees** have a written contract that specifies a set term of employment and is only terminable as defined in the contract. In the Diocese, contracts are generally only executed with professional educators such as principals, assistant principals, pre-school directors, guidance counselors, teachers, pre-school teachers, and librarians.

**Independent Contractors** are contracted to perform specific and specialized services, of which the manner and means of performance is not subject to management control. Independent contractors are not employees of the Diocese.

**Employment Agency Workers** are individuals whose services are obtained through an employment agency for a contracted rate. These individuals are not employees of the Diocese.

**Spouse** – The Diocese only recognizes marriages between a man and a woman for health-related benefits.

## **202 Hours of Work**

The official payroll week for all employees begins on Saturday and ends on Friday. Generally, a regular work-day for full-time employees is eight hours. For most employees at the CAO, the regular work-week runs from 8:30am to 4:30pm, Monday through Friday. The hours of the regular work-week at other diocesan sites are determined by diocesan site management. The work schedule of each employee, exempt or non-exempt, however, is subject to the discretion of the direct supervisor. Supervisors may alter work schedules in accordance with varying business needs.

Employees, exempt and non-exempt, are expected to be at work, on time, in accordance with the standard work schedule, unless arrangements have been made in advance with the direct supervisor to use paid leave or work an alternate work schedule. Non-exempt employees are not to begin work before the scheduled start time, stop work before the scheduled end time, or deviate from the schedule in any other manner without the express and advance permission of the direct supervisor.

Except in the case of an emergency, an employee, exempt or non-exempt, who must be absent on a scheduled work-day is expected to notify the direct supervisor as soon as the need for absence is known, but no later than ½ hour in advance of the scheduled starting time and provide a reason for the absence. If an employee is unable to report to work on time, he/she is expected to notify the direct supervisor as soon as possible, but no later than the scheduled starting time and provide an expected time for arrival to work. If an employee needs to be absent during work hours, he/she must notify his/her supervisor of his/her departure time and expected time of return.

The normal work-week for regular, full-time, exempt employees consists of 30 to 40 hours per week or the number of hours it takes to accomplish the job. As with non-exempt staff, the schedule of hours for exempt employees is determined by the needs of the department to which the employee is assigned. From time to time, exempt employees may be required to work hours in excess of a normal work-day or work-week. In such situations, leave, time-off, and/or compensatory time is not earned or required.



### **203 Meal and Break Periods**

All CAO full-time employees may take a paid 30-minute meal break each day. The meal break policy at sites outside of the CAO is determined by diocesan site management.

In order to meet business needs, the scheduling of meal breaks is subject to the discretion of management. Meal breaks are not to be used to offset start and stop times, and thus are not to be used at the beginning or end of the work day. Those who wish to attend daily Mass, may use their meal break to do so. In such cases, however, an additional lunch period (paid or unpaid) is not provided.

Unscheduled breaks, especially those outside of the office, can interfere with the ability to meet business needs. As such, employees are expected to make every effort to conduct personal business during their official meal break. Personal business, which should be conducted during meal breaks, includes but is not limited to, personal phone calls, cell phone usage, and smoking.

## **204 Recording Work Hours**

In order to ensure the proper calculation and timeliness of pay, non-exempt employees are required to record the actual start time and stop time as well as any absences and non-paid breaks on a daily basis on the official time and attendance document/system required by the diocesan site.

Generally, exempt employees are not required to record time worked; however, to ensure the proper tracking of leave balances, exempt employees are required to record and report absences, regardless of length. While exempt employees are generally not paid based on hours worked, diocesan site management reserves the right to require exempt employees to record time worked (in addition to absences) in whatever manner it deems appropriate.

The official time and attendance document/system must be reviewed and approved by the employee and the direct supervisor at the end of each pay-period. Actual as well as electronic signatures and emails are considered valid forms of approval. Both the employee and direct supervisor will be notified of any additions, corrections, and/or changes to the time and attendance document/system made after the initial approval of submitted hours.

Employees who fail to complete the time and attendance document/system may be subject to discipline, up to and including termination of employment. Falsification of a time document is strictly prohibited and is grounds for disciplinary action, up to and including termination.

## 205 Overtime

Non-exempt employees qualify for overtime compensation for any work-week in which more than 40 hours of work is performed. In accordance with the Fair Labor Standards Act, hours at multiple diocesan jobs and/or diocesan sites are aggregated for purposes of overtime calculation. Overtime compensation is calculated at one and one-half times the non-exempt employee's regular rate of pay and is applied to the hours worked in excess of 40. The definition of "hours worked" for overtime purposes does not include sick, vacation, holiday, or other non-work hours.

Example:	A non-exempt employee submits a time and attendance document as follows:
Saturday	8 work hours
Monday	8 holiday hours
Tuesday	8 work hours
Wednesday	8 work hours
Thursday	8 work hours
Friday	8 work hours

In the above example, the employee would not qualify for overtime compensation because he/she did not physically work more than 40 hours in the work-week. In this example, the employee would receive 8 holiday hours at the straight-time rate as well as 40 hours at the straight-time rate.

A non-exempt employee must receive authorization from the direct supervisor before performing any overtime work. Working overtime without prior authorization may subject an employee to disciplinary action.

## 206 Travel Time

The Diocese complies with the requirements of the Portal-to-Portal Act in determining compensable travel time for non-exempt employees.

**Commuting** – Employees traveling to and from their homes to work are commuting. This holds true even if the vehicle is provided by the Diocese. Commuting is not working time and is, therefore, not compensable time. This rule applies even if the worksite and/or commuting distance changes every day.

**Travel that's all in a day's work** – The time spent traveling from job site to job site during the work day is working time and is, therefore, compensable.

**Special one-day assignments** (i.e. An employee regularly works at one location and has a special assignment in another location **and** returns home the same day.) – Other than the time that would have normally been spent commuting to the regular workplace, the time spent traveling to and from the assignment is compensable time. In other words, compensable time is calculated by subtracting the time that normally would have been spent commuting to the regular workplace from the total time (commuting time plus work time).

**Travel away from home overnight** - This travel is working time, and thus compensable, when it cuts across an employee's regular workday. It is also working time if the employee travels corresponding hours on a non-workday. For example, if an employee's normal workday is 8:30am to 4:30pm, any travel that occurs between the hours of 8:30am and 4:30pm, regardless of the day of the week, is compensable time. Time spent traveling outside of the employee's regular workday is not working time. In this example, time spent traveling before 8:30am or after 4:30pm is not work time.

## **207 Compensation for Lectures, Meetings, and Training Programs**

Attendance at lectures, meetings, training programs and similar activities is not counted as working time for non-exempt employees when all of the following criteria are met:

1. attendance is outside of the employee's regular working hours;
2. attendance is voluntary;
3. the course, lecture, or meeting is not directly related to the employee's job; and
4. the employee does not perform any productive work during such attendance.

Involuntary attendance at lectures, meetings, training programs and similar activities is counted as working time for non-exempt employees. Attendance is "involuntary" if it is required and/or if the employee is led to believe that the present working conditions or the continuance of employment would be adversely affected by the non-attendance. Since Virtus Training is a condition of employment for all employees, Virtus Training is compensable time for non-exempt employees.

## 208 Pay Practices

All employees are paid on a bi-weekly basis. All non-contracted employees as well as those employees with non-deferred contracts are paid for the prior two weeks of work on the Friday following the close of the pay period. Employees with deferred contracts are paid their contracted rate on the Friday following the close of the pay period. If a scheduled payday falls on a bank holiday, payment will normally be paid on the day preceding the holiday.

All required deductions, such as for federal, state, and local taxes, court-ordered garnishments, and all authorized voluntary deductions are automatically withheld from employee paychecks.

Non-exempt employees are paid for actual hours worked, diocesan-observed Holy days and holidays for which they qualify, and any absences for which leave is appropriate and available. A non-exempt employee who exhausts all of his/her accrued paid leave will not be paid for any hours of leave taken in excess of his/her leave balance.

Generally, exempt employees are paid their weekly salary for any week in which work is performed. An exempt employee who exhausts all of his/her accrued paid leave will not be paid for any full day absence taken in excess of his/her total accrued leave. Under no circumstances will any exempt employee have unpaid leave hours deducted from his/her paycheck in less than full day increments. The value of a full day absence for non-contracted, exempt employees as well as exempt employees with non-deferred contracts is calculated by dividing the weekly salary by the number of days that the employee is regularly scheduled to work. The value of a full day absence for exempt employees with deferred contracts is calculated by dividing the annual contracted rate by the number of contracted days.

The Arlington Catholic Schools observe an extended break during the Christmas and Easter seasons. Non-contracted, non-exempt school employees only receive pay for the diocesan-observed Holy Days / holidays that fall within these breaks. During breaks that encompass an entire work-week (and no work is performed), non-contracted, exempt school employees only receive pay for the diocesan-observed Holy Days / holidays that fall within such work-weeks. Contracted employees are paid in accordance with their contracts.

From time to time, the Arlington Catholic Schools will have planned school closures or early dismissals, unrelated to diocesan-observed Holy Days or holidays. Contracted school employees are paid for such time in accordance with their contracts. Non-contracted, non-exempt employees are not paid for such non-work time.

Non-contracted employees scheduled to work less than 12 months per year are paid over the months during which they work. The IRS does not allow for elective deferred compensation payment arrangements for these employees. In other words, these employees are not allowed to receive their payments over a 12 month period.

While contracted professional education personnel generally work less than 12 months per year, the IRS allows for payment over a 12 month period in certain circumstances. Most contracts issued by the Office of Catholic Schools stipulate payment in this fashion.

Except in unusual **and** approved circumstances, exempt and non-exempt employees may not have leave balances that are less than zero. Generally, those with negative leave balances will not be granted further paid leave until the leave balance supports such payment. In addition, the Diocese deducts negative leave balances from employees' remaining paychecks following notification of termination.

All employees are offered the opportunity to receive pay by direct deposit. There is no charge for this benefit. All employees are provided access to their pay statements and other critical payroll information via: a secure internet site that is available 24 hours a day, 7 days a week.

While the Diocese complies with the various laws governing payment of wages, including, but not limited to, the proper deduction of wages, all employees are encouraged to review their paychecks each payday and to immediately advise their direct supervisor of any pay-related errors or concerns, including, but not limited to:

- exemption status
- calculation and/or payment of overtime
- reduction in salary
- deduction and/or tax withholdings
- compensable time

All pay-related errors and concerns will be taken seriously and will be promptly investigated. Verified errors will be resolved as quickly as possible, but no later than two pay-periods, from the identification of the problem. The Diocese prohibits any form of retaliation against any employee for filing a pay-related concern or for assisting in a related investigation.

In the event that the employment of an employee with a deferred contract is terminated early for any reason, a reconciliation of the employee's compensation will be performed in order to determine the amount of payment that is due to, or from, the exiting employee. The reconciliation is performed by multiplying the exiting employee's contracted daily rate by the number of contracted days actually worked and comparing the value to the wages actually paid to the employee for the same time period. (For reconciliation purposes, paid sick and annual leave are considered days "worked".)

Terminating employees receive their final paycheck(s) in accordance with the regular paycheck schedule.

## **209 Expense Reimbursement**

Diocesan employees are expected to receive approval from their direct supervisor in advance of incurring an expense that will be submitted for reimbursement. All expenses require proper receipts to be considered for reimbursement. The Diocese reserves the right to deny reimbursement of non-approved expenses. Terminating employees must submit all expenses for reimbursement to their direct supervisor within one week of their termination.



## **210 Salary**

An employee who is being hired by use of a written contract will have his/her salary agreement specified within the contract document.

All other employees, part-time or full-time, exempt or non-exempt, will generally have the opportunity to discuss salary when being interviewed for the position. However, final approval of any salary for any employee must be approved by an individual in one of the following positions, depending upon the job for which the employee is hired: the Bishop, the Vicar General, the Pastor/Administrator of the Parish, the Superintendent of Catholic Schools, the Principal of a diocesan High School, or the Director of Human Resources. In reaching a decision on appropriate salaries for individual employees, those with salary authority will take into account appropriate fiscal considerations, as well as the compensation structure, and any other specific needs or special circumstances involved in a particular position to be filled.

Salaries of CAO and Arlington Catholic Herald employees may be adjusted from time to time consistent with the terms of the CAO's compensation and performance appraisal program. Diocesan site management outside of the CAO and Arlington Catholic Herald has discretion to set the structure and timetable for its compensation and performance appraisal program for non-contracted employees.

## **211 Performance Evaluations**

The Diocese believes that employees perform to the best of their abilities when they receive feedback regarding their performance, suggestions for improvement when necessary, and opportunities to discuss job-related concerns and set career goals. Consistent with this belief, management and employees are encouraged to discuss performance expectations, results, and concerns on an ongoing basis.

The Diocese endeavors to conduct employee performance evaluations on an annual basis. The frequency and format of the evaluations may vary by position, business cycles, and diocesan site. Performance evaluations will be based primarily on overall employee performance in relation to the knowledge, skills, and abilities required for the position as well as conduct, and record of attendance and tardiness.

Although there are no guaranteed or automatic compensation increases, performance evaluations are taken into consideration when compensation decisions for the next year are made.

## **212 Incentive Programs**

Employees in specific sales-related positions may be eligible for commission payments in addition to their base pay. Commission programs and payment schedules vary by position, department, and diocesan site. Unless the commission program specifies otherwise, commission eligible employees who terminate employment are paid for commissions earned (pursuant to the commission policy) through the final day of the termination month. Final commission payments are paid in accordance with the regular commission pay schedule.

Employees in specific positions may be eligible for bonus payments in addition to their base pay. Bonus programs and payment schedules also vary by position, department, and diocesan site. Unless the bonus program specifies otherwise, bonus eligible employees must work the entire measurement period and be active on the date of payout in order to receive any bonus monies.

Generally, commission and bonus payments are defined by the IRS as supplemental wages and are, therefore, taxed at the required federal and state supplemental tax rate.

## 213 Employee Volunteers

In accordance with the Fair Labor Standards Act, a non-exempt employee will be considered a volunteer if the individual:

1. performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered;
2. offers services freely and without pressure or coercion; and
3. is not otherwise employed by the Diocese to perform the same type of services as those for which the individual proposes to volunteer.

Non-exempt employees who volunteer their time at diocesan-sponsored events will be compensated for their time spent volunteering during their normal working hours, regardless of the nature of the work. In addition, non-exempt employees will receive compensation for any time spent performing work that is similar to their normal duties, even if those activities occur during non-working hours. No compensation will be made when the volunteer activities occur after regular working hours **and** are not similar to the employee's normal duties.

## **300 TIME-OFF BENEFITS**

### **301 Annual Leave**

Because the Diocese recognizes the importance of time off for rest, recreation, and personal activities, annual (vacation) leave is provided to regular, 12 month employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site. Employees classified as temporary, on-call, or seasonal, as well as those who regularly work fewer than 20 hours per week and/or do not report to work 12 months per year (includes, but is not limited to, teachers, teacher's aides, and cafeteria staff) are not eligible for annual leave.

Eligibility and accrual calculation for annual leave is determined separately based upon the employee's routine work schedule at each diocesan site. While hours at multiple diocesan jobs and sites are aggregated for purposes of overtime compensation and benefit eligibility, they are not combined for purposes of leave eligibility or accrual calculation. For example, an employee who works a regular schedule of 30 hours per week at one site and an additional 10 hours per week at another site is eligible for annual leave at the first site, but not the second. In addition, in this example, the employee's leave accrual would be based only on the 30 hours per week.

Heads of Schools, Secondary School Administrators, and 12 month Principals, Assistant Principals, Secondary Guidance Counselors and Preschool Directors receive a set annual grant of leave at the beginning of each new contract year. Those who are hired after the beginning of the new contract year receive a pro-rated grant of annual leave on their first paycheck. The annual leave year for this group of employees ends on the final paycheck of the contract year. Annual leave for these employees does not carry forward into the next contract year, may not accompany an employee to a new school or other diocesan site, and is not paid out upon completion of the contract.

All other eligible employees accrue annual leave on a bi-weekly basis, based upon their length of eligible diocesan service and actual paid hours. Eligible diocesan service is calculated based upon the date in which the employee became a regular, 12 month employee working a routine schedule of 20 or more hours per week. Eligible diocesan service is impacted by breaks in employment (see Rehire – Section 108). Employees become eligible for the higher accrual rate with the pay period in which their annual leave service date occurs. Annual leave does not accrue during periods of unpaid leave or receipt of disability/worker's compensation payments. These employees may carry forward a maximum balance of annual leave hours into their new annual leave year. Hours in excess of the allowed carryover are not carried over or paid out.

See Schedule A.

#### **Annual Leave Administration:**

1. Heads of Schools, Secondary School Administrators, and 12 month Principals, Assistant Principals, Secondary Guidance Counselors and Preschool Directors are not charged annual leave for the extended school breaks at Christmas and Easter.
2. Except in the case of an emergency, employees must request annual leave from their direct supervisor in advance. Leave requests are granted based upon work requirements, staffing needs, tenure, and/or leave availability. Whenever possible, annual leave requests will be accommodated. The Diocese, however, retains the right to decline or alter requests at its discretion.
3. Generally, annual leave is not granted during the first 90 days of employment for a newly hired or transferred employee, as this is a time of substantial training.
4. Employees, exempt and non-exempt, may take and record annual leave in quarter-hour increments.
5. Non-exempt employees will not be paid for time taken in excess of their leave balance.

6. Exempt employees will not be paid for full day absences taken in excess of their leave balance.
7. A full day's absence is recorded as the number of hours the employee would have normally been scheduled to work on such day.
8. Payment of annual leave is made at the rate of pay in effect at the time of such payment.
9. Employees may not take annual leave that has not been accrued(earned). In other words, employees may not borrow against future leave.
10. All available leave must be used before leave without pay may be considered or approved.
11. Employees may not have an annual leave balance that is less than zero. If this unusual circumstance occurs, no further leave will be granted or paid until an appropriate leave balance is achieved to support such leave.
12. Negative leave balances will be deducted from an exiting or transferring employee's final paycheck(s).
13. As with all leave (Holiday, Holy Day, Sick, Compassionate, etc.), annual leave is not counted as time worked for overtime computation purposes.
14. No payments will be made in lieu of taking annual leave. In other words, active employees may not "cash out" any portion of their leave balance. Leave must be taken in order to receive payment.
15. Employees may not transfer all or a portion of their unused annual leave to another employee.
16. If a paid Holy Day or holiday falls during an approved leave, the day will be recorded as a Holy Day or holiday, rather than annual leave.
17. To permit fulfillment of civic and religious duties, employees will not be charged annual leave when absent from work for what is generally considered a reasonable amount of time necessary to vote in local, state, or federal elections or to participate in Mass on Holy Days of Obligation.

**Payment of Annual Leave at Termination, Transfer, or Status Change:**

Accrued, unused annual leave is not paid to Heads of Schools, Secondary School Administrators, or 12 month Principals, Assistant Principals, Secondary Guidance Counselors and Preschool Directors who terminate upon the end of the contract year.

Heads of Schools, Secondary School Administrators, and 12 month Principals, Assistant Principals, Secondary Guidance Counselors and Preschool Directors terminating during the contract year for reasons other than gross misconduct (as defined by the Diocesan Office of Human Resources) will receive payment for all accrued, unused annual leave. Generally payments will be made on a bi-weekly basis until the leave is exhausted. Payment of the accrued annual leave until exhausted, however, does not extend employment or benefits.

All other employees terminating employment at any time and for any reason, other than gross misconduct (as defined by the Diocesan Office of Human Resources), will receive payment for all accrued, unused annual leave. Generally, payments will be made on a bi-weekly basis until the leave is exhausted. Payment of the accrued annual leave until exhausted, however, does not extend employment or benefits.

Employees who change employment from one diocesan site to another may not carry over their annual leave balances to their new jobs. If the leave is not taken prior to the transfer, it will be paid (generally, on a bi-weekly basis until exhausted). While employees who transfer may not carry over their annual leave balance to their new jobs, they do retain seniority for purposes of annual leave accrual, provided no break in service occurs. (See Rehire)

Employees who have a change in status rendering them no longer eligible for annual leave will receive payment for all accrued, unused annual leave. Generally, payments will be made on a bi-weekly basis until the leave is exhausted.

Payment of unused annual leave is considered a supplemental payment by the IRS and is, therefore, taxed at the required supplemental federal and state tax rates.

Unless a written request is made to discontinue 403(b) deductions, and the request is received in advance of the payroll deadline, such deductions are taken from all payments, including annual leave payouts at the time of termination, transfer, or status change. Generally, no other benefit-related deductions are made from annual leave payouts.

## 302 Sick Leave

Sick leave is provided to all regular, non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site and all regular, contracted employees who are employed to work a routine combined schedule of 20 or more hours per week at one or more diocesan schools. Employees classified as temporary, on-call, or seasonal as well as those who regularly work fewer than 20 hours per week are not eligible for sick leave.

Eligibility and accrual calculation for sick leave for non-contracted employees is determined separately based upon the employee's routine work schedule at each diocesan site. While hours at multiple diocesan jobs and sites are aggregated for purposes of overtime compensation and benefit eligibility, they are not combined for purposes of leave eligibility or accrual calculation. For example, an employee who works a regular schedule of 30 hours per week at one site and an additional 10 hours per week at another site is eligible for sick leave at the first site, but not the second. In addition, in this example, the employee's leave accrual would be based only on the 30 hours per week.

Eligible school employees receive a set annual grant of sick leave at the beginning of each new sick leave year. The amount and timing of the annual grant for school employees is based on the position and regular work schedule. Eligible school employees who are hired after the beginning of the new sick leave year receive a pro-rated grant of sick leave on their first paycheck.

Eligible non-school employees earn sick leave on a bi-weekly basis based on actual paid hours. Sick leave does not accrue during periods of unpaid leave or receipt of disability/worker's compensation payments.

Eligible employees may carry forward a maximum balance of sick leave hours into their new sick leave year. The sick leave year is based on the position and regular work schedule. Hours in excess of the allowed carryover are not carried forward into the new sick leave year or paid out.

See Schedule B.

An employee is entitled to use accrued sick leave if an actual illness or injury makes it difficult or unwise for him/her to be present at work (including while on short-term disability salary continuation or workers' compensation), he/she must care for an eligible sick family member, or if the employee or his/her eligible family member has a doctor or dentist appointment. For purposes of sick leave entitlement, an eligible family member is defined as follows:

- parents or guardians;
- spouse (see Definitions and Classifications of Employment Section for definition of spouse) and parents thereof;
- dependent children, including foster children
- in the case of approved Family Medical Leave, a child of any age with a serious health condition who is incapable of self-care because of a mental or physical disability.

An employee may also use sick leave for purposes related to the adoption or foster care of a child. Examples include, but are not limited to, the following:

- appointments with adoption agencies, social workers, and attorneys
- court proceedings
- required travel
- any periods of time during which adoptive/foster parents are ordered or required by an agency or by a court to take time off from work to care for the adopted/foster child,



- other activities necessary to allow the adoption or placement to proceed, and
- bonding or caring for an adopted or foster child during the first 12 months of placement.

Employees who work less than 12 months per year do not earn annual leave. On rare occasions, they may find the need to be absent from work to tend to personal matters that **cannot** be handled outside of the work day. In such cases, diocesan site management has the authority to allow the use of accrued sick leave, up to a maximum of two days per school or contract year. Diocesan site management reserves the right to deny requests for use of sick leave for personal matters that can be handled outside of the work day. Except in the case of an emergency, it is expected that the request for use of sick leave for an absence attributed to a personal matter will be made with as much advance notice as possible.

It is expected, that under normal circumstances, employees will only need to use a portion of the sick leave hours credited to him/her during the course of a year. With the exception of absences related to Family and Medical Leave, short-term disability salary continuation, long-term disability, and workers' compensation, an employee may be subject to disciplinary action up to and including termination for excessive absenteeism, regardless of his/her sick leave balance.

### **Sick Leave Administration:**

1. Except in the case of an emergency, an employee who must be absent under the provisions of this policy must notify his/her direct supervisor as soon as the need is known, but no later than ½ hour in advance of the scheduled starting.
2. When scheduling a sick leave eligible appointment, employees are asked to be sensitive to the impact on workplace operations. When possible, employees are encouraged to inquire about the availability of appointments that fall outside of their normal work schedule or at times that will have the least amount of impact on workplace operations. Where feasible, employees are asked to report to work as normally scheduled for any day in which a sick leave eligible appointment is cancelled or a full day of absence is not required.
3. The Diocese reserves the right to request a medical certificate for any absence, regardless of the duration of absence.
4. Employees absent due to their own illness or injury for more than seven consecutive days are required to provide a doctor's release before returning to work.
5. In order to continue to receive sick pay after seven consecutive days of absence, any employee who is absent due to his or her own illness or injury (including employees regularly scheduled to work fewer than 30 hours weekly) must submit a claim under the Diocese's Short-Term Salary Continuation (STD) program on the eighth consecutive day or earlier, and must comply with all subsequent requests for authorization to release medical information.
6. Sick leave may not be used once an employee has been approved for Long-Term Disability.
7. Employees, exempt and non-exempt, may take and record sick leave in quarter-hour increments.
8. Non-exempt employees will not be paid for sick leave taken in excess of their leave balance(s).
9. Exempt employees will not be paid for full day absences in excess of their leave balance(s). Note: the daily rate, and thus reduction in salary for an applicable full day absence for a contracted employee, is calculated in accordance with the contract.
10. A full day's absence is recorded as the number of hours the employee would have normally been scheduled to work on such day.
11. Payment for sick leave is made at the rate of pay in effect at the time of such payment.

12. All available leave (sick and annual) must be used before leave without pay may be considered or approved.
13. Employees may not have a sick leave balance that is less than zero. If this unusual circumstance occurs, no further leave will be paid until an appropriate leave balance is achieved to support such leave.
14. Negative leave balances will be deducted from an exiting or transferring employee's final paycheck(s).
15. As with all leave (Holiday, Holy Day, Annual, Compassionate, etc.), sick leave is not counted as time worked for overtime computation purposes.
16. No payments will be made in lieu of taking sick leave. In other words, active employees may not "cash out" any portion of their leave balance. Leave must be taken in order to receive payment.
17. Employees may not transfer all or a portion of their unused sick leave to another employee.

**Payment of Sick Leave at Termination, Transfer, or Status Change:**

Employees terminating employment for any reason do not receive payment for unused sick leave.

Employees who transfer from one diocesan site to another, without any break in service, carry over their sick leave balance to their new jobs, provided the work schedule at the new job makes them eligible for such leave.

Employees who have a change in status rendering them no longer eligible for sick leave forfeit their sick leave balance and are no longer eligible to receive paid leave for sick-related absences.

### 303 Holy Days and Holidays

Active, non-contracted, regular employees employed to work a routine schedule of twenty or more hours per week at one diocesan site are eligible for payment of diocesan-observed Holy Days and holidays in accordance with the policy as outlined below. Contracted employees are paid in accordance with the terms of their contract. Employees classified as temporary, on-call, or seasonal as well as those who regularly work fewer than twenty hours per week do not receive compensation for observed Holy Days and holidays. Because of the nature of the school environment, diocesan-observed holidays for employees of our Catholic Schools may differ. In addition, diocesan site management retains the right to substitute another holiday for the Columbus Day or Veteran's Day holiday.

See Schedule C.

Eligibility for the payment of Holy Days / holidays for a non-contracted employee is determined separately based upon the employee's average work schedule at each diocesan site. While hours at multiple diocesan jobs and sites are aggregated for purposes of overtime compensation and benefit eligibility, they are not combined for purposes of leave eligibility. For example, an employee who works a regular schedule of 30 hours per week at one site and an additional 10 hours per week at another site is eligible for Holy Day / holiday leave at the first site, but not the second. In addition, in this example, the employee's payment would be based only on the 30 hours per week.

If a Holy Day or holiday (except December 24 and December 26) falls on a weekend, the Diocese will follow the practice of the federal government in determining the appropriate date of observance. If the Solemnity of Mary (January 1) falls on a Saturday or Sunday, it will be observed on the same day that the federal government observes New Year's Day. If December 24 or 26 falls on a weekend, the holiday will not be granted that year. Likewise, December 26<sup>th</sup> will not be an observed holiday when it falls on the same date of observation as Christmas Day.

In addition to the diocesan-observed Holy Days and holidays, the Arlington Diocese Catholic Schools observe an extended break during Christmas and Easter. During these extended breaks, contracted employees are paid in accordance with the terms of their contract. Non-exempt school employees receive pay only for the diocesan-observed Holy Days and holidays that fall within these breaks. During breaks that encompass an entire work-week, where no work is performed, non-contracted exempt school employees receive pay only for the diocesan-observed Holy Days and holidays that fall within such work-weeks. Non-contracted exempt employees receive their regular salary for any week in which work is performed.

#### **Holy Day / Holiday Administration:**

1. Eligible employees qualify for Holy Day / holiday pay provided they have an **active status** and worked the last regularly scheduled day before and after the Holy Day / holiday. A **pre-approved** vacation day or **excused** sick day is considered a day worked for purposes of eligibility for active employees.
2. Employees taking family medical leave consecutively, as well as those on disability, workers' compensation, or personal leave are not considered active, even if they are receiving sick leave, annual leave, or other income replacement during their absence. As such, these employees are not eligible for Holy Day / holiday pay during their absence.
3. If a Holy Day / holiday falls during a period in which an eligible employee is on **paid** leave (i.e. receiving sick and/or annual leave payments), the employee is eligible for the Holy Day / holiday and is not charged with annual or sick leave for that day.
4. Eligible employees will only be paid for diocesan-observed Holy Days / holidays when the Holy Day / holiday falls on their regularly scheduled work day.
5. If a location does not observe a holiday (i.e. the location is open), employees are not eligible for holiday pay. Employees absent from work on such a day would be required to take available leave.

6. Employees who work less than 12 months of the year will not be paid for Holy Days / holidays that occur during the time when they are not scheduled to work. For example, most school employees will not be eligible for holiday pay for July 4<sup>th</sup>.
7. Holy Day / holiday pay is recorded and calculated based on the number of hours the employee would have normally been scheduled to work on such day and at the rate of pay in effect at the time of the payment. Holy Day / holiday pay is the same compensation the employee would have received had the employee worked his or her regular schedule that day.
8. As with all leave (Annual, Sick, Compassionate, etc.), Holy Day / holiday pay is not counted as time worked for overtime computation purposes.
9. On rare occasion, employees may be required to work on a holiday that is observed by their work location:

When this occurs, eligible non-exempt employees are paid for the actual hours worked on the holiday. Every effort is made to provide these non-exempt employees with another paid day off **during the same work-week**. If this is impossible, these non-exempt employees receive an additional average day's hours, paid at straight time (i.e. holiday hours are not included as hours worked for overtime purposes). Under no circumstances are non-exempt employees allowed to have a "substitute" holiday outside of the same work-week in which the holiday occurred.

When this occurs, eligible exempt employees are provided the opportunity to take a "substitute" holiday within thirty days of the holiday.

### 304 Compassionate Leave

In the event of death of a family member, time off from work with pay may be granted, up to a maximum of three days, to non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site as well as contracted employees who are employed to work a routine combined schedule of 20 or more hours per week at one or more diocesan schools. Employees classified as temporary, on-call, or seasonal as well as those who regularly work fewer than 20 hours per week are not eligible for payment for compassionate leave. For purposes of this policy, family is defined as:

- spouse
- parents or guardians
- parents of spouse
- children
- daughters-in-law and sons-in-law
- siblings
- brothers-in-law and sisters-in-law
- grandparents
- grandparents of spouse
- grandchildren

Eligibility for compassionate leave of non-contracted employees is determined separately based upon the employee's average work schedule at each diocesan site. While hours at multiple diocesan jobs and sites are aggregated for purposes of overtime compensation and benefit eligibility, they are not combined for purposes of leave eligibility for non-contracted employees. For example, a non-contracted employee who works a regular schedule of 30 hours per week at one site and an additional 10 hours per week at another site is eligible for compassionate leave at the first site, but not the second. In addition, in this example, the employee's payment would be based only on the 30 hours per week.

An employee's supervisor may grant an employee time off to attend the funeral of someone who does not meet the above definition of immediate family member. In such cases, however, the time off is charged to annual leave. If the employee is not eligible for annual leave or has exhausted his/her leave balance, the time off will be without pay.

Eligible, non-exempt employees will be paid compassionate leave at straight time (i.e. compassionate leave hours are not included as hours worked for overtime purposes) based on an average day's hours and at the rate of pay in effect at the time of payment. Payment for a full day's absence for a contracted employee is made in accordance with the contract.

### 305 Inclement Weather

Diocesan site management follows different authorities for weather delay and weather cancellation decisions. With limited exceptions, the schools and parishes follow the decisions of the local government and public school officials in the city or county within which they are located. The CAO and Arlington Catholic Herald follow the decisions of the federal government. Each employee should be familiar with the governing authority for his/her diocesan site and, on days when the travel conditions are impaired, the employee should listen to one of the local radio or television stations or search the internet for instructions.

Time off and payments for weather-related delays are handled as follows:

- With “**Delayed arrivals**,” regular, non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site as well as contracted employees who are employed to work a routine combined schedule of 20 or more hours per week at one or more diocesan schools will receive full pay if they report to work within the delayed arrival time period. Employees reporting to work after the late arrival time period must use annual leave to cover the excess time. Employees who do not report for work at all must use annual leave to cover the full day absence. If the employee is not eligible for annual leave or does not have enough leave to cover the absence, the time off will be without pay.
- With “**Liberal or Unscheduled leave**,” employees may arrive late or choose to stay home. Regular, non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site as well as contracted employees who are employed to work a routine combined schedule of 20 or more hours per week at one or more diocesan schools must use annual leave to cover the period of absence. If the employee is not eligible for annual leave or does not have enough leave to cover the absence, the time off will be without pay.
- With “**Administrative leave**,” non-essential employees should stay home. Essential employees must report to work on time unless otherwise instructed by their direct supervisor.

Non-essential active, regular, non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site as well as contracted employees who are employed to work a routine combined schedule of 20 or more hours per week at one or more diocesan schools will receive their normal compensation for the day unless covered by one of the following exceptions:

1. The employee is a non-exempt school employee who works less than 12 months per year and will be required to make up the missed hours later in the school year. For example, hours will be made up if the decision is made to extend school hours or the school year, scheduled half-days are changed to full-days, planned holidays are changed to required school days, etc. In these situations, the employee will “make up” the missed pay later in the school year when the employee receives pay for working the extended hours.
2. The closure falls on a day that the employee would not have normally been expected to be at work had the facility been open. If the closure occurs on the employee’s regularly scheduled day off or on a day of pre-planned vacation or pre-planned sick leave, the employee is not entitled to administrative leave pay. In addition, such employees will not receive an additional day off.

3. The employee is in an inactive status due to short-term disability, workers' compensation, family medical leave, or personal leave of absence. Such employees are considered inactive, even if they are receiving sick leave, annual leave, or other income replacement during their absence. Consequently, such employees are not eligible for administrative leave.

Essential employees may be required to work on a day designated as an administrative leave day for their location. When this occurs, eligible non-exempt employees will be paid for their actual hours worked or their normal compensation for that day, whichever is greater. For non-exempt employees, these non-work hours are paid at straight time (i.e. administrative leave hours are not included as hours worked for overtime purposes) based on an average day's hours and at the rate of pay in effect at the time of payment.

Administrative leave is not a holiday. As such, eligible employees who are required to work on a day designated as administrative leave for their location are not provided with additional compensation or another day of paid leave.

### 306 Presidential Inauguration Leave

Given the proximity of our Diocese to the nation's capital and the significant commuting delays and travel disruptions anticipated with a Presidential Inauguration, some diocesan locations will be closed when the Inauguration falls on a week day. Diocesan site management follows different authorities for inauguration day closure decisions:

- Diocesan parishes follow the decisions of the government or public school system that they regularly follow for inclement weather decisions.
- Diocesan schools follow the decisions of the public school system that they regularly follow for inclement weather decisions. For example, in 2017, public schools in Alexandria City, Arlington County, Fairfax County, Falls Church City, and Prince William County were closed. As such, the diocesan schools that follow these public school systems were also closed.
- The CAO and Arlington Catholic Herald follow the decisions of the federal government. For example, in 2017, federal offices in Arlington and Fairfax County as well as the cities of Alexandria and Fairfax were closed. As such, the offices located at the Chancery, the Arlington Catholic Herald, and the campus ministries at GMU and Marymount were also closed; satellite locations and ministries outside of these counties and cities remained open.

Payments for closings due to the Presidential Inauguration are handled as follows:

Contracted employees are paid in accordance with the terms of their contract. Employees classified as temporary, on-call, or seasonal as well as those who regularly work fewer than 20 hours per week do not receive compensation for inaugural closings. Active, regular, non-contracted employees who are employed to work a routine schedule of 20 or more hours per week at one diocesan site are eligible for administrative pay for observed closings due to the Presidential Inauguration in accordance with the guidelines below.

#### **Administrative Pay Administration:**

1. Eligible employees qualify for administrative pay provided they have an **active status** and worked the last regularly scheduled day before and after the observed closing. A **pre-approved** vacation day or **excused** sick day is considered a day worked for purposes of eligibility for active employees.
2. Employees taking family medical leave consecutively, as well as those on disability, workers' compensation, or personal leave are not considered active, even if they are receiving sick leave, annual leave, or other income replacement during their absence. As such, these employees are not eligible for administrative pay for the observed closing.
3. If the observed closing falls during a period in which an eligible employee is on paid leave (i.e. receiving sick and/or annual leave payments), the employee is eligible for the administrative pay and is not charged with annual or sick leave for that day.
4. Eligible employees will only be paid for the observed closing when the day falls on their regularly scheduled work day.
5. Administrative pay is recorded and calculated based on the number of hours the employee would have normally been scheduled to work on such day and at the rate of pay in effect at the time of payment. Administrative pay is the same compensation the employee would have received had the employee worked his or her regular schedule that day.
6. Administrative leave is not counted as time worked for overtime computation purposes.
7. On rare occasion, employees may be required to work on a day designated as an administrative leave day for their location. When this occurs, eligible non-exempt employees will be paid for their actual hours worked or their normal compensation for that day, whichever is greater. For non-exempt



employees, non-work hours are paid at straight time (i.e. administrative leave hours are not included as hours worked for overtime purposes) based on an average day's hours and at the rate of pay in effect at the time of payment.

Administrative leave is not a holiday. As such, eligible employees who are required to work on a day designated as administrative leave for their location are not provided with additional compensation or another day of paid leave.

### **307 Jury and Witness Duty**

The Diocese recognizes jury and witness duty as a civic obligation. As such, employees who are summoned to serve as jurors or witnesses will be excused from work to perform this duty and will not receive any adverse personnel action as a result of such service. To qualify for an approved absence, employees must submit a copy of the court summons to the direct supervisor and provide reasonable advance notice of the need for absence.

Employees on approved jury or witness duty are expected to report to work as normally scheduled for any day in which jury or witness duty is cancelled or a full day of duty is not required. In addition, unless the direct supervisor approves otherwise, such employees are expected to report to work as scheduled to perform responsibilities that take place outside of the jury / witness duty time schedule. For example, a Director of Youth Ministry on approved jury / witness duty leave would generally be expected to participate in evening and weekend activities that are a regular part of the job.

Employees approved for more than one week of continuous jury / witness duty are expected to communicate with their direct supervisor on a weekly basis. This ensures that the employee and supervisor are able to exchange information and discuss upcoming activities that may require the employee's participation.

The Diocese is not required by law to pay employees for absences due to jury or witness duty. However, if appropriate documentation and notice has been provided, regular, full-time and regular, part-time employees subpoenaed by the courts for jury duty, or witness duty where the employee is not a party to the litigation, will receive their normal compensation for that day. For non-exempt employees, these hours are paid at straight time (i.e. jury/witness duty hours are not included as hours worked for overtime purposes) based on an average day's hours and at the rate of pay in effect at the time of payment. In the event that paid leave is granted, the employee is required to reimburse the Diocese an amount equal to the daily stipend paid by the court for his/her services, exclusive of transportation costs.

While employees will be granted time off to appear in court as a witness, the Diocese will not provide payment for time spent for court appearances in civil or criminal matters where the employee is a party to the litigation. In such cases, employees have the option of using available annual leave.

### **308 Military Leave**

Leave and benefits are provided in full compliance with the Uniformed Services Employment and Re-Employment Rights Act (USERRA). In most instances, USERRA requires employees to provide advance notice of their military service obligations and a copy of their military orders for duty. This information should be provided to the employee's supervisor.

The Diocese will pay the difference, if any, between the employee's regular salary, or regular weekly pay (not including overtime), and any compensation received by the employee from the military/government for military service, up to a maximum of fifteen calendar days per year. In order to be eligible for this pay, the employee must provide verification of the dates of service performed and military pay received.

Utilization of military leave does not affect an employee's accrual of annual leave.

With some exceptions, USERRA requires employers to re-employ honorably discharged veterans whose military absences have not exceeded five years duration to their previous positions or to equivalent positions with equivalent pay/benefits. Returning veterans generally are required to report back to work or submit an application for reemployment within a specified period following the conclusion of military service in order to be eligible for re-employment.

### 309 Family Medical Leave

The Diocese fully complies with the obligations of the Family and Medical Leave Act (“FMLA”), which provides eligible employees, under certain circumstances, with up to 26 work-weeks of job and benefit protected leave during a 12-month period. The reason for the leave request dictates the maximum number of weeks of protected leave.

The Family and Medical Leave Act provides eligible employees with job and benefits protection only. It does not provide income protection. However, if an eligible employee has accrued paid time-off leave and/or qualifies for other income, such as disability or workers’ compensation, then some or all of the protected leave may be paid.

To be eligible for Family Medical Leave, an employee must have been employed by the Diocese for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately before the leave would begin. For example, an employee with one year of service who worked on average slightly more than 24 hours a week during the entire prior year would meet the tenure and service hours requirement of the FMLA.

Protected leave will be granted to eligible employees for **up to 12 weeks** for the following reasons:

- Due to the birth or adoption of a child and in order to care for the child;
- Due to the placement of a child for adoption or foster care;
- To care for a spouse, child, or parent with a serious health condition;
- Due to the employee’s own serious health condition making the employee unable to perform the essential job functions; or
- When the absence of a spouse, parent, or child who is on or has been called to active duty in the Armed Forces causes a situation in which the employee must take leave for a qualifying exigency.

Eligible employees who are spouses, children, parents, or next of kin to a service member who incurred a serious injury or illness while on active duty in the Armed Forces will be granted **up to 26 weeks** of protected leave for the following reason:

- In order to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A “serious health condition” may include an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility or (2) continuing treatment by a health care provider.

This policy is gender-neutral. Both women and men are entitled to take family or medical leave if otherwise eligible.

Leave requests under the FMLA must be made to the direct supervisor **and** the CAO Human Resource Office as follows:

- Where the necessity for leave is foreseeable due to the expected birth or placement of a child, the employee must provide at least 30 days’ notice of his/her intention to take leave.
- If the date of birth or placement requires leave to begin in less than 30 days, the employee must provide such notice as soon as practicable.

- Where the necessity for leave (1) is due to a family member's or the employee's own serious health condition and (2) is foreseeable based on planned medical treatment, the employee must give at least 30 days' notice (or notice as soon as practicable, if treatment starts in less than 30 days). The employee should make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of his/her diocesan site, subject to the approval of the health care provider.
- Where the need for leave is unforeseeable, notice must be provided as soon as practicable. It is expected that the employee will give notice within no more than two working days of learning of the need for leave, except in extraordinary circumstances.

In most cases, a certification by a health care provider will be required in order to document the health condition of the employee or family member on which the leave is based and must be provided in a timely manner. Additional re-certification may also be required. Failure to provide certification may result in a denial or delay of leave. The approval and/or continuation of a disability or workers' compensation claim may serve as certification of an employee's serious condition for the use of FMLA leave.

The Diocese reserves the right to assign family medical leave status to an employee within the provisions of the Act and with due notice.

Employees approved for family medical leave must exhaust all available paid leave (sick, annual, worker's comp, disability) before the unpaid segment of family medical leave will begin. Once all paid leave is exhausted, the balance of the approved leave is unpaid. Salary continuation, disability, and worker's compensation leave is considered paid sick leave for purposes of family medical leave substitution. As such, the number of days spent on salary continuation, disability, or worker's compensation, whether compensable or not, will be applied to the total number of approved weeks of leave.

Employees may take family medical leave in consecutive weeks, may use the leave intermittently, or under certain circumstances may use the leave to reduce the work week or work day. Generally, where family medical leave is to be taken following the birth or placement of a child for adoption or foster care, the leave may not be taken intermittently or on a reduced leave schedule without the approval of diocesan management. But, where family medical leave is taken to care for a sick family member or due to the employee's own serious health condition, leave may be taken intermittently or on a reduced schedule when medically necessary. Leave for the birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

Generally, the 12-month family medical leave (FML) period begins on the first day of work absence. Official work breaks of one week or greater, where business activity is temporarily ceased and employees are generally not expected to report to work (i.e. the summer, Christmas, and Easter breaks for school employees), are not counted against FML entitlement. When an employee takes a full week of FML and a diocesan-observed holiday falls within the week, the entire week is counted towards the FML entitlement. When an employee uses FML intermittently and in increments of less than one week, however, an intervening holiday doesn't count against the leave entitlement unless he/she was otherwise scheduled and expected to work on the holiday.

Employees granted family medical leave retain tenure during their approved absence, but do not accrue paid time off benefits during periods of unpaid leave or receipt of disability/workers' compensation payments. Employee benefits in place at the time of absence continue as if the employee was not on leave. Employees, however, continue to be responsible for the payment of any employee premiums during the period of absence. Employees failing to return at the end of the approved leave will be responsible for any premiums paid on the employees' behalf during the leave, as stipulated by law.

With limited exceptions, an eligible employee who takes family medical leave and returns to work on or before the expiration of the approved leave period is entitled to be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. No such entitlement applies after the expiration of the leave period. (Special rules apply to teachers whose FMLA leave expires near the end of the school semester.)

The Diocese expects employees who take leave for their own serious medical condition to return to work when their physicians determine that they are able to perform the essential functions of their positions, with or without reasonable accommodation.

In order to consider the reasonableness of any accommodation and to provide adequate time for planning, a written physician's release must be provided to the direct supervisor and the CAO Human Resource Office at least two workdays in advance of the planned return to work date. No work may be performed until the physician's release has been provided, reviewed, and approval communicated. See Section II, Requests for Reasonable Accommodation.

Family Medical Leave provides job and benefits protection only; it does not provide pay protection. See the Short-term Disability Salary Continuation and Long-term Disability Insurance and Workers' Compensation sections for information on pay protection during these medical leaves of absence.

### **310 Administrative Leave**

Administrative leave is permission to be absent from work, granted in exceptional cases by the employee's supervisor. Administrative leave (other than for weather delays) may not exceed three days a year (school year for school employees) and will only be paid if all other appropriate and accrued leave and benefits have been exhausted. Eligible employees will receive their normal compensation for that day. For non-exempt employees, these hours are paid at straight time (i.e. administrative leave hours are not included as hours worked for overtime purposes) based on an average day's hours and at the rate of pay in effect at the time of payment.

### **311 Leave Without Pay and Personal Leave of Absence**

“Leave without pay” refers specifically to requests for unpaid absences that do not qualify for disability or worker’s compensation benefits and/or protection under the Family Medical Leave Act. Absences are recorded as “leave without pay” only when an employee’s absence has been approved and he/she has exhausted all appropriate and available leave.

“Leave without pay” is not an employee benefit and is only granted under the most exceptional of circumstances. Application for “leave without pay” in excess of 40 consecutive work hours is the equivalent of requesting a personal leave of absence and must be submitted in writing to the direct supervisor for consideration and approval. The approval of a request for a personal leave of absence is rare. The Diocese reserves the right to grant or deny personal leaves of absence at its sole discretion. In reviewing a leave of absence request, the employee’s reason for request as well as position, workload, tenure, prior performance, and impact on the organization will be taken into consideration. Generally, personal leaves of absence are granted for a maximum of twelve work weeks and only to regular, full-time employees.

An employee on an approved personal leave of absence retains tenure during the absence, provided a return to active status occurs within one year. Annual and sick leave, however, do not accrue during periods of “leave without pay”. Employees who do not return to active status within one year are automatically changed to a terminated status.

An employee on a personal leave of absence is offered the opportunity to continue his/her medical, dental, vision, and life insurance coverage at full premium cost up to a maximum of twelve work-weeks. The weeks of absence under Family Medical Leave, disability, and/or workers’ compensation immediately prior to the personal leave of absence, if applicable, will be counted towards this limit. If the employee declines this opportunity, the medical, dental, vision, and life insurance coverage ends on the last day of the month in which the personal leave of absence begins. Unless otherwise requested in writing, 403(b) contributions continue to be deducted from all remaining paychecks. All other benefits cease on the effective date of the personal leave of absence.

An employee who fails to return to active status within 12 work-weeks is offered the opportunity to continue medical coverage only, subject to continuation of coverage provisions in the effect at the time. Continuation of medical coverage may not exceed a combined total of 18 months.

Employees who fail to return to work after the approved period of absence will be considered to have voluntarily terminated their employment with the Diocese.



### **312 Maternity and Paternity Leave**

Refer to the Short-term Disability Salary Continuation and Long-term Disability Insurance section for information on pay protection during this leave.

Refer to the Family Medical Leave and Leave Without Pay and Personal Leave of Absence sections for information on job protection during this leave.

## **400 GROUP BENEFITS**

### **401 Health Insurance Portability and Accountability Act (HIPAA)**

The Diocese complies in full with the medical privacy rights contained in the Health Insurance Portability and Accountability Act (HIPAA).

## **402 Online Benefits Communication Tool - Benergy**

Benergy is an online benefits communication tool that provides group insurance information, benefit enrollment and change forms, health and wellness information, and benefit news and announcements. The site is available to all lay employees, 24 hours a day, seven days a week. Benergy is located on the web at: [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) and may be accessed by using the log-in of: [arlingtondiocese](#) and the password of: [benefits](#). Please note that no employee information is stored or available on the Benergy site.

Employees who are newly eligible for benefits (i.e. new hires and those with family or employment status changes rendering them eligible for benefits), those with qualifying events, as well as those wishing to make changes during open enrollment are expected to visit the Benergy site to retrieve the appropriate information and required forms to enroll in or change their benefits. Of course, employees are always welcome to contact the Employee Benefits Office directly. It is the employee's responsibility, however, to ensure that all benefit forms are complete, dated, and received in the Employee Benefits Office within thirty days of eligibility/qualifying event or the open enrollment deadline.

## 403 Group Medical, Dental, and Vision Coverage

The Diocese makes group medical, dental, and vision benefits available to regular employees who are employed by one or more diocesan sites to routinely work 30 or more hours per week. Employees classified as temporary, on-call or seasonal as well as those who are employed to work fewer than 30 hours per week are not eligible for group medical, dental, or vision benefits.

Eligible employees qualify to participate in the medical, dental, and/or vision plans on the first of the month following their hire/rehire date or the date of status change rendering them eligible for benefits. Contracted employees must pay particular attention to the hire date as indicated on their employment contract, as the hire date for contracted employees does not generally equal the first day of work. Newly eligible employees have 30 days from the date they are hired/rehired or otherwise become eligible for benefits to enroll themselves and their eligible dependents.

Eligible dependents for group medical, dental, and vision coverage include:

- Spouses (see Definitions and Classifications of Employment Section for definition of spouse)
- Children to the end of the month they turn 26, without regard to financial dependency or student status
- Disabled dependents, including those over the age of 26

In accordance with Section 125 of the IRS Code, eligible employees must enroll within 30 days of becoming benefit eligible. Otherwise, eligible employees are only able to make changes to their group medical, dental, and/or vision coverage, including adding or dropping dependents, at the next open enrollment period or within 30 days of experiencing a qualifying life event. The Employee Benefits Office cannot make an exception to this IRS requirement, so it is imperative that employees pay close attention to enrollment/change deadlines.

Section 125 of the IRS Code specifies the personal and employment-related changes that constitute qualifying life events. These include, but are not limited to, the birth or adoption of a child, marriage or divorce, change in individual or spousal employment, and loss or gain of other health coverage. Please access Benergy, the online benefits communication web site, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](http://arlingtondiocese) and the password of: [benefits](http://benefits)) for a complete list of qualifying life events, along with checklists to assist in making informed decisions during these times of change.

Benefits are subject to change by the Diocese or by the third party provider. The Diocese reserves the right to modify or cancel the plans and/or change eligibility criteria or premiums at any time, but makes every effort to avoid changes until annual plan renewal. The Diocese currently renews its group medical, dental, and vision plans on March 1st of each year. Employees are generally notified by mail in December of any pending plan, premium, and/or eligibility changes. Changes are also posted on Benergy, the online benefits communication web site. A specific date range during the month of January is reserved for open enrollment, with all changes taking effect on March 1st. Renewal dates are subject to change.

All medical, dental, and vision information, including benefit plan summaries, costs, and enrollment forms, are located on the online benefits communication web site, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](http://arlingtondiocese) and password of: [benefits](http://benefits)). Newly eligible employees, those with qualifying events, as well as those wishing to make changes during open enrollment are responsible for visiting this site to retrieve the appropriate information and required forms to enroll in or change their benefits. It is the employee's responsibility to ensure that all benefit forms are complete, dated, and received in the Employee Benefits Office within 30 days of eligibility/qualifying event or by the end date specified for open enrollment.

Employees are required to pay a portion of the premiums for medical and dental coverage and pay the entire cost of vision coverage. These insurance premiums are deducted on a pre-tax basis.

For eligible employees that receive their pay over 12 months, premium deductions are taken from the first two paychecks of each month of the year. For employees that receive their pay over less than 12 months, premium deductions are slightly higher, but are not taken during the months of July or August.

Employees are responsible for submitting insurance claims and directly resolving issues that may arise with claims processing. Employees are encouraged to contact insurance carriers directly for questions regarding covered services and/or claim payments, as HIPAA limits the ability of the Employee Benefits Office to assist in such matters.

Leaves of absence, paid or unpaid, impact benefit eligibility. See the sections on Family Medical Leave, Short-Term Salary Continuation and Long-Term Disability, Workers' Compensation, and Leave Without Pay and Personal Leave of Absence for further details.

Medical, dental, and vision coverage cease on the last day of the month following termination of employment or status change rendering the employee and/or the employee's dependents ineligible for benefits.

Employees who separate from employment or have a status change rendering them and/or their dependents ineligible for benefits, for reasons other than retirement or gross misconduct (as defined by the diocesan Office of Human Resources), are offered the opportunity to continue medical coverage only, subject to continuation of coverage provisions in effect at the time. Continuation of coverage is not offered or granted to employees who are terminated for gross misconduct.

Employees retiring from the Diocese under the terms of the Lay Employees' Retirement Plan are eligible to continue their medical, dental, vision, and life insurance coverage, provided they meet the eligibility requirements as outlined on the online benefits communication web site, Benergy ([www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) - log-in of: [arlingtondiocese](http://arlingtondiocese) and password of: [benefits](#)). See "Retirement Plan" – Section 409.

## 404 Life Insurance

The Diocese provides basic group life insurance at no cost to regular employees who are employed by one or more diocesan sites to routinely work 30 or more hours per week. Employees classified as temporary, on-call or seasonal as well as those who are employed to work fewer than 30 hours per week are not eligible for group life insurance.

While the Diocese pays the entire cost of the premium for the basic group life insurance benefit, the IRS requires employees to pay tax on the value of the life insurance provided in excess of \$50,000. Taxes payable for this excess life insurance are deducted from each paycheck.

Eligible employees are automatically enrolled in the group life insurance benefit on the first of the month following their hire/rehire date or the date of status change rendering them eligible for benefits. While enrollment is automatic, the Employee Benefits Office requires the completion and submission of the beneficiary designation form within 30 days of eligibility.

Eligible employees also have the option at any time to purchase, at their own cost, supplemental life insurance benefits for themselves, for their spouse, or for their eligible children. Eligible employees who enroll in supplemental life insurance within 30 days of their hire/rehire date or the date of status change rendering them eligible for benefits are guaranteed coverage, up to a maximum level. Except for limited offerings during open enrollment, those who enroll in supplemental life insurance after 30 days, however, are subject to evidence of insurability restrictions imposed by the insurance carrier. Contracted employees must pay particular attention to the hire date as indicated on their employment contract, as the hire date for contracted employees does not generally equal the first day of work.

Employees may stop or decrease their supplemental life insurance coverage at any time. During open enrollment, certain limited increases in coverage are allowed.

All life insurance information, as well as the required beneficiary designation form, is located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](http://www.arlingtondiocese.benergy.com) and the password of: [benefits](http://www.arlingtondiocese.benergy.com)). Newly eligible employees, as well as those with changes, are responsible for visiting this site to retrieve the appropriate information, required form for beneficiary designation, and enrollment/change forms for the voluntary supplemental life insurance coverage.

Supplemental life insurance premiums are based on the age(s) of the policyholder(s). Supplemental rates are age-banded, with premium increases occurring every five years, up to age 70. Supplemental life insurance premiums are recalculated monthly, based on the policyholder(s) age(s). Changes in premiums occur automatically and take effect on the first paycheck following the change in age band.

Supplemental life insurance premiums are deducted on a post-tax basis. For eligible employees that receive their pay over 12 months, premium deductions are taken from the first two paychecks of each month of the year. For employees that receive their pay over less than 12 months, premium deductions are slightly higher, but are not taken during the months of July and August.

Coverage under the group and supplemental life insurance plans ends on the last day of the month following termination of employment or status change rendering the employee and/or the employee's dependents ineligible for benefits. Affected individuals, however, are eligible to continue or convert their life insurance coverage(s). The life insurance company contacts the individual directly regarding this opportunity.

## **405 Short-Term Disability Salary Continuation and Long-Term Disability Insurance**

To assist with income protection in the event of a short or long-term absence due to a non-work related illness or injury, the Diocese provides short-term disability salary continuation and long-term disability insurance coverage at no cost to regular employees who are employed by one or more diocesan sites to routinely work 30 or more hours per week. Employees classified as temporary, on-call or seasonal as well as those who regularly work fewer than 30 hours per week are not eligible for short-term disability salary continuation or long-term disability insurance coverage.

Eligible employees are automatically enrolled in the short-term disability salary continuation and long-term disability insurance benefit on the first of the month following three months of continuous regular, full-time employment. Eligible employees must be actively at work on the effective date to be covered; otherwise, coverage becomes effective on the date of return to work.

An employee on a medical absence is expected to return to work when his/her physician determines that he/she is able to perform the essential functions of the position, with or without reasonable accommodation. In order to consider the reasonableness of any accommodation and to provide adequate time for planning, a written physician's release must be provided to the direct supervisor at least two workdays in advance of the planned return to work date. No work may be performed until the release has been provided, reviewed, and approval communicated.

Short-term disability salary continuation and long-term disability insurance end on the date of termination of employment or status change rendering the employee no longer eligible for the benefit. If, however, an employee is receiving short-term disability salary continuation or long-term disability insurance benefits at the time of termination, these benefits will continue in accordance with the policy.

Short-term disability salary continuation and long-term disability insurance provide pay protection only; they do not provide job protection. See the Family Medical Leave and Leave Without Pay and Personal Leave of Absence sections for information on job protection during these medical leaves of absence.

### **Short-Term Disability Salary Continuation**

Short-term disability salary continuation is income continuation that is completely funded and paid by the diocesan site in accordance with the standard payroll schedule. While short-term salary continuation is a self-insured plan, it is administered by an outside Plan Administrator who performs claims review and determines if and/or when benefits are appropriate.

Employees, regardless of whether they are eligible for short-term disability and/or have enough leave to cover the expected absence, are required to submit a claim to the Plan Administrator as soon as the need for an extended health-related absence is known, but no later than the eighth consecutive day of absence. Failure to submit a claim prevents further payment of available sick and vacation leave. Directions for filing a claim are located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](http://arlingtondiocese) and password of: [benefits](http://benefits)).

If benefits are approved by the Plan Administrator, the official short-term disability period begins with the designated date of disability and may continue for a maximum of 90 calendar days (inclusive of workdays, weekends, holidays, and days where sick and/or annual leave is paid.) The "disability date", provided by the attending physician, is the date at which the employee could no longer perform the duties of his/her position, irrespective of whether or not the employee was scheduled to work at that time.

If benefits are approved by the Plan Administrator, short-term salary continuation payments begin after all accrued leave (first sick, if available, then annual, if available) is exhausted or the eighth consecutive day of approved absence occurs, whichever is later. For non-contracted employees, short-term salary continuation payments are only made for days that the employee would have otherwise been scheduled to work or eligible to receive pay. For contracted employees, short-term salary continuation payments are made through the end of the short-term disability period or the end of the school year, whichever comes first, and are not reduced during periods that contain Holy Days or holidays, as well as the Christmas and Easter breaks.

Approved short-term salary continuation is paid by the diocesan site through the normal payroll process at 100 percent of the employee's covered earnings, up to a maximum of \$1,000 per week, minus other income, including but not limited to, Social Security and Retirement benefits. Covered earnings do not include earnings from overtime, bonuses, or other compensation, even if they are part of the employee's regular work schedule or compensation. In addition, covered earnings do not include earnings from positions that are classified as temporary, on-call, occasional, or seasonal.

**Covered Earnings for Non-Exempt/Hourly Employees**

Covered earnings means your regular weekly pay, as calculated by your hourly rate(s) and regularly scheduled hours for all regular positions, up to a maximum of 40 hours per week, as well as your average weekly commissions, in effect just prior to the date your disability begins.

**Covered Earnings for Non-Contracted Exempt/Salaried Employees**

Covered earnings means your regular weekly pay for all regular positions in effect just prior to the date your disability begins. This includes your weekly salary as well as the regular weekly pay for additional regular hourly positions that you hold (in accordance with the calculation outlined above for non-exempt/hourly employees) and your average weekly commissions.

**Covered Earnings for Contracted Exempt/Salaried Employees  
Working 12 Months Per Year**

Covered earnings means your regular weekly pay for all regular positions in effect just prior to the date your disability begins. This includes your weekly salary, as calculated by dividing your annualized contract by 52 work-weeks, as well as the regular weekly pay for additional regular hourly positions that you hold (in accordance with the calculation outlined above for non-exempt/hourly employees) and your average weekly commissions.

**Covered Earnings for Contracted Exempt/Salaried Employees  
Working Less Than 12 Months Per Year**

Covered earnings means your regular weekly pay for all regular positions in effect just prior to the date your disability begins. This includes your weekly salary for your contracted position, as calculated by dividing your annual contract by two times the number of contracted pay-periods, as well as the regular weekly pay for additional regular hourly positions that you hold (in accordance with the calculation outlined above for non-exempt/hourly employees) and your average weekly commissions.

An employee on short-term disability is not eligible for paid Holy Days / holidays, compassionate leave, or administrative leave for inclement weather during the short-term disability period. If a Holy Day/holiday, day of compassion, or inclement weather day occurs during an employee's disability period, the employee will receive pay for such time from his/her available sick or vacation leave. If all leave has been exhausted, the employee will receive whatever his/her pay would have been had he/she not been on disability, up to a maximum of \$1,000 per week.

An employee on short-term disability continues to accrue leave while receiving payments for sick and/or annual leave. However, once all leave is exhausted and short-term salary continuation payments begin, the leave accruals cease.

An employee on short-term disability maintains all group benefits during the short-term disability period. All deductions, including those for 403(b) and HSA, as well as the employee's share of the cost of group medical, dental, vision and supplemental life insurance benefits are taken from the bi-weekly paychecks.

Short-term salary continuation payments are considered taxable income to the employee and are included on the employee's annual W-2 statement.



## **Long-Term Disability Insurance (LTD)**

Eligible employees who are unable to return to work within 90 days of their “disability date” may be eligible for continuation of income protection under the long-term disability insurance plan (LTD). The “disability date”, provided by the attending physician, is the date at which the employee could no longer perform the duties of his/her position, irrespective of whether or not the employee was scheduled to work at that time. LTD is a fully insured plan that is administered by an outside insurance carrier that also processes and issues approved payments.

LTD benefits are paid only if the employee submits a claim to the plan’s insurance carrier and the claim is approved. There are limitations for pre-existing conditions. Directions for filing a LTD claim are located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](#) and password of: [benefits](#)).

Approved LTD payments are made on a monthly basis in an amount equal to 60 percent of the employee’s monthly covered earnings prior to the onset of the disability, up to a maximum benefit of \$12,500 per month, minus other income, including but not limited to, Social Security and Retirement benefits. Covered earnings is the average monthly pay for all regular positions as well as the average monthly commissions in effect just prior to the date the disability begins. Covered earnings do not include earnings from overtime, bonuses, or other compensation, even if they are part of the employee’s regular work schedule or compensation. In addition, covered earnings do not include earnings from positions that are classified as temporary, on-call, occasional, or seasonal. The average monthly pay is calculated by summing the projected annual pay for all regular positions and dividing the total by 12 months.

LTD benefits are paid by the insurance company and are considered taxable income to the employee. A 1099 indicating the amount of LTD income is issued and mailed by the insurance carrier on an annual basis.

An individual on LTD may continue group medical, dental, and vision coverage at the active employee premium rate for 12 months (measured from the “date of disability”). At the end of the 12-month period, medical coverage only may be continued at full premium cost for an additional 18 months. In order to continue group medical, dental, and/or vision coverage, the individual must make arrangements to submit monthly premium payments to the work location. Failure to make timely payments will result in the loss of coverage.

An individual on LTD retains group life insurance and access to the employee assistance program for a maximum of twelve months (measured from the first day of absence due to the disability). The insurance company offers affected individuals the opportunity to continue their supplemental coverage and convert their group life insurance coverage.

- 403(b) contributions cannot be made while receiving LTD payments, but automatically resume if a return to work occurs.
- If an employee makes voluntary contributions to an HSA and wishes to continue doing so while receiving LTD payments, he/she may do so on a post-tax basis (provided the employee elected the continuation of medical coverage option). Pre-tax HSA contributions automatically resume if a return to work occurs.
- Once LTD begins, sick leave may no longer be used. Leave does not accrue while receiving LTD Payments.

## 406 Workers' Compensation

All lay employees are covered by Workers' Compensation. In the event of a qualified injury or illness arising out of and in the course of employment, workers' compensation provides for the payment of related medical expenses and may provide partial salary continuation as well.

Employees must immediately notify their direct supervisor of a job-related injury or illness, regardless of whether medical treatment is required and even if no time is lost from work. If immediate care is needed, the employee should proceed to the nearest treatment facility and contact the direct supervisor as soon as possible following treatment. The direct supervisor must complete and submit a "First Report of Injury" form to the Office of Risk Management within 24 hours of the incident. This form is not a claim for benefits; it is used to substantiate the fact that an accident occurred and document resultant injuries, if any, should a claim be necessary. Failure to report a work-related injury or illness in a timely manner may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's rights to benefits.

Medical expenses related to a qualified workers' compensation injury or illness is covered at 100 percent. Documentation of those expenses must be submitted directly to the worker's compensation carrier for payment. Employees must **NOT** submit medical bills related to workers' compensation to their group health, dental, or vision insurance carrier.

In the state of Virginia, there is a seven-day waiting period, during which time no workers' compensation payment is made for missed work. During this waiting period, employees must use their available leave (first sick, if available, then annual, if available). If all leave is exhausted and/or insufficient to cover the waiting period, then the missed work time in excess of the leave balances is unpaid. Workers' compensation payments for lost earnings from missed work time commence with the eighth day of absence due to the qualified injury or illness and are paid directly by the workers' compensation insurance carrier. If the employee remains unable to work beyond 21 days, then workers' compensation is made retroactive to the first day of absence. Generally, the payments received from the workers' compensation carrier are not considered taxable income.

If approved, workers' compensation for missed work time is paid at two-thirds of the employee's average weekly wage. The remaining one-third of the average weekly wage must be paid from the employee's remaining leave balances (first sick, if available, then annual, if available) until such time that the leave balances are exhausted. Once the leave balances are exhausted, the remaining one-third of the average weekly wage is unpaid. Under no circumstances is an employee allowed to receive more than one-third of his/her average weekly wage from the diocesan site while receiving workers' compensation, as it is illegal for an individual on workers' compensation to receive more than 100% of his/her average weekly wage.

Individuals on workers' compensation may maintain group medical, dental, and vision insurance benefits at the employee rate for 12 months, measured from the first day of absence due to the qualified injury/illness. At the end of the 12-month period, medical coverage only may be continued at full cost for an additional 18 months.

Individuals on workers' compensation retain group life insurance and access to the employee assistance program for a maximum of 12 months, measured from the first day of absence due to the qualified injury/illness. Supplemental life insurance, however, ceases on the last day of the month following the 90<sup>th</sup> day of absence. The insurance company offers affected individuals the opportunity to continue the supplemental coverage and convert the group life insurance coverage.

- a. While receiving payments for sick and/or annual leave during the first 90 days of absence, all deductions, including those for 403(b) and HSA, as well as the employee's share of the cost of group medical, dental, vision and supplemental life insurance benefits are taken from the bi-weekly paychecks. If, however, the bi-weekly paychecks are not sufficient to cover the employee's share of the cost of group medical, dental, vision, and/or supplemental insurance benefits, then the employee is required to make arrangements with the location to make payments directly to the diocesan site in order to continue such coverage. Failure to make timely payments will result in the loss of coverage.

- b. During the first 12 months of absence, in order to maintain group medical, dental, and vision coverage while receiving only workers' compensation payments, an employee must make arrangements to make monthly premium payments to the work location equal to the amount that would have otherwise been deducted from the employee's paycheck. Failure to make timely payments will result in the loss of coverage.
- c. After 12 months of absence, in order to maintain medical coverage only, for up to an additional 18 months, an individual must make arrangements with the Employee Benefits Office to make monthly payments to the work location equal to 100% of the premium. Failure to make timely payments will result in the loss of coverage.
- d. 403(b) contributions cannot be made while receiving only workers' compensation payments. Contributions automatically resume, however, if a return to work occurs.
- e. If an individual makes voluntary contributions to an HSA and wishes to continue doing so while receiving only workers' compensation payments, he/she may do so on a post-tax basis (provided the employee elected the continuation of medical coverage option). Pre-tax HSA contributions automatically resume if a return to work occurs.
- f. While receiving payments for sick and/or annual leave, sick and annual leave continues accruing.
- g. Sick and annual leave do not accrue while receiving workers' compensation payments only.

An employee on workers' compensation is expected to return to work as directed by his/her physician. Light duty will be considered consistent with the recommendations of the physician and the workers' compensation insurance carrier. To provide adequate time for planning, a written physician's release must be provided to the direct supervisor at least two workdays in advance of the planned return to work date. No work may be performed until the release has been provided, reviewed, and approval communicated.

Workers' compensation coverage ends on the date of termination of employment. If, however, an employee is receiving workers' compensation benefits at the time of termination, these benefits continue in accordance with the policy.

Workers' compensation coverage provides pay protection; it does not provide job and benefits protection. See the Family Medical Leave and Leave Without Pay and Personal Leave of Absence sections for information on job protection during this medical leave of absence.

## **407 Employee Assistance Program (EAP)**

The Diocese realizes that balancing work and personal life is a primary concern and challenge for all. In an effort to provide support in meeting such challenges, the Diocese provides an Employee Assistance Program (EAP) at no cost to regular employees who are employed by one or more diocesan sites to routinely work 30 or more hours per week. Employees classified as temporary, on-call or seasonal as well as those who regularly work fewer than 30 hours per week are not eligible for the EAP benefit.

Eligible employees are automatically enrolled in the EAP benefit on the first of the month following their hire/rehire date or the date of status change rendering them eligible for benefits.

The EAP is a professional, confidential, and free program available 24 hours a day, 7 days a week, by phone and web site, to eligible employees and their dependents needing assistance with personal issues and problems that may affect their health, relationships with others, or job performance. Counseling, education, and referral services are offered for:

- personal and family problems
- work/life issues
- interpersonal difficulties
- stress management
- legal and financial concerns
- alcohol and/or drug abuse

The contact phone number and web site for the EAP is located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](#) and password of: [benefits](#)).

Eligible individuals may call the EAP counselor(s) at no cost for initial counseling and, if necessary, referral to another counseling service/provider, the cost of which may be covered in whole or in part by other available employee benefits, government and/or social programs.

All contact between eligible individuals and the EAP is considered private and held confidential in accordance with applicable laws. No information, including names, is shared with the Diocese.

Use of the EAP does not exempt an employee from meeting job performance requirements.

### **408 Tax-Deferred Retirement Savings Plan – 403(b)**

The Diocese provides regular lay employees, employed to routinely work 20 or more hours per week at one or more diocesan sites, with the opportunity to participate in a tax-deferred, retirement savings plan, otherwise known as a 403(b) Plan. Employees classified as temporary, on-call or seasonal as well as those hired to work fewer than 20 hours per week are not eligible to participate in the 403(b) Plan.

Eligible employees are qualified to enroll in the 403(b) Plan upon date of hire/rehire date or the date of employment status change rendering them eligible for benefits.

The 403(b) Plan provides eligible employees with the opportunity to invest a portion of their wages for retirement, while deferring taxes on that portion of wages and on any income generated by those investments. Contributions to the 403(b) Plan are made through pre-tax payroll deductions (reducing federal and state taxable income) and are subject to IRS limitations. There is no employer match in this Plan.

The 403(b) Plan offers a wide range of investment options. Employees decide how their contributions are invested. The value of each employee's account at retirement depends on the amount of the employee's contributions and investment results.

All 403(b) information is located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](#) and password of: [benefits](#)). Enrollment and subsequent changes are performed on-line with Prudential.

## 409 Retirement Plan

However retirement is envisioned, one thing is certain, there will be a need for ongoing income to replace a regular paycheck. The Lay Employees' Retirement Plan, together with Social Security, the diocesan-sponsored Tax-Deferred Savings Plan, and other personal savings, can provide the peace of mind and financial security needed to achieve a comfortable retirement.

The Diocese provides The Lay Employees' Retirement Plan to regular lay employees who are employed to routinely work 20 or more hours per week at one or more diocesan sites. Employees classified as temporary, on-call or seasonal as well as those employed to regularly work fewer than 20 hours per week are not eligible to participate in the retirement plan. The Diocese funds the entire cost of the retirement plan; employees are not required, nor permitted, to contribute additional amounts to the plan.

Eligible employees are automatically enrolled in the retirement plan upon completion of one year of continuous eligible service. The effective date of participation in the retirement plan for rehired employees is determined by their previous amount of service as well as the length of their break in service.

The right to retirement benefits under the plan, called "vesting", depends on the employee's length of credited service. Vesting occurs after five years of credited service. Employees who terminate employment with less than five years of credited service are not entitled to retirement benefits.

The amount of a retiring employee's retirement payment is based upon the employee's years of credited service (minimum of five years), compensation, and age at retirement.

Eligible employees may retire and begin collecting their pension benefit at age 65. Although normal retirement age is 65, an eligible employee with 30 or more years of service may retire and begin collecting the pension benefit at age 60. An employee with 10 years of service may elect to retire and begin collecting the pension benefit as early as age 55, but with a reduced pension benefit. For those eligible for a reduced pension benefit, the annual benefit is reduced by 5% per year that the retirement age precedes age 65.

Retiring employees should contact the Employee Benefits Office in writing at least 90 days before their planned retirement date. For non-contracted employees, retirement is effective on the first of the month following the date of termination or status change. For contracted employees, retirement is effective on the first of the month following the contract end date or the date of status change. For example, the contracts for teachers begin and end in August each year. As such, their retirement is generally effective on September 1<sup>st</sup>.

Each year, the Diocese provides active participants with a Pension Benefit Statement that shows an estimated accrued benefit as well as an estimated retirement benefit at age 65. The statement is provided for informational purposes only and is an estimate. It is not a guarantee of the benefit and does not provide a right to receive the benefit. The benefit is dependent upon actual employment, hours worked, salary history, and the terms and conditions of the plan document. The actual benefit is not determined until the employee has made a formal request for retirement and specifies a retirement date.

If the vested retirement benefit is \$5,000 or less on the employee's date of employment separation, the exiting employee may choose a direct rollover to an Individual Retirement Account (IRA) or qualified employer plan or receive a lump sum payment in cash. Lump sum payments are subject to mandatory federal taxes at the time of distribution and may also incur additional penalties at the time of annual income tax filing. Exiting employees in this situation have 60 days to inform the Employee Benefits Office of their decision. If the exiting employee does not notify the Employee Benefits Office within 60 days of employment separation of a desire for a rollover or lump sum payment, he/she will receive an annuity at age 65.

If the vested retirement benefit is greater than \$5,000 on the employee's date of employment separation, the exiting employee must wait until he/she is eligible for retirement to begin receiving a monthly pension payment, also known as an annuity. There are seven types of annuities under the Lay Employees' Retirement Plan. Each one carries a monthly benefit. Retiring employees choose the annuity that best suits their needs. The decision must not be taken lightly, as the option chosen remains with the retiree for the rest of his/her life. Changes cannot be made afterwards.

The Lay Employees' Retirement Plan provides benefits to the spouse, or qualifying child(ren) if no surviving spouse exists, of an employee with at least five years of credited service who dies before retirement.

If an employee becomes disabled, he/she will continue to accrue service for the length of the disability if already vested in the Lay Employees' Retirement Plan on the date of disability.

Employees who retire directly from active diocesan employment under the terms of the Lay Employees' Retirement Plan are eligible to continue their medical, dental, and vision insurance, provided all of the following requirements are met:

- The employee receives a monthly retirement benefit.
- The employee has the insurance coverage for a minimum of 36 consecutive months preceding retirement.
- The employee agrees to pay the full cost of the elected insurance coverage's according to the procedures established by the Employee Benefits Office.

At retirement, employees have the option of continuing dependent coverage as well, provided the dependent coverage was in force for at least 12 consecutive months prior to the retirement date. Retiring employees also have the option of converting to single coverage.

When a retiree, or the retiree's spouse, reaches age 65, Medicare becomes the primary insurance carrier and the diocesan plan becomes the secondary carrier for that individual. The diocesan plan does not cover prescription drugs for retirees and their dependents over age 65. Once Medicare becomes primary for either the retiree or the spouse, the medical insurance premium is adjusted to a lower rate.

If a retiree has family coverage and predeceases his/her spouse and/or dependents, insurance for the covered dependents may continue for a period of time to allow sufficient opportunity to explore and arrange for alternate coverage. Medical coverage may be extended for a period not to exceed 18 months; dental and vision coverage may be extended for a period not to exceed 6 months. The spouse and/or dependents are responsible for paying the entire premium during this period of continued coverage.

Retirees receiving a monthly retirement benefit may also elect to continue \$10,000 of life insurance coverage, provided they agree to pay the full cost of the premium in accordance with the procedures established by the Employee Benefits Office.

A retiree may continue to work for the Diocese or be rehired by the Diocese and continue to receive all retirement benefits (pension and insurance) as long as he/she works fewer than 20 hours per week.

Retirees who return to working 20 or more hours per week have their monthly pension payment stopped. The pension payment for these individuals is recalculated and resumed at the time that they retire again or have their hours reduced to fewer than 20 per week.

Retirees who return to working between 20 and 29 hours per week are eligible to continue their elected retiree insurance benefits. The retiree insurance benefits for those who return to working 30 or more hours per week, however, cease. Instead, these individuals are once again eligible for all benefits at the active lay employee rates.

Detailed retirement plan information is located on the online benefits communication web site, Benergy, at [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) (log-in of: [arlingtondiocese](http://www.arlingtondiocese.benergy.com) and password of: [benefits](http://www.arlingtondiocese.benergy.com)).

## **410 Unemployment**

Operating as both a federal and state program, the goal of unemployment insurance is to provide short-term financial assistance to qualified persons who become unemployed. The fund is financed by employers based on the amount of wages paid to employees. No contributions are made from employees' wages to finance the unemployment insurance system.

Unemployed individuals may file for unemployment benefits with their local state workforce agency. To qualify for benefits, an individual must have earned a minimum amount of compensation during two quarters of their base claim period as specified by the state. In addition to qualifying monetarily, the state requires that individuals also qualify based on reason for separation of employment. If an individual is unemployed for any reason other than lack of work, the agency requires a gathering of facts concerning the separation of employment before rendering a decision. While employers must participate in this fact-gathering process, the sole decision regarding benefit eligibility is made by the workforce agency. Generally, those who voluntarily separate from employment or are involuntarily terminated for misconduct are not deemed eligible for unemployment benefits.

As there is no separation of employment, unemployment benefits are not intended for and generally not granted to 10 and 11 month employees, including teachers, during their one to two month non-work period.

If an unemployment claim is approved, the qualified individual must meet weekly eligibility requirements in order to receive benefits. These requirements include the ability to perform work and be actively seeking work. In addition, all offers of suitable work must be accepted. The individual must be registered for work with the state Workforce Center, accept any Workforce Center referrals to work, report to the Workforce Center when directed to do so, and report all income from other sources.

Unemployment benefits may be reduced by the weekly amount of any pension, retirement pay, Social Security benefits, etc. received from the most recent employer of 30 days or 240 hours or more, or from any employer in the base period of the claim. Failure to report changes in pension, such as cost of living increases or the start of Social Security benefits, when filing a weekly claim may result in an overpayment of benefits which must be repaid.



## **411 Social Security and Medicare**

The Federal Insurance Contributions Act tax, otherwise known as FICA, is a payroll tax that is imposed by the federal government on all employees and employers to fund Social Security and Medicare. The required tax is deducted from employee paychecks to pay the employee portion of this protection. The diocesan site matches the deduction dollar for dollar. These federal programs provide benefits for retirees, the disabled, and children of deceased workers. The amount that one pays in payroll taxes throughout one's working career is indirectly tied to the social security benefits annuity that one receives as a retiree.

#### **412 Employee Professional Development Tuition Assistance Program**

The Diocese recognizes the benefits derived from the continued education of its employees. The Diocese supports the additional effort and commitment of those employees wishing to increase their knowledge, skills, and abilities by enrolling in courses for academic credit outside of the workplace. Tuition assistance for such efforts is determined by each diocesan site based on a variety of factors, including budgetary constraints, length of employment, performance history, and applicability of course to the current or potential position.

### **413 Diocesan School Tuition Assistance**

The Diocese recognizes the cost, as well as the value, of our Catholic education system and supports the effort and commitment made by those employees electing to send their children to Catholic school in the Diocese of Arlington. The availability of tuition assistance is determined by each diocesan site based on a variety of factors, including but not limited to, budgetary constraints, length of employment, and position. The diocesan site follows the IRS guidelines in determining whether tuition assistance is considered taxable income to participants. The Diocese does not permit any employee to be given Diocesan School Tuition Assistance in lieu of wages.

## **500 SAFETY AND HEALTH**

### **501 Safety Policy**

The Diocese places great importance on the health and safety of our employees. We believe that accidents, injuries, and workplace illnesses are preventable and expect each employee to take responsibility for health and safety in the workplace. Employees must perform every task with concern and consideration for the health and safety of themselves, their fellow employees, visitors, and the communities in which we are located and/or serve. Employees must follow all operating practices, procedures, safety rules, and regulations designed to prevent injuries, illnesses, and losses. Employees are expected to take a common-sense approach to safety in performing their jobs including, but not limited to:

- performing the job in accordance with the training provided
- never endangering oneself or others by taking unnecessary chances, short-cuts, or by “playing around”
- always being alert when around machinery, equipment, and motor vehicles
- operating equipment in accordance with the manufacturer’s instructions
- in the office area, keeping the work area neat and all file drawers closed when not in use
- ensuring that personal protective clothing and equipment is worn whenever provided or required; contacting the direct supervisor or the Office of Risk Management if personal protective equipment is believed to be needed in order to safely perform a job
- being aware of hazardous materials in the workplace and familiarizing oneself with the Material Data Safety Sheet in advance of using the material. Hazardous materials are those that are explosive, flammable, oxidizing, poisonous, infectious, toxic, corrosive, reactive in combination with other substances, or radioactive
- complying with all applicable motor vehicle laws, operating regulations, and licensing and registration requirements when driving on diocesan time and/or business
- wearing a seat belt when driving on diocesan time and/or business, as either a driver or passenger
- following all laws and diocesan policy related to the use of cell phones while driving on diocesan time and/or business

All potentially dangerous or unsafe working conditions must be brought to the immediate attention of the direct supervisor for investigation and corrective action, when appropriate. The Diocese takes safety concerns very seriously. Thus, concerns may be filed anonymously, and there is no requirement to follow any formal chain of command when reporting a concern. Concerns may be filed with the Diocese’s Department of Risk Management or through the EthicsPoint hotline, at [www.ethicspoint.com](http://www.ethicspoint.com) or 1-888-293-3718, at any time. All health and safety concerns will be taken seriously, will be investigated promptly, and will be kept confidential to the maximum extent possible. Employees found to be in violation of the safety policy will receive disciplinary action, up to and including termination.

The Diocese prohibits any form of retaliation against any employee for filing a concern under this policy or for assisting in a related investigation.

## **502 Vehicle Accidents on Duty**

Employees must immediately notify their direct supervisor of any vehicle accident incurred while on diocesan time and/or business, as well as complete all required paperwork. The direct supervisor is responsible for providing detailed information regarding the accident as well as the required paperwork to the Office of Risk Management within 24 hours of notification. This includes accidents involving diocesan provided vehicles as well as those owned/leased by the employee, as the Diocese can be named in an insurance claim or suit if a personal vehicle is used for business purposes. Full factual information will be requested regarding the vehicles and parties involved, including a description of the event, license plate numbers, driver's license numbers, years, makes, and models, etc. Failure to notify the direct supervisor and/or the Office of Risk Management in a timely manner will result in disciplinary action, up to and including termination.

The insurance of the Diocese is the primary insurance for accidents involving diocesan owned/leased vehicles. For accidents involving employee owned/leased vehicles, the employee's insurance is primary, including the employee's deductible, and the insurance of the Diocese is excess.

## 503 Emergencies

While the hope is that workplace emergencies will be rare, it is important that all employees be prepared in case of a fire or other emergency. Each employee should be familiar with written evacuation plans for their diocesan site and be vigilant during drills so that in the event of an actual emergency, evacuation will be smooth and effective. In the event of a civil disturbance, such as a terrorist threat or attack, employees must follow the instructions, if any, of the jurisdiction's public safety official (fire, police, etc.). Any employee who violates clear instructions from a governing public safety official assumes responsibility for his or her own safety.

### **Emergency Evacuation**

In case of a fire or other emergency requiring evacuation, employees must leave the building in a swift, but calm and orderly, manner and gather at the pre-determined staging area for a "head count" and further instructions.

Do:

1. If there is time, turn off all equipment before evacuating the building.
2. Close the door to the office.
3. Use the nearest stairwell.
4. Use handrails in the stairwell, and stay to the right of the stairwell, so that emergency personnel may ascend and descend the stairs as well.
5. Keep talking to a minimum.
6. Remain calm.
7. Be prepared to merge with other people evacuating the building.
8. Those assigned to assist special needs employees/visitors must locate and assist accordingly.
9. Individuals unable to use the stairs in evacuations must relocate to the pre-designated evacuation area as quickly as possible.
10. Check-in with the department supervisor or other designated representative for a "head count" and further instructions as soon as possible.

Don't:

1. Do not use an elevator.
2. Do not return for coats, purses, etc.
3. Do not run or create panic.
4. Do not use a cell phone while evacuating the building.

## **Discovery of Fire**

In case of the discovery of a fire, use the nearest pull station and call 9-1-1. Be prepared to provide the facility/building address, the specific location of the fire, and as much detail as possible.

Do:

1. Alert the tenant warden or other management representative of the discovery.
2. Alert those in the immediate area where the fire is located to vacate the location.
3. To assist with the containment of the fire, close the door(s), but do NOT lock the door(s).
4. Proceed with the emergency evacuation procedures indicated above.
5. If caught in heavy smoke, take short breaths, breathe through the nose, and crawl to the nearest exit.

Don't:

1. Do not attempt to fight the fire.
2. Do not use elevators.

## **Elevator Entrapment**

In case of elevator entrapment, push the "Call" button on the control panel. Be prepared to provide the security company with the facility/building address, the floor level, and the elevator number or other identifying features.

Do:

1. Answer the elevator phone if it rings.
2. Notify the direct supervisor and building management, if possible.

Don't:

1. Do not try to force open the elevator doors.
2. Do not panic.

## **Tornado**

In the unlikely event of a tornado:

Do:

1. Move away from the perimeter (exterior windows) of the building.
2. Close the door to perimeter offices.
3. Go to the center of the building.

4. Sit down and protect your head with your arms.
5. If caught in a perimeter office, seek protection under a desk as far away from the glass as possible.
6. Remain calm and encourage those around to do likewise.
7. Wait for additional instruction from emergency personnel.

Don't:

1. Do not evacuate the building.
2. Do not use the elevators.

### **Bomb Threat**

In the case of a bomb threat, be calm and courteous and try to obtain as much information as possible from the caller. If possible, without letting the caller know, enlist the aid of a fellow employee to notify the Police Department at 9-1-1. The employee should be prepared to provide the Police with the organization's name, the building address, the floor and suite number if applicable, and his/her phone number.

Try to keep the caller on the phone and obtain as much information as possible. At a minimum, take note of and record the following:

1. Telephone number from which call was received
2. Date of call
3. Time of call
4. Length of call
5. Sex of the caller
6. Race of the caller
7. Age of the caller
8. Tone of caller's voice (angry, loud, crying, raspy, accent, etc.)
9. Is the voice familiar; who does it sound like?
10. Background noise (traffic, music, animals, children, airplane, etc.)

Do not interrupt the caller. If possible, ask the following questions:

1. Where is the bomb hidden?
2. When is the bomb going to explode?
3. What does it look like?
4. What kind of bomb is it?



5. What will cause it to explode?
6. Did you (the caller) place the bomb?
7. What is your name?
8. What is your address?

Immediately following the call, alert the tenant warden or other management representative. Follow the emergency evacuation procedures outlined above.

### **Medical Emergency**

In the case of a medical emergency, call 9-1-1. Be prepared to provide the type of injury, illness, and/or symptoms, where the accident or illness occurred, as well as the building address, floor, and suite number.

Do:

1. Notify the direct supervisor and building management.
2. Make the injured or ill person as comfortable as possible.
3. Have a designated person meet the emergency unit and lead them to the injured/ill person.

Don't:

1. Do not move the injured or ill person.

### **Encounter with an Armed or Dangerous Person**

In the case of an encounter with an armed or dangerous person, cooperation is usually the safest course of action.

Do:

1. Remain calm.
2. Keep constant eye contact.
3. Talk to the individual.
4. Call 9-1-1, if the notification can be done without endangering the safety of others.
5. Contact law enforcement immediately following any incident.

Don't:

1. Do not attempt to challenge or disarm the individual.
2. Do not contact management, family, or friends until after law enforcement has been contacted. Time is of critical importance for law enforcement.

## **504 Security Procedures**

### **Entering and Leaving the Premises**

Employees are expected to enter and leave the premises only in conjunction with their scheduled hours of work. Access to the premises during an employee's off duty hours is subject to prior approval by the employee's supervisor.

Employees may be issued keys, security cards, security codes, and/or other devices used to access the diocesan site, secured areas, etc. Employees are expected to keep these items secured at all times and are prohibited from sharing them with other employees without the advance approval of the direct supervisor. Under no circumstances may access devices be shared with individuals not employed by the Diocese.

The Diocese strongly encourages employees to avoid working or leaving the premises alone, especially during hours of darkness and/or outside of normal business hours.

### **Visitors in the Workplace**

All visitors to the Diocese, whether presenting for a business-related purpose or otherwise, are expected to enter at the diocesan designated reception area/lobby and wait for the person they came to see. Under no circumstances are visitors to be escorted or presented to the person they came to see unannounced. In addition, while on diocesan property, visitors must be escorted by an employee at all times. Visits to the Diocese by family members, friends, acquaintances, as well as former employees are expected to be brief in nature and coordinated at a time that has the least amount of disruption on operations.

The Diocese supports and encourages the well-being of families and endeavors to be flexible with regard to the familial needs of its employees. However, children in the workplace are a source of distraction as well as a potential safety issue. Having children in the workplace for all or a portion of the workday is not an employee benefit, as the workplace is not to be used as a substitute for long-term child-care. As such, employees are only permitted to bring children to work for brief visits and such visits must be approved in advance by the employee's direct supervisor. In reviewing the request, the direct supervisor will consider the reason for the request, the requested time-period, the age of the child, and issues of safety, productivity, confidentiality, liability, appearance, and appropriateness. As with all visitors, children must be accompanied by an adult at all times.

### **Security Checks**

At times, it is necessary for the Diocese to search employees as well as their personal and/or company-provided property, including but not limited to, handbags, briefcases, lunch boxes, carrying cases, packages, mail, lockers, cabinets, drawers, phones, cameras, and vehicles. The Diocese reserves the right to search employees and their personal and company-provided effects. Employees are required to cooperate with such searches as well as other security measures, such as background checks.

### **Guarding Personal Belongings**

The Diocese cannot assume responsibility for the loss or theft of personal property belonging to employees. Employees are, therefore, encouraged to avoid bringing unnecessary, valuable items to the workplace, including MP3 players and GPS units. Where possible, purses and other personal property should be stored in locked desks or file cabinets. Check books, credit card receipts, social security cards/numbers, driver's licenses, or other items with valuable personal information should not be left unsecured.

## **505 Smoking**

For reasons of safety, health, and public relations, smoking is permitted only in specially designated outside areas and only during predetermined break and meal periods. This policy applies to all employees as well as visitors. Smokers are expected to ensure that smoking materials are properly stored, fully extinguished after use, and discarded in appropriate receptacles. In addition, smokers are expected to keep smoking areas clean and presentable.

## **506 Drugs and Alcohol**

The Diocese is committed to providing employees with a safe and productive work environment. Drug and alcohol use can be, and its abuse is, detrimental to the safety and productivity of employees in the work place.

Any employee under the influence of alcohol, a non-prescribed controlled substance, and/or illegal drug or with a non-prescribed controlled substance and/or illegal drug in one's system while on diocesan property (whether owned or leased), and/or while performing diocesan business, and/or during diocesan work time, and/or while operating a vehicle or machine leased or owned by the Diocese is subject to disciplinary action, up to and including termination. In certain circumstances, off-duty use of non-prescribed controlled substances or illegal drugs may lead to disciplinary action, up to and including termination. The unlawful manufacture, possession, distribution, transfer, purchase, sale, or use of alcoholic beverage(s) or illegal drug(s) or non-prescribed controlled substance(s) is similarly prohibited and will lead to disciplinary action up to and including termination from employment. Diocesan property includes, but is not limited to, schools, churches, rectories, leased space, parking lots, diocesan vehicles, and job sites. Diocesan work time includes hours spent working on diocesan property and/or time spent conducting diocesan business at any location. When appropriate, the Diocese in its discretion may refer the employee to approved counseling or rehabilitation programs.

The Diocese firmly believes that employees who are able to confront a substance abuse problem on their own are most likely to be the employees who can successfully conquer the problem of substance abuse, and return to work. Accordingly, employees are encouraged to voluntarily disclose problems of substance abuse to their supervisor and are reminded of the availability of the diocesan provided Employee Assistance Program. The Diocese must reserve the right to determine what steps are appropriate for the safety of the employee involved, and the safety of others, in the event that a substance abuse problem comes to its attention. However, the willingness and ability of the employee to confront the problem and seek help will be an important factor in the assessment of the possibilities for an employee's recovery and return to work. Maximum respect for employee confidentiality, consistent with diocesan safety and security responsibilities, will be maintained.

The Diocese reserves the right to require any employee to undergo drug and alcohol testing based upon reasonable suspicion observation or following any accident that causes personal injury and/or property damage. Employees required to submit to testing will be provided transportation to and from the testing site by the Diocese and relieved from duty pending the results of the test(s). The Diocese reserves the right to determine whether reasonable suspicion exists, the level of discipline to be applied following confirmation of a positive result, and whether an employee should be given the opportunity to participate in rehabilitation through an approved treatment program. Any employee who refuses to participate in drug/alcohol testing or who tampers with the test may be terminated from employment.

This policy cannot, and does not, cover every situation which may arise concerning the subjects of drug and alcohol use/abuse.

## **507 Prevention of Sexual Misconduct and/or Child Abuse**

Sexual misconduct and/or child abuse by employees or volunteers at any time, including but not limited to, time spent performing the work of the Diocese or performing any activities under the auspices of the Diocese, is contrary to Christian principles and is outside the scope of any authority, duties and/or employment. The Diocese reserves the right to suspend, with or without pay, individuals accused of such conduct. Those found guilty will be subject to disciplinary action, up to and including, immediate termination.

All employees and volunteers must comply with applicable state and local laws with regard to reporting incidents of actual or suspected child abuse or illegal sexual misconduct. All employees, regardless of duties, are required to read and comply with the Diocese of Arlington "Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse," which contains the form necessary to report a suspected case of sexual misconduct and/or child abuse. It is a condition of employment that all employees complete and send to the Bishop's designee(s) the acknowledgement of receipt of the policy.

All employees as a condition of their employment must submit to supplemental background check(s). In addition, all employees must, within 45 days after beginning their employment, attend VIRTUS training, an educational program on preventing, recognizing and reporting child abuse and sexual misconduct. This is also a condition of employment.

## **508 Non-violence Policy**

The Diocese expressly prohibits any act or threat of violence by any employee or former employee against any other employee, regardless of venue or method, at any time. The Diocese also prohibits any act or threat of violence against any employee, client, or visitor on diocesan property at any time or while engaged in business with or on behalf of the Diocese, on or off diocesan property at any time. Violent, threatening or abusive behavior when an employee is off duty, or away from diocesan property, still poses a substantial danger to diocesan employees and the right of employees to perform their work without fear.

The list of behaviors below, while not inclusive, provides examples of conduct expressly prohibited of employees, clients, and visitors:

- causing physical injury to another person
- making obscene, abusive, or threatening language or gestures
- aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another to emotional distress
- intentionally damaging diocesan property or property of another
- possession of a firearm or other weapon, including but not limited to, guns, explosives, incendiary devices, or knives with blades in excess of three inches in length, while on diocesan property or time
- committing acts motivated by, or related to, discrimination, harassment, or domestic violence

Employees in violation of this policy will be subject to immediate disciplinary action, up to and including termination. Explanations of self-defense or provocation will rarely excuse a violation of policy. An employee who is threatened or confronted by another person should report the incident immediately, contact police if necessary, and take appropriate action to avoid violence.

Because personal situations involving violence or potential violence may create risk to the involved employee or others while he or she is on diocesan property, any employee who believes that he/she is at risk of violence from someone in their personal life should bring that information to the attention of his/her supervisor or anyone else in management so that feasible and appropriate safeguards can be put in place.

Employees concerned about or involved in a violent or potentially violent situation are also reminded of access to the diocesan provided Employee Assistance Program.

### **Identifying and Reporting Potential Concerns**

While employees are not expected to be skilled at identifying potentially dangerous persons or situations, employees do have a “duty to warn” of any suspicious or problematic activity, situation, or incident that they observe or that they are aware of involving other employees, former employees, clients, or visitors. Signs of potentially dangerous situations include:

- referring to weapons use or bringing them on diocesan property
- talking about incidents of past violence, as the victim or perpetrator
- making threatening or offensive remarks or gestures, whether direct or veiled
- sudden or significant deterioration of performance
- poor workplace relationships

- displaying overt signs of extreme stress, resentment, desperation, hostility, or anger
- displaying irrational or inappropriate behavior
- increased mood swings
- intimidating or bullying behavior
- repeated and/or deliberate violations of diocesan policies and procedures

Any potentially dangerous or unsafe situation must be brought to the immediate attention of the direct supervisor, Office of Human Resources, or Office of Risk Management for immediate investigation and corrective action, when appropriate. Concerns may be raised anonymously, and there is no requirement to follow any formal chain of command when reporting a concern. All concerns will be taken seriously, will be investigated promptly, and will be kept confidential to the maximum extent possible. Employees found in violation will receive disciplinary action, up to and including termination. Non-employees found to be in violation of this policy will be dealt with appropriately. Action may include notifying the police or other law enforcement personnel and prosecuting to the maximum extent of the law.

The Diocese prohibits any form of retaliation against any employee for raising a concern under this policy or for assisting in a related investigation.

## **600 STANDARDS OF CONDUCT AND PROBLEM RESOLUTION**

### **601 Standards of Conduct and Corrective Action**

The Diocese issues verbal and written rules of conduct or instructions to employees to promote the mission of the Diocese, ensure safe, efficient business operations, ensure compliance with public and ecclesial laws, and to protect the well-being and rights of those who work here. Employees are expected to accept certain responsibilities, adhere to acceptable business principles, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from behavior that may be harmful to themselves, their coworkers, and/or the Diocese.

While more specific rules or instructions may be issued from time to time, either verbally or in writing, the following list, which is not all-inclusive, contains certain acts and behaviors, at work and away from work, that are not acceptable and may subject an employee to disciplinary action, up to and including immediate termination from employment.

1. Physical or verbal contact while performing diocesan business and/or during diocesan work time, including that which occurs off-premises and/or outside of standard work hours, that does not show kindness, respect for human dignity, and/or appreciation for personal boundaries is prohibited. This applies to employee-initiated contact with other employees as well as other persons who interact with diocesan employees in connection with their employment at the Diocese, including but not limited to, volunteers, parishioners, customers, clients, and vendors. This also applies regardless of the relationship of the individuals (i.e. relatives, significant others, and friends who interact during diocesan business and/or during diocesan work time and in connection with their employment at the Diocese).

Physical contact that is prohibited includes, but is not limited to:

- a. Kissing of any nature, including but not limited to, kissing on the lips, cheeks, and/or hands
  - b. Caresses or massages
  - c. Hugs or touches given from behind
  - d. Hugs or touches given from the front or side that last more than 3 seconds
  - e. Hugs or touches given for reasons other than a welcome/good-bye, congratulations, or for consoling
  - f. Hugs or touches given while behind closed doors
  - g. Hugs or touches of any nature where the individual has indicated that such is not welcomed
  - h. Sitting or standing uncomfortably (less than 2 feet) and unnecessarily close to another
  - i. Intentionally brushing against another and/or hovering over another
2. Acts of dishonesty, including fraud, misappropriation, or embezzlement of diocesan property as well as the falsification of any statement or information on an internal or external diocesan document
  3. Falsification, misrepresentation, or omission of facts in obtaining employment (employment application, resume, interview, background check, references, etc.)



4. Willfully providing false statements or information to supervisors, officials, or public authorities
5. Failing or refusing to cooperate with any inquiry or investigation conducted by the Diocese
6. Conviction of a crime, including a “no contest plea”, and/or failure to notify the direct supervisor of any conviction, felony or misdemeanor, within two (2) business days of such conviction
7. Failure to notify the direct supervisor of any arrest, pending conviction, or plea agreement related to sexual misconduct, fraud, theft, drugs (including prescription), weapons, and/or violence within two (2) business days. Note: an arrest, in and of itself, is never grounds for disciplinary action.
8. Unsatisfactory work performance
9. Continued or gross negligence
10. Excessive tardiness and/or failure to give proper notice of tardiness
11. Excessive absenteeism, failure to give proper notice of absence, or having an unauthorized absence
12. Insubordination, refusal to accept or comply with orders or directions from proper authority, or failure to perform reasonable duties assigned
13. Rudeness or disrespect
14. Interfering with, obstructing, or otherwise hindering the production of, or the work performance of, another employee
15. Defacing, damaging, abusing, or destroying property of the Diocese, of another employee, or of a visitor either by a careless or willful act
16. Conducting non-work related business on diocesan property or time
17. Unauthorized release or disclosure of confidential information
18. Unauthorized use or removal of diocesan property, equipment, materials, items, or systems
19. Engaging in other conduct that negatively affects the ability of the Diocese to conduct its operations properly and effectively or conveys the Diocese in a poor light
20. Engaging in conduct inconsistent with the moral and ethical standards of the Roman Catholic Church, which includes but is not limited to idolatry, atheism, non-respect for human life, grave scandal, offenses against chastity and/or the dignity of marriage, and/or teaching/advocating the rejection of official Church laws or doctrines
21. Violation of the Drug and Alcohol Policy
22. Violation of the Non-Violence Policy
23. Violation of the Harassment Policy
24. Violation of the Prevention of Sexual Misconduct and/or Child Abuse Policy
25. Violation of any other diocesan policy, procedure, and/or directive

The Diocese strives to take a progressive approach to disciplinary matters where possible. The Diocese, however, does not relinquish its right to exercise the “at will” provision and may impose disciplinary action or termination without the requirement for any formal warning or progressive discipline. The Diocese will use its discretion in arriving at a disciplinary decision, taking into consideration the nature and seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter.

In cases where immorality or serious misconduct has been alleged to have occurred, the employee may be immediately suspended from all duties, with or without pay, until the Diocese has made a determination that the charges provide no basis for further action, or, in cases where civil or criminal legal proceedings are commenced, until such proceedings have been finally adjudicated or determined in a court or agency of competent jurisdiction.

## 602 Harassment

The Diocese is an Equal Opportunity Employer. As part of a commitment to equal employment opportunity, the Diocese intends to maintain working environments for employees that are free from all forms of unlawful harassment. This policy applies to sexual harassment, as well as harassment based on race, national origin, disability, religion or any other legally protected classification.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment.
2. Submission to, or rejection of, such conduct by an employee is used as the basis for employment decisions.
3. Such conduct has the effect of unreasonably interfering with an employee's work performance or creating an intimidating or offensive working environment.

Behavior that may, either individually or in the aggregate, constitute sexual harassment includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, pressure or requests for sexual activities, unnecessary touching of an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, comments, or innuendos, or physical assault. See the Standards of Conduct and Corrective Action section for a description of physical behaviors, which may not in and of themselves constitute sexual harassment, but which are strictly prohibited nonetheless.

The Diocese prohibits harassment of any type, by any employee, regardless of position or rank, as well as harassment by any other person who interacts with diocesan employees in connection with their employment at the Diocese, including but not limited to, volunteers, parishioners, customers, clients, and vendors. It is the policy of the Diocese that all harassing behavior is prohibited and will be stopped. Corrective action may be taken regarding inappropriate behavior before that behavior reaches the level of legally recognized harassment. This policy applies to incidents of alleged harassment, including those that occur online, or off-premises, or off-hours, where the alleged offender is a supervisor, coworker, volunteer, or a non-employee with whom the employee is involved, directly or indirectly, in a business or potential business relationship.

Any employee who feels that he/she has been subjected to harassing behavior in violation of this policy should bring the matter to the immediate attention of the Diocese by contacting his/her direct supervisor. An employee who is uncomfortable for any reason in bringing such matter to the attention of his/her direct supervisor, or is not satisfied after doing so, should report the matter to anyone in management at his/her diocesan site or at the CAO or the Human Resource Department. Any questions about this policy or potential harassment should also be brought to the attention of the same persons. However, there is no requirement to follow a formal chain of command when raising a concern related to harassment. Concerns may be addressed with the Office of Human Resources or through the EthicsPoint hotline, at [www.ethicspoint.com](http://www.ethicspoint.com) or 1-888-293-3718, at any time. All concerns of harassment will be taken seriously, will be investigated promptly, and will be kept confidential to the maximum extent possible.

Any employee who is determined, after an investigation, to have engaged in behavior that violates this policy will be subject to appropriate discipline, up to and including termination from employment.

No employee will be subjected to any retaliation for reporting in good faith any behavior believed to violate this policy or for cooperating in any investigation relating to the enforcement of this policy. Retaliation against any employee for reporting in good faith any behavior believed to violate this policy or for cooperating in any investigation relating to the enforcement of this policy is strictly prohibited. Any employee who feels that he/she has experienced retaliation should follow the steps outlined in the complaint procedure above.

All employees are expected to cooperate in this complaint and investigation procedure. Any employee who conceals information or knowingly provides false or misleading information may be subject to disciplinary action, up to and including termination. Any supervisor who knows of possible violations of this policy, but fails to bring this information to the attention of his/her supervisors, will be subject to disciplinary action, up to and including termination.

### **603 Attendance Standards**

The Diocese expects all employees to assume diligent responsibility for their attendance and promptness. Punctuality and regular attendance are essential to the proper operation of any organization.

Except in the case of an emergency, an employee, exempt or non-exempt, who must be absent on a scheduled work-day is expected to notify the direct supervisor as soon as the need for absence is known, but no later than ½ hour in advance of the scheduled starting time and provide a reason for the absence. If an employee is unable to report to work on time, he/she is expected to notify the direct supervisor as soon as possible, but no later than the scheduled starting time and provide an expected time for arrival to work. If an employee needs to be absent during work hours, he/she must notify his/her supervisor of his/her departure time and expected time of return.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the Diocese is grounds for disciplinary action, up to and including termination.

## 604 Dress and Appearance Standards

Employees are expected to maintain an appropriate appearance that is business-like, modest, neat and clean, as well as safe, as determined by the requirements of the work area. The appearance and behavior of employees during the normal work day, and in all employment related activities, including online, must reflect positively on the employee and the Diocese. Extremes of dress should be avoided. Clothing, hair length or style, jewelry, or any other items deemed inappropriate or unsafe will be prohibited. Good personal hygiene must be maintained at all times. Hair should be clean, combed, and neatly trimmed or arranged, including sideburns, mustaches, and beards.

For women, inappropriate dress generally includes, but is not limited to: casual sandals such as flip-flops, sneakers\*\*, tee shirts\*, athletic wear\*, shorts\*, Capri/cropped pants above the calf, leggings, jeans, spaghetti straps, tank tops, extremely tight clothes, clothes that do not adequately cover undergarments, extremely short skirts, low-cut shirts, low-cut trousers, or any other extremely revealing clothing.

Women may wear modest and tasteful jewelry. Women may wear pierced jewelry only in ears and may wear no more than two items of pierced jewelry in any one ear.

For men, inappropriate dress generally includes but is not limited to: casual sandals such as flip-flops, sneakers\*\*, tee shirts\*, athletic wear\*, shorts\*, tank tops, jeans, extremely tight clothes, clothes that do not adequately cover undergarments, low-cut shirts, low-cut trousers, or any other extremely revealing clothing.

Men may wear modest and tasteful jewelry. Men are prohibited from wearing pierced jewelry of any kind.

Diocesan site management has the discretion to approve exceptions to the dress code, but also reserves the right to send employees home on leave without pay to change their clothes if they come to the office in inappropriate dress. Repeat offenses may be subject to disciplinary action, up to and including termination.

\* Coaches and physical education teachers may wear these clothing items.

\*\* Coaches, physical education teachers, playground monitors, extended day teachers, and cafeteria workers may wear sneakers.

## **605 Diocesan Property**

The Diocese cannot assume responsibility for the loss or theft of personal property belonging to employees. Employees should, therefore, leave all valuable and unnecessary items at home. All other personal property should be stored in a manner that does not interfere with the productivity, cleanliness, or safety of the work area.

All property that is owned, leased to, in the possession of, or in the care of the Diocese is the sole and exclusive property of the Diocese and may not be used, sold, or taken by any person unless that person has specific and explicit permission of the Diocese.

All information traveling over diocesan computer and telephone networks that has not been specifically identified as the property of other parties, either by trademark or copyright, is considered to be diocesan property.

Desks, files, containers, office cabinets, and all furniture are diocesan property and may be opened or inspected at any time, with or without prior notice, at the discretion of the Diocese.

All bulletin boards, office and cubicle walls and doors, mailboxes, and other physical property are the exclusive property of the Diocese. As such, the Diocese reserves the right to control all postings on such property. Employees may not post, tape, tack, affix, or place in any way any form of literature, printed or written materials, photographs, or notices of any kind on diocesan property without the express approval of the individual responsible for approving of such postings. Generally, direct supervisors are responsible for review and approval of items posted within their respective departments, including cubicle walls and office doors. The Pastor of a Parish, the Principal of a school, or the Director of Human Resources at the CAO, however, is responsible for the review and approval of items posted in common areas. Diocesan property may not be used by employees or outside parties for the posting of commercial notices and advertisements, announcements, sales of personal property, or any other matters, work-related or not, without the express approval of the individual responsible for approving such postings.

All mail delivered to the Diocese may be opened or inspected at any time, with or without prior notice. Employees have no reasonable expectation of privacy with respect to mail and other items delivered to them at work. Employees are, therefore, discouraged from using their work address for personal mail. Additionally, as a condition of employment and continued employment, employees designate the Diocese as their "authorized agent" for purposes of receiving and opening all mail, parcels, and packages addressed to them at work.

It is the duty and responsibility of all employees to safe-guard the assets and property of the Diocese. Employees have a duty to report to the Diocese any crime or unexplained loss encountered in the employee's performance of duties.

## **606 Solicitation and Distribution of Literature**

In the interest of maintaining a proper business environment, preventing the disruption of work and eliminating the inconvenience of others, employees may not distribute literature or other printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in working areas. Working time means the period of time scheduled for the performance of job duties, not including mealtimes or break times, or other periods when employees are not engaged in performing their work tasks. Working time also includes the working time of both the employee doing the solicitation or distribution, and the employee to whom it is directed. This policy includes the prohibition of solicitation or distribution via electronic communications systems.

Persons not employed by the Diocese may not solicit or distribute literature on any diocesan property for any purpose at any time.

The sole exceptions to this policy are specific charities, events, or literature created or sponsored by the Diocese.



### **607 Release of Employee Information**

All requests from sources outside of the Diocese for personnel information concerning applicants, employees, or former employees must be directed to the Human Resource representative at the respective work-site. Except in the case of a subpoena and/or a request for assistance from law enforcement conducting an investigation, a response will generally only be made to written inquiries where a written release has been provided. If a telephone inquiry is received, generally only the employee's dates of employment, last position held, final salary, and status will be confirmed. The Diocese does reserve the right, however, to release any information it deems appropriate in its discretion without authorization.

## **608 Protection of Confidential or Sensitive Information**

Many jobs involve handling sensitive and/or confidential information related to the Diocese, our members, and/or our employees. Such information must be handled in strict confidence and not be discussed or shared with non-employees and/or with employees without a legitimate business reason to know.

Employees are responsible for the security of sensitive and/or confidential information and are, therefore, expected to safeguard it when in use and file, store, or save it properly when not in use. Documents containing sensitive and/or confidential information, including, but not limited to Social Security numbers, birth dates, bank accounts, addresses, and phone numbers are not to be taken outside of diocesan facilities in any format, paper or electronic, and especially not as files loaded on a laptop, PDA, or other portable storage device without the express review and advance approval of the direct supervisor. If sensitive files must be placed on a laptop, PDA, or other portable storage device, the files should be secured by using a password protection or other form of file security, such as encryption.

Employees are expected to shred, rather than throw away, paper documents that contain confidential or sensitive information. Cross shredders or on-site commercial shredding is preferred.

Employees are expected to ensure that correspondence, files, reports, documents, etc., including e-mail communications to internal or external parties, does not contain any more confidential information than is necessary to accomplish the task.

Electronic files containing sensitive or confidential information must not be sent outside of the organization or be placed on the Internet unless encrypted.

Each employee should have his or her own unique login and password. In offices that require employees to share a computer, each user should have a unique login that tracks the work completed by that individual. Passwords are to be treated as sensitive and confidential information. They are not to be shared with anyone. The password policy should enforce a minimum of 8 characters and should include both letters and numbers. Supervisors who need to gain access to a diocesan computer or its data have the authority to reset a user's password in order to gain access to information.

Employees are expected to properly secure their workstation when away from the work area.

Removal or disclosure of any sensitive and/or confidential information without the express advance approval of the direct supervisor is strictly prohibited. The direct supervisor and IS Director or equivalent management representative must be notified immediately if sensitive and/or confidential information is lost, disclosed to unauthorized parties, or is suspected of being lost or disclosed to unauthorized parties. Likewise, unauthorized access to information, whether intentional or unintentional, must be immediately reported to the direct supervisor and IS Director or equivalent management representative.

Employees may be asked to sign a statement of confidentiality at the time of hire and periodically throughout their terms of employment to acknowledge their awareness of, and reaffirm their commitment to this policy.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties.

## 609 Acceptable Use of Communication Assets

The Diocese provides employees with communication assets, including but not limited to, computer systems, laptops, servers, telephone and network equipment, cell phones, voicemail, fax machines, copiers, scanners, printers, cameras, camcorders, voice recorders, email, internet systems, and access to social media. The purpose of providing these communication assets is to assist employees in performing their diocesan-directed work.

All diocesan employees are governed by the policy as outlined below. Please note that this policy also applies to all social media, including but not limited to, blogging, micro-blogging, social networking, crowd sourcing, content sharing, and Web applications. Each diocesan site retains the right to create and enforce additional policies and procedures related to the acceptable use of diocesan communication assets. For example, additional policies and procedures regarding the use and security of diocesan communication assets by employees of the CAO and Arlington Catholic Herald are published in a separate document entitled the “Information Technology Security Policy”. All employees of the CAO and Arlington Catholic Herald are required to review this document with a member of the Information Technology (IT) staff, agree to comply with the policy’s terms and conditions, complete and sign an acknowledgment of such, and submit the completed form to the IT Office. The acknowledgment form is retained in the employees’ personnel files.

Diocesan provided communication assets are generally restricted to legitimate diocesan activities. Incidental use on non-work time is generally permissible as long as:

- it does not consume more than a trivial amount of band-width, time, or other resources
- it does not interfere with staff productivity
- it does not preempt any diocesan activity
- it has not been prohibited by the direct supervisor
- it does not violate the policy as outlined below
- it is not used to solicit for job searching ventures, political causes, or other non-job-related solicitations.

Other than cell phones and laptops, diocesan provided communication assets are not to be removed from the premises or moved to another location of the premises without prior notification and approval of the IT Department or equivalent management representative.

Employees may not use a code, access a file, or retrieve information unless authorized to do so. Likewise, unless authorized, employees may not attempt to gain access to another employee’s messages or retrieve or read communications not intended for them.

Authorization from the direct supervisor must be obtained before any uploading or downloading of information, beyond the scope of normal business activities, is performed.

All information and messages that are created, received, sent, posted, or stored using diocesan communication assets are the sole property of the Diocese and no employee has any ownership interest or expectation of privacy in such communications. Accordingly, the Diocese reserves the right, in its sole discretion, to monitor, review, audit, track, and/or record employee usage of diocesan communication assets. In addition, the Diocese reserves the right to review, intercept, as well as disclose all communications and information created, received, sent, posted, or stored using diocesan provided assets. The Diocese has the right to conduct such efforts without prior notice to the employee.

Just as the Diocese prohibits employees from possessing pornographic, sexually offensive materials on diocesan property or at work-related events, the Diocese also prohibits employees from sending, receiving, storing, or viewing pornographic, sexually offensive, or other inappropriate or offensive material of any kind using diocesan communication assets.

Employees may not use diocesan provided communication assets to disseminate prohibited material to other persons, either within or outside, of the Diocese. In addition, employees who receive prohibited material are strongly encouraged to inform the sending party that receipt of such violates company policy.

Diocesan provided communication assets may not be used to send or receive copyrighted material,

proprietary financial information, or other sensitive data.

All employees are expected to review and adhere to the Website and Social Media Policy for the Catholic Diocese of Arlington as published in Appendix A of this Manual.

A limited number of jobs require professional participation in bulletin board discussions, chat sessions, instant messaging, social networking sites, or other offerings on the internet. Employees in these jobs must receive prior permission from their direct supervisor before using their CDA email address or other CDA identification, such as job title or location, on such sites. In addition, the IT Director and Communications Director, or equivalent management representatives, must be advised of such permission. Employees granted such permission may post appropriate job-related messages only. All other employees are prohibited from participating in such internet offerings using their CDA email address or other CDA identification because readers of such postings might mistakenly view an employee's personal statement as the opinion of the Diocese.

All communications made or published on behalf of a diocesan entity must be consistent with the teachings and tenets of the Roman Catholic Church and must not be inappropriate, create risk of reputational harm to the Diocese or any diocesan entity, or compromise the Diocese or any diocesan entity legally or morally. Furthermore, diocesan provided communication assets may not be used to create or send any offensive, disruptive, intimidating, or hostile messages or messages that are harmful to morale. These include, but are not limited to, messages that contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's race, color, national origin, sex, age, sexual orientation, religious or political beliefs, disability, or any other protected classification. Likewise, any use of the diocesan communication assets for abusive, threatening, obscene, insulting, or otherwise inappropriate speech or conduct is strictly prohibited.

Employees are responsible for their online commentary and behavior, including, but not limited to, posts, comments, tweets, and "likes" and are held personally liable for any commentary deemed to be defamatory, obscene, proprietary or libelous whether pertaining to individuals, CDA or any other organization, and must exercise caution and discretion with regard to the language used online. Furthermore, employees are prohibited from any conduct that adversely affects the employee's job performance, the job performance of other employees or volunteers, or that otherwise adversely affects other persons, the legitimate interests of the Diocese of Arlington or any diocesan entity, or that is inconsistent with the moral and ethical teachings of the Roman Catholic Church.

Employees who are aware of violations of this policy are expected to promptly notify their direct supervisors. Employees who violate this policy may be subject to loss of access and/or usage privileges as well as disciplinary action, up to and including, termination.

## **610 Electronic Equipment and Software**

Diocesan-owned electronic equipment and software, including but not limited to, computer systems and hardware, laptops, servers, telephone and network equipment, cell phones, fax machines, copiers, scanners, printers, cameras, camcorders, and voice recorders, as well as the data stored within is considered vital to the Diocese. The Diocese provides such equipment and software to assist employees in performing their diocesan-directed work. Employees have no reasonable expectation of privacy in their use of such equipment and software. The Diocese has the right to control, manage, and review all electronic equipment and software used by the Diocese. This includes the right at any time, with or without notice, to use such equipment and software and to read, copy, move, or delete stored files, data, pictures, etc.

The Diocese does not accept responsibility for any personal information, files, pictures, etc. of employees which are placed or stored on diocesan-owned electronic equipment or software. Employees are expected to save personal information, files, pictures, etc. onto their own personal media.

Software and related manuals are generally subject to specific copyrights or licensing agreements. Employees are, therefore, prohibited from the following without the express and advance review and approval of the Director of IS or equivalent diocesan management:

- Copying of any software and/or its manuals
- Installing diocesan-purchased software on diocesan computers, laptops, phones, or other diocesan-owned devices or equipment
- Installing personal software on diocesan computers, laptops, phones, or other diocesan-owned devices or equipment
- Selling or transferring of any software

## 611 Fraud

The Catholic Diocese of Arlington is committed to the highest possible standards of accountability and proper stewardship. All employees are responsible for the proper and honest care of the assets of our diocesan church. Under no circumstances will acts of fraud be tolerated. It is the policy of the Diocese to prosecute fully all acts of fraud in accordance with civil law.

Fraud is a deliberate and/or unlawful deception, misrepresentation, or concealment of facts committed to secure unauthorized personal advantage, benefit, or gain to the individual or an unauthorized third party, causing loss to another. Fraud includes, but is not limited to:

- Theft of assets, including money or property
- Authorizing or receiving compensation for goods not received, services not performed, hours not worked, or benefits not approved
- Bribery, kickbacks, or rebates (given or received)
- Alteration or falsification of documents, including but not limited to, applications, contracts, purchase orders, checks, invoices, and timesheets
- Filing a false disability or workers' compensation claim for benefits
- Inappropriate use of computer systems
- Misappropriation, misapplication, destruction, removal, or concealment of diocesan money, property, or other assets
- Embezzlement (any loss resulting from misappropriation of assets)
- Intentional misstatement, distortion of facts, or deliberate error in financial books, records, reports, or statements
- Improper use of diocesan-paid staff involving non-diocesan property or assets
- Any illegal use of diocesan assets

Any known or suspected incident of fraud must be reported as soon as possible. Individuals with concerns about fraudulent activity should report them to the Diocesan Finance Officer, to the Diocesan Chancellor, or to the diocesan fraud hotline, EthicsPoint, at [www.ethicspoint.com](http://www.ethicspoint.com) or 1-888-293-3718.

Whenever possible, reports of fraudulent activity will be acknowledged when received. Reports will be evaluated and appropriate investigations will be conducted by designated staff in an expeditious and timely manner. Outside experts may be retained to conduct investigations on behalf of the Diocese. Any suspected or known incident of fraud that is reported to the Diocese will also be reported to the Audit Committee. Copies of reports, investigations, and findings will be maintained in accordance with the document retention policy of the Diocese.

Requests for anonymity when making a report will be respected. Anonymous requesters must understand, however, that despite the fact that reports are never shared with implicated parties or subordinates, others familiar with the situation may be able to guess the reporter's identity. Individual reports, anonymous or not, will be kept as confidential as possible. In many cases, the Diocesan Finance Officer or Diocesan Chancellor is able to investigate matters without disclosing to anyone outside of the designated staff that a report has been made. However, it is not possible to guarantee absolute confidentiality in all circumstances. Disclosure to others, inside or outside of the Diocese, may be required by law in certain circumstances. The Diocese is hopeful that potential reporters won't let these possibilities discourage them from reporting a concern.

If facts and circumstances are sufficient to determine that possible fraudulent activity has occurred, diocesan legal counsel will be consulted and a report will be made to appropriate law enforcement agencies.

Any employee found to have participated in fraudulent activities will be subject to disciplinary action, up to and including immediate termination, as well as civil and criminal prosecution.

No employee will be subjected to any retaliation for reporting in good faith any behavior believed to violate this policy or for cooperating in any investigation relating to the enforcement of this policy. Any such retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.

Anyone reporting a complaint must act in good faith and have reasonable grounds for making the report. Any intentional false allegation of fraud is a serious civil and canonical offense and will result in disciplinary action, up to and including termination.

## 612 Conflicts of Interest

Diocesan employees have special positions of trust, loyalty, and fiduciary responsibility to the Diocese, its parishes, and its members. Employees are expected to act in the best interests of the Diocese and the entity they serve and respect the confidentiality of information gained in the course of employment activities. Employees are expected to avoid advising on matters in which a conflict of interest may exist in fact, appearance, or both.

A potential conflict of interest exists when one is in a position to use his/her status to influence decisions for personal advantage or for the advantage of a family member, significant other, close friend, or non-diocesan entity (whether charitable, advocacy related, for profit, or otherwise). Employees must avoid conduct which would or could create a conflict of interest in fact or appearance.

The following list, which is not all-inclusive, represents conflicts of interest:

- Serving as a board member, officer, or other similar position with an organization that takes positions or engages in activities which are contrary to the teachings of the Catholic Church and/or where the service on behalf of such an organization interferes with the fulfillment of the regular diocesan duties
- Except as expressly authorized by the Diocese, use of diocesan funds, facilities, supplies, personnel or other diocesan resources for personal purposes or for use in conducting the business of a non-diocesan entity
- Conducting personal activities outside of employment that create or allow to be created the misimpression or misunderstanding that the activities are sponsored or supported by the Diocese
- Making purchases or securing contracts or other business awards from a non-diocesan entity that was not the result of a fair and competitive bidding process (usually involving at least two other qualified bidders and including the participation of appropriate diocesan personnel)
- Accepting gifts, gratuities, things of value, or loans from organizations, business concerns, or individuals who are actual or potential diocesan members, clients, or vendors where the value or annual cumulative value exceeds \$100 and/or where the acceptance of such may be reasonably construed as undue influence
  - These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, or to prohibit employees from accepting social courtesies, which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions.
  - In order to avoid such situations, employees may request that the Diocese review particular circumstances in which something of value may be accepted. To obtain diocesan review, the employee must make full disclosure of all relevant facts and circumstances.
- Disclosing or using confidential information gained from one's position, including but not limited to, rosters, mailing lists, telephone directories, business plans, donor information, or confidential board proceedings, for personal gain or benefit or for the benefit of a non-diocesan entity
- Accepting, directly or indirectly, any money, thing, or service of value from any person seeking employment with or promotion within the Diocese for or in connection with such interest
- An employee and/or his/her family member with a direct or indirect financial interest with any entity or individual with whom the Diocese has an actual or potential transaction, arrangement, or business relationship



Financial interest includes:

- a. An ownership, investment interest, or personal business relationship with an entity or individual with whom the Diocese has a transaction or arrangement

Note: Ownership of five percent or less of the securities of a publicly traded company is not considered a conflict of interest and does not require disclosure.

- b. A potential ownership, investment interest, or personal business relationship with an entity or individual with whom the Diocese is negotiating a transaction or arrangement
- c. A compensation (direct or indirect remuneration) arrangement with the Diocese, other than that earned as salary or wages, or with any entity or individual with whom the Diocese has a transaction or arrangement

Employees have a duty to report to the Diocese any crime or unexplained loss encountered in the employees' performance of duties.

When an employee knows or reasonably believes that he/she is or may be involved in an actual or apparent conflict of interest, the employee has a duty to disclose the conflict. Likewise, employees have a duty to disclose actual or apparent conflicts of interest of which they are aware involving other employees. An employee who believes an actual or potential conflict of interest exists must not participate in discussions or decisions about the transaction in question.

Disclosure is normally made to the employee's immediate supervisor. Disclosure requires sufficient detail to allow a complete assessment of the conflict. The direct supervisor will evaluate the facts and circumstances of the disclosure. If a reasonable basis for a finding of conflict exists, the supervisor will attempt to find an alternate course of action that does not give rise to a conflict of interest. The supervisor will provide a written summary and conclusion, along with supporting documentation, to the Diocesan Finance Officer for review, any necessary additional investigation, and final recommendation. Any employee may choose to make a disclosure directly to the Diocesan Finance Officer or through the EthicsPoint hotline at [www.ethicspoint.com](http://www.ethicspoint.com) or 1-888-293-3718.

If the Diocese has reasonable cause to believe that an employee has violated the Conflict of Interest policy as outlined above, the employee will be informed of the basis for such belief and afforded an opportunity to provide an explanation. If, after reviewing the employee's explanation and the results of any investigation required by the circumstances, it is determined that the employee has violated the policy, disciplinary action may be taken, up to and including termination as well as the repayment of gains, the imposition of fines, and/or civil or criminal prosecution.

No employee will be subjected to any retaliation for reporting in good faith any behavior believed to violate this policy or for cooperating in any investigation relating to the enforcement of this policy. Any such retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.

Anyone reporting a complaint must act in good faith and have reasonable grounds for making the report. Any intentional false report or a report made in bad faith will result in disciplinary action, up to and including termination.

Employees and others with positions or roles that influence decision-making actions, involve purchasing decisions, and/or have access to proprietary information within a Parish, School, or the CAO are required to complete and sign a "Conflict of Interest Disclosure Statement" on an annual basis. This statement asks questions intended to reveal potential conflicts of interest. It also requires that these individuals acknowledge their awareness of, and reaffirm their commitment to the Conflict of Interest policy. The annual statements for employees of the CAO are submitted to the Bishop or other chief executive. The annual statements for Pastors are submitted with the Parish Annual Report. All other statements are kept on file at the respective parish or school.

### **613 Parking**

Where possible, parking is provided for employees. At some locations where facilities are limited, employees must obtain parking elsewhere at their own expense.

Employees are encouraged to lock their vehicles in any parking area, as the Diocese cannot be liable for any losses or damages incurred.

All employees are required to observe all traffic, parking, and speed restrictions on diocesan property. Violations may result in ticketing and/or towing charges and possible disciplinary action, up to and including termination.

## 614 Phones and Other Handheld Communication Devices

Diocesan provided cell phones and other handheld communication devices (pagers, BlackBerrys, etc.) of any type are intended for business purposes and for use in the course of normal operations. On occasion, personal calls from diocesan provided or employee owned cell phones may be necessary while on diocesan property and/or time. These personal calls, however, must be brief and infrequent. Excessive personal calls on diocesan property and/or time, including those made or received on the employee's own personal phone, are considered a violation of the Standards of Conduct.

Other than in emergency situations, employees who hold positions requiring continual availability to answer business calls are expected not to accept or make calls of a personal nature outside of the bona-fide meal period. In addition, unauthorized long-distance calls on diocesan provided phones are prohibited. Employees must charge long-distance calls of a personal nature to a home phone or credit card.

To ensure the most professional image and service, and to limit the distractions to others in the workplace, employees are required to turn personal cell phones or other personal communication devices off or place them on vibrate/silent mode while on diocesan property and/or time.

Employees must adhere to all state and local laws and/or regulations regarding the use of cellular telephones and other handheld communication devices while driving. Accordingly, while conducting diocesan business or during working hours, employees must not use cellular telephones or other handheld communication devices in a manner that is prohibited by law. Please note that several states have enacted laws that prohibit use of a cellular telephone while driving unless the driver uses a state-approved hands-free device. States also have enacted laws prohibited all texting or emailing while driving. Employees working or traveling in states with such restrictions must adhere to these laws.

Employees are neither expected nor allowed to put business needs ahead of personal or public safety. Employees must always exercise caution and good judgment. **Use of a cellular telephone or other handheld communication devices while driving is not an expected job function of any employee.** Further, employees who are charged with traffic violations including those resulting from use of their cellular telephone or other handheld communication devices while driving, will be solely responsible for all liabilities that result from such actions.

## **615 Contact with the Media**

Media releases and public press statements, including diocesan-sponsored publications, should reflect the Catholic philosophy and diocesan policies in character, presentation and substance. The Arlington Catholic Herald has its own review process. With the exception of media releases designed to publicize school or parish events or achievements, all other media releases must be approved by the diocesan Chief Communications Officer.

The diocesan Chief Communications Officer must give permission for media reporters and/or representatives to visit any facility of the Diocese for the purpose of reporting on activities or to interview or film persons at the Diocese. Employees contacted by a member of the media are expected to inform the requester that all media requests are handled through the Office of Communications and provide the requester with the CAO phone number of 703-841-2500. The Office of Communications will then work with the employee and the reporter in fulfilling the request.

## **616 Problem Resolution**

The Diocese is committed to providing good working conditions for its employees. The Diocese strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect and in a manner that gives honor and glory to God, in whose image we all are created.

Part of the Diocese's commitment includes encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question has a forum and receives a timely response. Under the Diocese's open door policy, employees with work-related concerns or suggestions, including but not limited to, established rules of conduct, policies, practices, job expectations, working conditions, or working relationships, can express their concerns without fear of penalty or retaliation.

Employees with complaints, suggestions, or questions are encouraged to bring them first to the attention of their direct supervisor. Because direct supervisors are closest to the situation, they are generally in the best position to help. If the concern cannot be resolved through the direct supervisor, the concern continues, the outcome is not satisfactory, or an investigation is required, it may be directed to a higher level of management.

There is no requirement to follow any formal chain of command when trying to resolve a concern. Employees may file complaints or express any issue of concern with the Office of Human Resources at any time.

Not every problem can be resolved to the total satisfaction of the involved parties. However, only through understanding and discussion of problems can employees and management foster and maintain an efficient, effective and harmonious work environment.

The Diocese does not tolerate any form of retaliation against employees for filing a bonafide concern. This policy, however, should not be construed as preventing, limiting, or delaying the Diocese from taking disciplinary action against any individual, up to and including termination, in circumstances where such action is deemed appropriate.

## Appendix A – Website and Social Media Policy



CATHOLIC DIOCESE OF  
**ARLINGTON**

Office of Communications

200 North Glebe Road, Suite 914 • Arlington, VA 22203

Office (703) 841-2505 • Fax (703) 524-5028

communications@arlingtondiocese.org

# Website and Social Media Policy for the Catholic Diocese of Arlington

For All Personnel and Volunteers

Released June 25, 2018

(Takes effect in all diocesan entities September 3, 2018)

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**NOTE: Some words and phrases used throughout the Guidelines correlate with definitions listed on the last page. Purpose and Application**

This policy is designed to aid all Diocesan Entities in implementing specific standards and ensuring that personnel adhere to appropriate usage, boundaries, and best practices related to websites and social media.

All employees and volunteers of the Diocese must 1) review this policy 2) return the “Official Receipt” to his or her respective pastor/administrator, school principal, or the Diocesan HR Director.

## **I. Official Diocesan Websites and Social Media Accounts**

### **A. Establishing a Diocesan Entity Website or Social Media Account**

A website or social media account officially associated with any Diocesan Entity, or that will be published on behalf of any Diocesan Entity, shall not be established without the written approval of the entity’s pastor/administrator or director.

An account’s location (i.e. URL), name or handle may not be changed without the express approval of the pastor or director.

Personal email addresses must not be used in the creation of any Diocesan Entity website or social media account. Any email address used as a login credential to obtain administrative access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the respective Diocesan Entity. All accounts must be created and maintained with diocesan email addresses, preferably the office or ministry’s main email address. This protects the sensitive information that may be received and affords the Diocesan Entity transparent access to the account.

### **B. Diocesan Entity Account Management**

A Diocesan Entity must ensure that it establishes and maintains control over any website or social media account it creates or manages. The Diocese of Arlington or an appropriate entity controlled by the Diocese of Arlington must, whenever possible, be the registered owner of the domain. *Note:* In some cases, it may not be possible to obtain ownership over a website, such as a Diocesan Entity’s Facebook page, because some social media organizations will insist on retaining ownership rights.

Only Diocesan Entity pastors/administrators and directors, appropriate information technology personnel, and account managers may have administrative access to a Diocesan Entity website or social media account or access to administrative login credentials. Diocesan Entity pastors/administrators and directors must retain administrative access to their respective Diocesan Entity’s website(s) and social media account(s). In the event that a Diocesan Entity does not have adequate staff to meet its social media needs, a volunteer cleared through the Safe Environment Program may operate under the same conditions and responsibilities within this Policy as those of an employee.

Diocesan Entity pastors/administrators and directors must ensure that, acting alone or through information technology personnel, they can terminate the administrative access of any designated account manager. Diocesan Entity heads, information technology personnel, and account managers must ensure that login credentials are secured against unauthorized access, such as by storing them in an encrypted file. In the event that an account administrator ends employment with the Diocese, administrative access must be ensured by the respective Diocesan Entity and account passwords should change.

Any email address used as a login credential to obtain Administrative Access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the applicable Diocesan Entity. For instance, the email address should not be a Gmail or Yahoo email address—rather, it should be through @arlingtondiocese.org or @[parishname].org. Exceptions can be made for social media platforms that require a non-diocesan email address. For instance, YouTube requires a Gmail email address for the primary login to a YouTube account. However, the verification email address used in the creation of the account should be a Diocesan Entity email address.

Social media activity conducted on behalf of a Diocesan Entity in an official capacity should emanate from accounts issued and branded by the Diocese or a Diocesan Entity. For example, if Amy Smith works in the Diocesan Office of Youth, Campus, and Young Adult Ministries, she should use a Twitter handle similar to “@YouthDirectorCDA.” This affords the Diocese ownership over the account and its content, and the account can be passed on to successive employees who serve in the role.



### **C. Standards for Diocesan Websites and Social Media Accounts**

The *Code of Conduct for Church Personnel of the Diocese of Arlington* applies to activity on social media and Diocesan Entity websites. All content published on behalf of a Diocesan Entity must be consistent with the teachings and tenets of the Roman Catholic Church, for which the Bishop of the Diocese of Arlington has responsibility and authority, and must not otherwise be inappropriate, create a risk of reputational harm to the Diocese or any Diocesan Entity, or compromise the Diocese or any Diocesan Entity legally or morally. Examples of Diocesan

Entity-published content this standard prohibits include, but are not limited to, content that would reasonably be considered dishonest, derogatory, sexually suggestive, sexually explicit, defamatory, fraudulent, degrading, malicious, disrespectful, or threatening. Personnel must maintain an appropriate, professional demeanor when communicating on or through a Diocesan Entity website or social media account.

Social media content should be monitored frequently. The Diocesan Office of Communications recommends monitoring website and social media accounts periodically over weekends and holidays to ensure immediate response to any inappropriate content.

When the primary administrator of the social media account is absent, either a supervisor or another administrator of the account must monitor the account. Individual site administrators are responsible for adequate monitoring and responding to content on their sites. Conflicts over posted content that are not resolved at the local ministry site are to be referred to the Diocesan Office of Communications for resolution.

### **D. Commenting Policy and Disclaimer for Diocesan Websites and Social Media Accounts**

Every Diocesan Entity website or social media account that offers the ability to “comment” should be frequently checked to ensure that all comments are appropriate and in keeping with the standards for Diocesan websites and social media accounts set forth in this policy. Comments may be subject to deletion at the discretion of the Diocese or its entities.

Additionally, whenever commenting is available, a clearly visible “Commenting Policy” should be displayed if possible.

Note: Displaying the policy, or the full policy, may not always be possible. In cases where it is possible to post a Commenting Policy, here is a sample text that could be used:

Readers and patrons of this site are welcome to comment. Discussion is encouraged, but proper etiquette must be followed. Obscenities, spam, bashing, bullying, verbal abuse, insults, link solicitations, repetitive or fraudulent comments, and off-topic comments will be removed. It may be decided that comments will require approval prior to publication. We reserve the right to block a user at any time.

Diocesan Entity websites should clearly display a disclaimer that communicates, “Users of this website should have no expectation of privacy.”

Diocesan Entity publications, social media sites, and similar websites or platforms that promote interactive dialogue should clarify that the conversation is not *intended* to represent the views of the Diocese or any Diocesan Entity. An example of such a disclaimer could be, “The opinions expressed are those of the author/commenter and do not necessarily reflect the views of the Catholic Diocese of Arlington or its entities.”

It is the responsibility of the administrator of the Diocesan Entity account and his or her supervisor to block and remove obscene, indecent or off-topic/irrelevant content as soon as possible. Content is considered indecent if it attacks a specific person or group of persons, uses expletives, or could be interpreted as insulting or inappropriate. When disputed, final determination of whether content should be removed is up to the Diocesan Entity supervisor or the Diocesan Chief Communications Officer.

## **E. Transparency of Diocesan Websites and Social Media Accounts**

Websites and social media accounts should clearly display the contact information of the account manager and declare that they are an “Official” website or account of the Diocesan Entity whenever reasonable.

Any website or social media account operating under the guise of the Diocese of Arlington or of one of its entities, without proper approval and refusing to remove the page/account, should be reported to the Diocesan Chief Communications Officer immediately.

## **III. Guidelines for Personal Websites and Social Media Accounts**

These guidelines (Section III) apply to personal websites, social media accounts, and online content (i.e., websites, social media accounts, and content owned, managed, and/or created by Diocesan Entity personnel and volunteers other than on behalf of a Diocesan Entity). Personnel and volunteers are solely responsible for content they make available online, including, but not limited to, posts, comments, tweets, and “likes” (which may suggest approval of a post or other related content). Before creating online content, Diocesan Entity personnel and volunteers should consider the risks and rewards that are involved. They should keep in mind that any conduct, including failure to adhere to these guidelines, that adversely affects their job performance, the job performance of other personnel or volunteers, or that otherwise adversely affects other persons, the legitimate interests of the Diocese of Arlington or any Diocesan Entity, or that is inconsistent with the moral and ethical teaching of the Roman Catholic Church, may result in disciplinary action up to and including termination of employment and/or his or her ability to serve as a volunteer.

Members of the clergy and/or consecrated men and women serving in any Diocesan Entity must consider that their social media and website activity is often viewed as representing the Diocese and the Office of the Bishop in an official and direct manner. As such, the utmost caution should be taken to avoid even the appearance of scandal, disunity, immorality, partisanship, imprudence, or the taking of a position contrary to the teachings of the Catholic Church. This protects one’s sacred ministry and credibility as a representative of a Diocesan Entity, as well as the reputation of all Diocesan Entities.

Despite privacy setting options, all content posted or communicated via any website or social media account will be treated as though it is universally or publicly available. At no time should Diocesan Entity personnel or volunteers publicly stand in opposition to the teachings of the Catholic Church, over which the Bishop of Arlington has responsibility and authority. Such a public stance could impact the ability of that person to continue in their role.

All personnel represent the Diocese, even in personal use of social media. Personal online postings should be in line with Catholic values, should not offend or contradict the faith, morals, and teachings of the Catholic Church, and should not be otherwise inappropriate. Efforts to adhere to this standard should include the following:

- Personnel and volunteers should not post discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.
- Personnel and volunteers should always be fair and courteous to others, whether or not they are personally Catholic.
- Personnel should keep in mind that work-related complaints are best resolved by speaking directly with their co-workers or through their supervisor, rather than by posting complaints online.
- If personnel decide to post online content, they should avoid posting anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that disparages clergy, personnel, volunteers, parishioners, or other persons associated with the Catholic Church.

- Personnel and volunteers should not post sensitive or confidential information obtained in connection with their employment or volunteer status.
- Personnel and volunteers should be honest and accurate when posting content online.
- Personnel and volunteers should never represent themselves as a spokesperson for the Diocese or a Diocesan Entity. If they post content related to their position with a Diocesan Entity, they should make clear that their views do not represent those of the Diocese or any Diocesan Entity, such as by including a disclaimer such as “Posts are my own and do not necessarily reflect the views of the Diocese of Arlington or [the relevant Diocese Entity, such as a school, if appropriate].” Such a disclaimer does not exempt personnel and volunteers from accountability and responsibility for what they communicate.

Personal websites should not be used to conduct business for any Diocesan Entity, nor should it appear as though diocesan business is conducted through that website. All materials, resources, and electronic media created on behalf of a Diocesan Entity that are intended for public consumption should be made available on diocesan websites and not solely on a personal website. If the domain of a website is owned by the Diocesan Entity, it is a diocesan website and should be consistent with the rest of this policy. If the domain of a website is owned by the personnel, it is a personal website. For example, if [www.mylocalparish.com](http://www.mylocalparish.com) is registered to “St. Ignatius Catholic Church,” it is a Diocesan Entity website and should be consistent with the rest of this policy. If the website is registered in the name of the Director of Religious Education, regardless of who manages it and how it is used, it is a personal website.

There should be no linking from Diocesan Entity content or websites to personal social media accounts or websites. This would create confusion for some as to which account is the official account of the Diocesan Entity. Personnel are welcome to post or repost diocesan content on their personal social media accounts.

#### IV. Other Policies of the Catholic Diocese of Arlington

All Diocesan Entity websites and social media, as well as personal websites, must be in accord with all Diocese of Arlington policies.

This document in no way contradicts what is stated in other CDA Policies, including, but not limited to, those listed below. *Please note: some policies require being logged in to the Diocesan Intranet for access.*

The *Code of Conduct for Clergy in the Diocese of Arlington* is published here:  
[arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-clergy.pdf](http://arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-clergy.pdf)

The *Code of Conduct for Volunteers in the Diocese of Arlington* is published here:  
[arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-laity.pdf](http://arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-laity.pdf)

The Office of Child Protection’s *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* is published here:  
[arlingtondiocese.org/Child-Protection/policy-child-protection-smca.pdf](http://arlingtondiocese.org/Child-Protection/policy-child-protection-smca.pdf)

The Office of Human Resources’ *Employee Policy Manual* is published here:  
[arlingtondiocese.org/employeepolicy/](http://arlingtondiocese.org/employeepolicy/)

#### V. Definitions

The term “**administrative access**” shall mean access to website management tools or a social media account/profile that allows a person to modify, create, delete, or publish content.

The term “**content**” shall mean any digital information that communicates a message, including, but not limited to, text, photos, audio files, and video files.

The term “**diocesan entity**” or “**Diocese**” shall mean any organization, department, office, ministry, outreach, parish, school, agency, committee, task force, advisory board, or institution by, or with the supervision of, the Diocese of Arlington. This shall include Catholic Charities of the Diocese of Arlington and the Arlington Catholic Herald and their respective entities as well.

The terms “**Diocese Entity Website**,” “**Diocese Entity Social Media Account**,” and “**Diocese Entity Website [and/or] Social Media Account**” shall mean a website and/or social media account that is owned or managed by or on behalf of the Diocese or a Diocese Entity. This term does not include personal websites or social media accounts.

The term “**personnel**” or “**employee**” shall mean the bishop, priests, deacons, seminarians, non-ordained consecrated men and women, lay employees, and lay volunteers who are involved in work for the Diocese of Arlington, its parishes and agencies and who represent the Church by virtue of office, designated position, employment or contract.

The term “**personal**” shall refer to any website, social media account, or online content, the website, social media account, or content of an individual or external group that is not owned, managed, or published by or on behalf of the Diocese of Arlington or a Diocese Entity. This term does not include Diocese Entity websites or social media accounts.

The term “**social media**” shall mean an account associated with a social media service including, but not limited to, Facebook, Twitter, YouTube, Instagram, Pinterest, Google +, LinkedIn, Snapchat, Reddit, etc.

The term “**website**” shall mean any web presence, including any website that displays social media content or features

## **VI. Addendum for Additional Policies**

Parish pastors/administrators, school principals, regional directors, and similar management personnel may develop written directives particular to their Diocesan Entity’s mission and operation that provide additional guidance to personnel in the use and management of websites and social media. No such directive should contradict the contents of this policy. If such an addendum is created, it should be included with this policy when presented to the personnel so that they understand their full responsibilities and accountability when they sign the “Official Receipt” below.

*Approved by the Office of the Bishop of the Diocese of Arlington on June 22, 2018*

*Michael F. Burbidge*

Most Reverend Michael F. Burbidge

Bishop of the Diocese of Arlington

### Schedule A - Annual Leave Schedule

		Contracted 12 Month Principals, Asst. Principals, Secondary Counselors, and Preschool Directors	Non-Contracted 12 Month School Employees	Contracted and Non-Contracted 10 and 11 Month Employees	Non-Contracted 12 Month Non-school Employees	
Eligible		Yes	Yes	No	Yes	
Criteria		Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	
Leave Year		Contract Year	School Year	n/a	Calendar Year	
Accrue or Grant?		Grant	Accrue	n/a	Accrue	
Timing of Grant or Accrual		July 1st	begins with 1st paycheck of eligibility	n/a	begins with 1st paycheck of eligibility	
Carryover Allowed?		no	yes	n/a	yes	
Date of Carryover Review		July 1st	August 15th	n/a	February 1st	
Amount and Maximum Carryover	0 - <3 yrs employ	employed to work 20 - 29.99 hours per week	100 hours / no carryover	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 150 hours	n/a	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 150 hours
		employed to work 30 - 39.99 hours per week	140 hours / no carryover	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 210 hours	n/a	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 210 hours

			Contracted 12 Month Principals, Asst. Principals, Secondary Counselors, and Preschool Directors	Non-Contracted 12 Month School Employees	Contracted and Non-Contracted 10 and 11 Month Employees	Non-Contracted 12 Month Non-school Employees
		employed to work 40 hours per week	160 hours / no carryover	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 240 hours	n/a	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year max carryover of 240 hours
Amount and Maximum Carryover	3 - <15 yrs employ	employed to work 20 - 29.99 hours per week	100 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 150 hours	n/a	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 150 hours
		employed to work 30 - 39.99 hours per week	140 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 210 hours	n/a	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 210 hours
		employed to work 40 hours per week	160 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 240 hours	n/a	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 240 hours
	15 yrs or greater	employed to work 20 - 29.99 hours per week	100 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 150 hours	n/a	10% of actual paid hrs, to a max of 8 per pay avg of 26 days per year max carryover of 150 hours
		employed to work 30 - 39.99 hours per week	140 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 210 hours	n/a	10% of actual paid hrs, to a max of 8 per pay avg of 26 days per year max carryover of 210 hours
		employed to work 40 hours per week	160 hours / no carryover	7.69% of actual paid hrs, to a max of 6.16 per pay avg of 20 days per year max carryover of 240 hours	n/a	10% of actual paid hrs, to a max of 8 per pay avg of 26 days per year max carryover of 240 hours

### Schedule B - Sick Leave Schedule

		Contracted 12 Month Principals, Asst. Principals, Secondary Counselors, and Preschool Directors	Contracted and Non-Contracted 10, 11, and 12 Month All Other School Employees	Non-Contracted 10, 11, and 12 Month Non-School Employees
Eligible		Yes	Yes	Yes
Criteria		Contracted employees must have a regular status and be employed to work a routine schedule of 20 or more hours per week at one or more diocesan schools.	Contracted employees must have a regular status and be employed to work a routine schedule of 20 or more hours per week at one or more diocesan schools. Non-contracted employees must have a regular status and be employed to work a routine schedule of 20 or more hours per week at one diocesan site	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site
Leave Year		Contract Year	School Year	Calendar Year
Accrue or Grant?		Grant	Grant	Accrue
Timing of Grant or Accrual		July 1st	August 15th	begins with 1st paycheck of eligibility
Carryover Allowed?		yes	yes	yes
Date of Carryover		July 1st	August 15 <sup>th</sup>	February 1st
Amount and Maximum Carryover	Employed to work a routine schedule of 20 - 29.99 hrs per week	50 hours max carryover of 450 hours	50 hours max carryover of 450 hours	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year for 12 month employees max carryover of 450 hours
	Employed to work a routine schedule of 30 -39.99 hrs per week	70 hours max carryover of 630 hours	70 hours max carryover of 630 hours	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year for 12 month employees max carryover of 630 hours
	Employed to work a routine schedule of 40 hrs per week	80 hours max carryover of 720 hours	80 hours max carryover of 720 hours	5% of actual paid hrs, to a max of 4 per pay avg of 13 days per year for 12 month employees max carryover of 720 hours



### Schedule C - Holy Day and Holiday Leave Schedule

	Non-Contracted Non-School Employees	Non-Contracted School Employees	Contracted Employees
Eligible	Yes	Yes	Paid in accordance with their contract
Criteria	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	Regular status, employed to work a routine schedule of 20 or more hours per week at one diocesan site	n/a
Holy Days			
	Solemnity of Mary (Jan. 1st)	Solemnity of Mary (Jan. 1st)	
	Good Friday	Good Friday	
	* Christmas Eve	* Christmas Eve	
	Christmas Day	Christmas Day	
	* Day after Christmas	* Day after Christmas	
Holidays			
	Martin Luther King's Birthday	Martin Luther King's Birthday	
	Presidents' Day	Presidents' Day	
	Memorial Day	Memorial Day	
	Independence Day	** Independence Day	
	Labor Day	Labor Day	
	Columbus Day	Columbus Day – if observed by the school	
	Veteran's Day	Veteran's Day – if observed by the school	
	Thanksgiving Day	Thanksgiving Day	
	Day after Thanksgiving	Day after Thanksgiving	
	* only if the day falls on a weekday ** for 12 month employees only		



## ACKNOWLEDGMENT

I have thoroughly reviewed the Employee Policy Manual for the Catholic Diocese of Arlington (“the Diocese”) dated October 1, 2019, including the Website and Social Media Policy for the Catholic Diocese of Arlington found in Appendix A of the Manual. I understand the policies and guidelines contained within as well as any addendums provided by my respective diocesan entity and agree to follow them in service to the Church.

I understand that the Employee Policy Manual is posted and maintained on the Benergy website at: [www.arlingtondiocese.benergy.com](http://www.arlingtondiocese.benergy.com) and may be accessed by using the log-in of: [arlingtondiocese](#) and the password of: [benefits](#). I understand, however, that I may request a copy of the Manual from the Office of Human Resources at any time.

I understand that this Manual does not state terms and conditions of employment and is not an employment contract. I similarly understand that any other manual, memorandum, or policy statement that may be issued by the Diocese or by diocesan site management is not a contract. The Diocese maintains the exclusive right to modify, eliminate, and interpret any of its policies, either formally or informally, at any time as circumstances may, in the sole judgment of the Diocese, warrant. I understand that it is my responsibility to remain aware of the current policies and guidelines and to abide by them.

I further understand that, unless I am employed pursuant to a written contract, my employment is not subject to a contract for a set term and is terminable at any time at the will of the Diocese, and the existence of cause for any termination or any other matter of discipline shall be a judgment reserved to the Diocese in its sole discretion. Similarly, I understand that I have the right to terminate my own employment at any time for any reason.

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[SIGNATURE]

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[PRINTED NAME]

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[DATE]

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