

**Diocese of San Diego**

**Model for Parish Personnel Policies**

**1. EMPLOYMENT POLICY**

This parish is an Equal Opportunity Employer. It promotes equal opportunity in the areas of recruitment, employment, training, development, transfer and promotion. It prohibits all unlawful discrimination, including discrimination based on race, color, creed, gender, religion, age, national origin or ancestry, and physical or mental disability.

In accordance with California State law, this parish conforms to the diocesan policy that all personnel who do not have a written, individual employment contract for a specific, fixed term of employment, are employed at will. This means that they are employed for an indefinite period and are subject to termination at any time, for any legal reason, with or without cause or notice. In like manner, these employees may terminate their employment at any time for any reason.

Unless employees are clearly contracted in writing by the pastor, they are at-will employees, and the at-will nature of their employment will not be altered by any oral presentation, or any oral representations during the pre-hire interviews or discussions.

**2. ACCOMMODATION FOR DISABLED EMPLOYEES**

This parish will make reasonable accommodation to provide for its disabled personnel.

**3. HIRING**

This parish follows diocesan policy regarding the hiring of lay employees.

Authority for offers of employment and to hire rests with the pastor.

Newly hired employees need to complete the employment process on or before the first day of employment.

**4. EMPLOYMENT OF RELATIVES**

This parish will not employ relatives when working in the same situation could create an actual or potential conflict of interest. An example of this is where one employed family member, directly or indirectly, supervises, audits or monitors the work of another. A relative is defined as any immediate family member whether by birth, adoption or marriage.

## 5. EMPLOYEE CLASSIFICATIONS

**Employee:** A person hired for a specific position paid either hourly or by salary through centralized payroll.

**Regular:** Any part-time or full-time employee not hired for a temporary position.

**Temporary:** An employee who is hired for a specific time period generally not longer than six months. Temporary employees are not eligible for benefits.

**Full-Time:** Employees who work a predetermined schedule of at least 35 hours per week.

**Part-Time / Benefited:** Employees whose normal work schedule is at least 20 hours per week but less than 35 hours per week.

**Part-Time / Non-Benefited:** Employees whose normal work schedule is less than an average of 20 hours per week.

**Exempt Employee:** An exempt employee is defined as one who performs work which the Federal Fair Labor Standards Act describes as professional, administrative, executive or outside sales in nature and is paid a weekly, bi-weekly or monthly salary which is not based on the number of hours worked. An exempt employee is not subject to the overtime provisions of the Act.

**Non-exempt Employee:** Non-exempt employees perform work which meets certain criteria established by either the Federal Fair Labor Standards Act or by California wage and hour laws. Generally, under federal or state wage and hour laws, covered non-exempt employees must be paid at least a minimum wage plus time-and-one-half for overtime in circumstances specified by those laws.

## 6. WORK SCHEDULE

Employees are expected to be at their work area ready for work each workday in accord with the established schedule. If an employee is unable to report to work on a given day or expects to be more than 30 minutes late, the employee should notify his or her supervisor before the start of the workday or at least as soon as possible.

Accordingly, failure to report to work, arriving late or leaving early in connection with scheduled work times, breaks or lunch periods, without authorization, may result in disciplinary action.

Employees are expected to follow the schedule arranged for them. If a change in schedule is desired, employees should request the change with their supervisor. It may not always be possible for supervisors to honor the requests of their employees due to the nature of the work assignment or the need to cover office hours. In the matter of scheduling, all due consideration is given to the individual needs and desires of employees.

Employees are permitted 10-minute rest periods in mid-morning and mid-afternoon. These cannot be combined with lunch or used to shorten the workday.

## **7. PAY PERIODS**

Employees are paid semi-monthly. Paydays occur on the 15th and last business day of each month. Hourly-paid employees are paid one payday in arrears.

For payroll processing and time records, each workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. on the following Sunday. All non-exempt staff are required to keep a record of hours worked each day.

## **8. OVERTIME**

Only non-exempt support staff employees are eligible for overtime compensation. Overtime is to be limited to urgent situations and requires prior authorization by supervisors. After 8 hours in a workday and 40 hours of work in a workweek, employees will receive 1 1/2 times their regular hourly rate.

## **9. STIPENDS FOR ADDITIONAL WORK**

When employees use their regular weekly work time to prepare and present programs, workshops, or consultations for any outside group, the stipend for this work is to be given to the parish.

When employees use time other than their regular weekly work time for such endeavor, any stipend may be retained.

## **10. WAGES & BENEFITS**

Compensation policies of the Diocese of San Diego apply to all parish employees. Payroll and employee benefits are centrally administered by diocesan offices.

This parish strives to pay just wages and salaries which reflect internal equity and take into consideration the economic realities in which we live and work.

Each year, salary ranges and individual rates of pay are reviewed, and adjusted if necessary and if funds are available to do so.

## **11. HEALTH INSURANCE**

Parish employees may be eligible for medical, dental and vision insurance. Regular employees who are full-time or part-time working 20 or more hours per week are eligible for benefits and may select their health plan coverage from the available options offered at the time of their initial hire or advancement to a benefits-eligible position or during the annual open enrollment period. The employee is required to pay a portion of the cost of coverage for their own and their dependents' health insurance. Employee contributions to the health insurance premiums are deducted from their regular paychecks on a pre-tax basis. A summary of the health plan options and the schedule of costs are published annually during the open enrollment period by the diocesan Office for Human Resources.

## **12. LIFE & DISABILITY INSURANCE**

Parish employees receive group life insurance in the amount of \$10,000 and long-term disability insurance for up to 40% of monthly earnings, for all benefit-eligible employees. Long-term disability benefits begin after 180 days of the disability. Eligible employees may purchase supplemental life and disability insurance offered under the optional benefit programs, below.

In addition, all employees are covered under the California State Disability Insurance (SDI) program. By law, employees contribute a percentage their gross pay for this benefit. If an employee cannot work because of a non-occupational injury or illness, including pregnancy and childbirth, the employee may be eligible for benefits under SDI. Eligibility and the amount and extent of coverage are determined by the State of California. Claim forms are available through the Office for Human Resources, an attending physician or the local Employment Development Office.

## **13. OPTIONAL PRE-TAX BENEFITS**

There are some optional benefits, such as:

- Flexible spending accounts for dependent care, and unreimbursed medical expense;
- Voluntary life and critical illness insurance;
- Long-term and Short-term Disability insurance buy-up;
- 403(b) retirement savings plan.

Employees may enroll in any optional benefits upon hire or annually during open enrollment. Brochures describing these programs are available through the diocesan Office for Human Resources.

## **14. PENSION PLAN**

The Diocese of San Diego has established a non-contributory, defined-benefit pension plan for eligible employees. The plan is intended to supplement Social Security benefits and other income or savings plans. All employees who are regular, full-time or part-time working 20 or more hours per week are eligible and will be enrolled upon hire. Employees must be in the pension plan for five (5) years to be fully vested. A booklet describing this plan is available through the diocesan Office for Human Resources.

## **15. EMPLOYEE ASSISTANCE PROGRAM**

Professional counseling service is available through the Employee Assistance Program (EAP) to employees and their family members who are experiencing problems of a personal nature.

Employees and any members of their family living in their household, are eligible to use the EAP counseling services free of charge (up to eight sessions per year) and in complete confidentiality. To make an appointment, call the EAP directly at (858) 571-1698 or (800) 342-8111.

## 16. WORKERS' COMPENSATION

Employees are covered under California law by Workers' Compensation for any on-the-job injury. Coverage is provided through a self-insurance program, at no cost to the employee. Information about Workers' Compensation can be obtained from the claims administrator, TriStar Risk Management, and from the diocesan Office for Human Resources.

## 17. HOLIDAYS

The holiday calendar includes the eleven designated holidays listed below, unless otherwise specifically stipulated for individual employees:

New Year's Day *	Independence Day *
Martin Luther King, Jr. Day	Labor Day
Presidents' Day	Thanksgiving
Good Friday	Day after Thanksgiving
Easter Monday	Christmas Day *
Memorial Day	

\* Indicates that when this holiday falls on a Saturday, the preceding Friday will be observed as a holiday, and when it falls on a Sunday, the following Monday will be observed as a holiday.

All regular, full-time employees will receive holiday pay. Part-time employees who work at least 20 hours per week are eligible for holiday pay based on their normal work schedule, i.e., if the holiday falls on a regularly scheduled workday, part-time employees are paid according to the number of hours they would have worked that day. An employee who is on an unpaid leave of absence is not eligible for holiday pay. If a designated holiday falls during an employee's scheduled vacation period, the employee will receive pay for the holiday instead of vacation pay.

## 18. VACATION LEAVE

Paid vacation leave is provided for regular full-time and part-time employees who work at least 20 hours per week, except for teachers under annual employment contracts. Eligible employees earn vacation based on the length of their continuous employment at any location in the Diocese of San Diego. Employees do not earn vacation during any unpaid leave of absence.

**Rate of Accrual:** Part-time employees earn vacation pay based on hours worked as a percentage of full-time hours. Each day that a regular full-time employee works or is on paid leave or approved medical leave, the employee earns a pro rata portion of the amount indicated in the following table:

### **Length of Continuous Employment Annual Allowance**

0 to less than 2 years: 10 days (two weeks)
2 or more years and less than 8 years: 15 days (three weeks)
8 or more years and less than 15 years: 20 days (four weeks)
15 or more years: 25 days (five weeks)

**Maximum Accrual:** Once vacation is earned, it cannot be forfeited. However, if an employee accrues twice the current annual entitlement (for example, 30 days for a fourth-year employee) the employee stops earning additional vacation. No more vacation may be earned until the employee has used some of the accrued vacation so that the accrued vacation balance drops below this maximum amount. If the employee's accrued vacation balance reaches the maximum again, the employee will again stop accruing vacation. Payment in lieu of vacation is not allowed.

Vacation time must be approved by the appropriate supervisor and may be taken in half day increments. Vacation request forms are submitted to and must be approved by the employee's supervisor. Vacation time must respect the needs of the parish. Requests will be approved upon consideration of office workload and staffing needs.

## **19. SICK LEAVE**

Paid sick leave is provided for all regular full-time and part-time benefited employees who are absent due to personal illness or injury, or for physician appointments or for the care of a sick or injured family member.

Employees earn one sick leave day per month of employment to a maximum accrual of 36 workdays. No payment is made for unused sick leave. Sick leave will continue to accrue during paid leave and approved medical leave, but is not accrued during non-paid leave.

The employee may use accrued sick leave pay to supplement state disability benefits or Workers' Compensation benefits in the case of a short-term medical disability up to an amount that would equal regular pay. In other words, the employee may apply any unused sick leave pay so that when combined with pay received from state disability or Workers' Compensation benefits the total income for employees while disabled would be equal to their regular pay.

Approval may be requested for sick leave in lieu of vacation pay if an employee becomes ill or injured while on vacation and when such illness or injury incapacitates the employee for three or more days or requires the employee to be admitted to a hospital.

Employees who will be absent under sick leave provisions must notify their immediate supervisor on the morning of the first day of absence. A doctor's certification verifying disability may be required.

## **20. MEDICAL LEAVE OF ABSENCE**

A medical leave of absence may be granted to full-time employees in the event of their own serious illness or injury that requires ongoing treatment from a physician and disables them from regular or modified work duty.

A medical leave of absence must be requested for any absence from active employment due to personal injury or illness, such as pregnancy and childbirth disability, that exceeds five consecutive working days in duration. (Absences of five consecutive working days or less are not considered a medical leave of absence and are covered in the "Sick Leave" policy.) The employee must make a request for medical leave of absence in writing and include a note from

the physician indicating the reason and the expected duration of the disability. The diocesan Office for Human Resources is to be informed when a request is granted.

Employees may use any accrued sick leave pay during a medical leave of absence. Pay received while on medical leave will be reduced by the amount of weekly disability payments the employee receives from State Disability Insurance or Workers' Compensation benefits.

Medical leave of up to one month will be granted to any employee voluntarily entering an inpatient rehabilitation facility for the treatment of substance abuse. Requests for extension of medical leave are to be submitted in writing no later than five working days prior to the expiration of the current leave of absence. Requests for extension should include a note from the physician stating the status of the disability and expected date of return to work. The maximum medical leave of absence period (including extensions) is six months.

While on unpaid medical leave, employer paid health insurance premiums will continue for up to four months. Employees who remain on approved medical leave for longer than four months may continue their group health, life, and accident benefits by paying both the employer and the employee portion of the monthly premium. Employees on medical leave who expect to remain off work for longer than four months should contact the diocesan Office for Human Resources to make arrangements for payment of their benefit plan premiums so as to avoid any interruption in coverage.

Continuous service, vacation and sick leave benefits cease to accrue after four months of approved medical leave of absence.

When an employee returns to work after any approved medical leave, the employee is guaranteed a position of equal pay, status and potential for promotion, but not necessarily the exact position previously held. Employees who fail to return to work after the expiration of a medical leave of absence will be considered to have voluntarily terminated their employment.

## **21. PERSONAL LEAVE OF ABSENCE**

An employee may be granted a leave of absence without pay for personal reasons up to a maximum of 30 calendar days during any twelve month period upon receiving prior written approval from the employee's supervisor. An employee who fails to return to work after the expiration of a personal leave of absence will be considered to have voluntarily terminated his or her employment.

## **22. FAMILY LEAVE OF ABSENCE**

Time off without pay may be granted incidental to the birth, adoption or legal placement of a child, or to care for a seriously ill or injured family member. The employee must request the unpaid leave in writing to the supervisor detailing the circumstances of the leave and the time of expected return to work. Family leaves will be provided for up to 12 weeks during any twelve-month period.

Eligibility for family leave requires that an employee has been employed at any diocesan location for at least 12 months and have worked at least 1,250 hours during the preceding 12-

months. Eligibility for family leave for the birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.

After returning from family leave, the employee will be placed in an equivalent position with equal benefits, pay and other terms and conditions of employment. If the leave was taken because of the employee's own illness, documentation from the employee's physician that the employee is able to return to work is required.

An employee may request an unpaid family leave of absence to begin at the expiration of a medical leave of absence. For example, a woman disabled due to pregnancy may request a family leave of absence after her doctor certifies her as physically capable of returning to work and her medical leave expires. Employer paid health insurance premiums will continue during any approved family leave of absence.

### **23. MILITARY LEAVE**

Leave will be granted for an employee who is a member of a reserve component of the United States Armed Forces and is required to report for training encampment or cruise as a normal part of the reserve obligation or temporary special service duty. The employee may use earned vacation for such absence or take a leave of absence without pay.

An employee who is entering the United States Armed Forces may be eligible for a Military Separation with reemployment rights as provided under federal law.

### **24. BEREAVEMENT LEAVE**

The parish will provide up to five days paid bereavement leave to an employee whose spouse, child, or parent has died. In the case of siblings, mother or father in-law, or grandparents, the employee may take up to three days paid bereavement leave. For all other relatives, the employee may request one day paid bereavement leave to attend funeral services. Payment in lieu of bereavement leave is not allowed.

### **25. JURY & WITNESS DUTY LEAVE**

Employees are excused from work when called to perform jury or witness duty. Employees must inform their supervisor as soon as they are notified to serve on a jury or called as a witness.

Paid leave for jury duty or witness duty when the employee is not the litigant will be extended to a maximum of ten days within a 12-month period. Employees may request unpaid leave beyond this time to serve if they choose. The Certification of Jury Duty or Certification of Witness Duty form is to be submitted upon return to work.

### **26. OPEN DOOR POLICY**

This parish fosters free interchange between employees, their supervisors, and all levels of parish leadership.

## **27. PERFORMANCE APPRAISALS**

The work of every employee will be reviewed informally on a regular basis, and formally at least once a year. Accomplishments, affirmations, recommendations, new job requirements, goals and objectives all should be part of the performance reviews.

After a formal performance review is discussed with an employee, it becomes part of the employee's personnel file. The employee's signature on the appraisal form does not necessarily indicate agreement with the review, but only that the employee has read it. Employees may respond in writing to their review, which then will be kept on file with the review.

If any differences regarding a performance appraisal cannot be resolved with the pastor, they may be referred to the diocesan Office for Human Resources.

## **28. EMPLOYEE PERSONNEL RECORDS**

All employee personnel records are confidential. Supervisors may review files of their own staff. All files are maintained confidentially by the parish office. Employees may review their personnel record by making an appointment to do so with the pastor or his delegate.

## **29. REFERENCES & VERIFICATIONS OF EMPLOYMENT**

Requests for references on current or former parish employees should be referred to the pastor. A reference will be given only after the current or former employee furnishes a signed authorization. If an authorization is not furnished, the parish will only verify dates of employment and the position held.

Requests for verifications of employment of current employees, such as those from lenders or credit reporting agencies, will be forwarded to the diocesan Office for Human Resources for response. The diocese will respond only to written requests that include an authorization signed by the employee and only dates of employment, job title, current gross rate of pay and year to date compensation (if requested) will be disclosed. Information related to an employee's performance, probability of continued employment, etc., is never to be released. No information on any parish employee is to be released over the telephone.

Written requests for information from the Social Security Administration, agents who administer unemployment compensation, and other government agencies and as required by law are forwarded to the diocesan Office for Human Resources and may be answered without the employee's written authorization.

## **30. TERMINATION OF EMPLOYMENT**

Involuntary termination occurs when an employee is discharged for reasons other than voluntary reasons, e.g., layoff, expiration of leave of absence, termination for cause. The diocesan Office for Human Resources must be consulted regarding any decision to involuntarily terminate an employee.

Exit interviews will be conducted prior to all terminations. Forms for documenting exit interviews are available from the diocesan Office for Human Resources, and when completed should be retained in the employee's personnel file.

At the time of termination employees shall be paid for actual hours worked, and for any vested, unused accrued vacation, in accordance with applicable California State law. Supervisors are responsible for retrieving from terminated employees before they leave any parish property such as keys, credit cards, or health plan ID cards.

When employment with the parish ends, all programs, files, and documents, including computer files and documents, must remain with the parish and cannot be duplicated for personal use. Any personal papers or items should be reclaimed before the last day of employment. Personal papers or items that remain beyond one week from the end of employment become the property of the parish.

### **31. PROFESSIONAL ETHICS**

Employees are not to use their positions for personal gain or advantage, or in any way that would create impropriety or an actual or potential conflict of interest, or could be perceived as impropriety or a conflict of interest. Employees must refrain from taking part in any activity or transaction in which their own interests might conflict with the best interests of the Church. Employees are expected to abide by the diocesan Code of Ethical Standards for Church Ministers (cf. ADMINISTRATION Diocesan – 23).

### **32. NON-FRATERNIZATION**

No employee may have an intimate personal relationship with another employee while being in a position which could influence evaluation or compensation.

### **33. UNACCEPTABLE CONDUCT**

The following types of conduct are considered unacceptable and may be the basis of disciplinary action up to and including termination:

1. Inability or unwillingness to work harmoniously with others;
2. Insubordination;
3. Violation of safety regulations;
4. Unauthorized removal of church property;
5. Gambling on parish time or property;
6. Possession, use, distribution, dispensing or selling of illegal drugs;
7. Working under the influence of alcohol or other intoxicants;
8. Harm or threat of harm to persons or property;

9. Possession of a weapon or explosives on parish property;
10. Unexcused absences or tardiness;
11. Sleeping on working time, wasting time;
12. Misrepresenting, falsifying or concealing information;
13. Improper use of parish resources;
14. Failure to protect parish business interests;
15. Soliciting others or distributing literature without permission;
16. Conviction of a felony, or misdemeanor involving moral turpitude;
17. Other criminal conduct even though not resulting in a conviction;
18. Unsatisfactory job performance;
19. Behavior which seriously and/or publicly violates the official teachings of the Catholic Church;
20. Sexual misconduct or sexual harassment.

#### **34. ALCOHOL & OTHER DRUGS**

This parish seeks to provide a drug-free, healthy, and safe environment for employees. Therefore, the illegal possession or sale of alcohol or other controlled substances on parish and school premises is prohibited. Furthermore, employees may not report to work under the influence of such substances. Any employee violating these standards is subject to disciplinary action up to and including termination.

An employee who voluntarily seeks help for a substance abuse problem may be provided assistance.

Serving alcohol on the premises for formal and informal employee gatherings during the workday is not allowed unless approved by the pastor. The serving of alcohol at meetings and events held during non-working hours may be considered on a case by case basis, but must also be approved by the pastor.

#### **35. HARASSMENT**

In accord with respect for the dignity of each individual, harassment in any form, including sexual harassment, is prohibited. Harassment is any kind of conduct that is not welcome, is personally offensive, or undermines the integrity of employment and professional relationships.

Any employee who is found to harass or to discriminate against another employee on the basis of gender, age, race, or any other unlawful or inappropriate basis will be subject to disciplinary action up to and including termination.

### **Sexual Harassment**

Sexual harassment is a form of illegal discrimination on the basis of gender. It includes unwelcome sexual advances, requests for sexual favors, and inappropriate conduct of a sexual nature that meets any one of the following three criteria:

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

### **Conduct of a Sexual Nature**

Conduct of a sexual nature includes, but is not limited to:

Verbal: sexual innuendoes, suggestive or insulting comments or sounds, whistling, jokes or teasing of a sexual nature, sexual propositions or threats, continuing to express personal interest after being informed the interest is unwelcome;

Visual: sexually suggestive objects, pictures or letters; leering or obscene gestures;

Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding or blocking movement, sexual intercourse or assault.

Sexual harassment can occur in any setting, including the workplace itself, business trips, and informal social events. If the affected employee is a woman, the standards of a reasonable woman are applied in determining if sexual harassment has occurred. If the target is a man, the standards of a reasonable man apply. It is no defense to a claim of sexual harassment that the alleged harasser claims he or she did not intend to harass; nor is it a requirement that the victim be the direct target of the sexual conduct; it is the impact on the offended party that must be considered within the totality of the circumstances present in the working environment.

### **Individuals Covered Under the Policy**

This policy covers all employees. Harassment will not be tolerated, condoned or allowed, whether engaged in by co-workers, supervisors, or non-employees.

### **Reporting a Complaint**

Individuals who believe they or other employees are being harassed should notify the appropriate supervisor. If the supervisor is the source of the harassment, or is unwilling or unable to assist

the employee, the matter should be reported to the pastor or to the diocesan Office for Human Resources.

### **Time Frame for Reporting Complaint**

Employees are encouraged to promptly report any complaints so that rapid response and appropriate action may be taken. There are certain time limits for filing legal claims of harassment if the employee intends to pursue legal action.

### **Responsibilities of Supervising Employees**

Employees with supervisory responsibility must complete the required training program. They are required to prevent, address and report employee conduct that they believe may constitute harassment. Failure to do so may subject those supervisory employees to discipline, as well as possible personal liability.

### **Retaliation**

Retaliation against an individual who makes a good faith report of harassment is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment or for cooperating in an investigation will be subject to the same disciplinary action provided for offenders.

## **36. CONFIDENTIALITY**

In the course of their work, employees may have access to information or documents that are confidential. Employees must take care not to violate confidentiality, nor to compromise the parish or school either ethically or legally. Employees who are unsure as to what is considered confidential should consult their supervisor.

## **37. MEDIA RELATIONS & COMMUNICATIONS**

All matters which involve news releases or statements to the media should be reviewed by the pastor.

## **38. INFORMATION TECHNOLOGY**

The parish provides information technology tools to enhance productivity and enable employees to produce efficient, high quality work. Information technology includes all aspects of voice, video and data communications including voice mail, e-mail, computer networking, fax, and the Internet. The facilities to provide that access represent a considerable commitment of parish resources and are intended for parish business.

The use of any of these tools must be consistent with the mission and goals of the parish. Discretion must be used when dealing with confidential information. Employees are encouraged to become more efficient and productive by using these tools effectively.

## **IT Equipment and Software**

The telephone is intended for business use, including local and long-distance calls. Personal telephone calls should be made only when necessary. Personal long distance calls may not be charged to the parish.

All electronic and telephonic equipment and all information (e.g. files produced from or using programs on an employee's computer) stored, transmitted, received or contained in the parish information system is the property of the church and therefore should not be removed or transmitted in any way without permission.

No disks or programs from any outside source, including the internet, are to be installed on any parish computer without permission.

No programs installed on an employee's hard drive are to be copied for use elsewhere. This would violate the manufacturer's licensing agreement.

## **Internet Access and E-mail**

All messages composed, sent or received on the e-mail system are and remain the property of the parish. Privacy or confidentiality of any e-mail message or use of any internet site should not be presumed. These systems serve to facilitate operations of the parish and should be used primarily for business purposes.

Unnecessary or unauthorized internet usage is prohibited. No one should have an expectation of privacy as to his or her internet usage or e-mail. The parish reserves the right to inspect any and all files stored in private areas of its systems.

Employees may not use the parish internet facilities to download non-business-related video, audio or music images.

## **39. ATTENDANCE AT MEETINGS**

Absence from work to attend diocesan, regional or national meetings requires prior approval.

## **40. PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

There will be no reimbursement, in whole or in part, for any professional development which does not have prior approval.

## **41. AUTOMOBILE EXPENSE REIMBURSEMENT**

Employees may be reimbursed for authorized mileage while using their personal automobile for approved parish business. The mileage reimbursement rate is reviewed periodically and adjusted as necessary.

To be eligible for mileage reimbursement, employees must have on file the name of their automobile insurance company, the policy number and expiration date, and a valid driver's license number.

#### **42. TRAVEL EXPENSE REIMBURSEMENT**

Only with prior approval will employees be reimbursed for travel expenses for work related trips.

#### **43. SAFETY**

This parish strives to develop and maintain a safe working environment. Employees should immediately report any unsafe conditions. Any on-the-job injury or illness, no matter how seemingly insignificant, should be reported immediately.

#### **44. FUND RAISING ACTIVITIES**

It is not appropriate for employees while at work to approach others for the purpose of selling various products, raffle tickets, candy bars, etc.

#### **45. CHILDREN AT THE WORKPLACE**

Employees should not bring children to the workplace during regular working hours without permission.

#### **46. NO SMOKING**

In compliance with California law, the parish prohibits smoking inside all parish facilities.

#### **47. DRESS CODE**

Professional business attire is required for all employees except those exempted by the pastor.

#### **48. OFFICE DÉCOR & HOUSEKEEPING**

The ecclesial and professional environment of the workplace is to be respected and promoted by all employees. Each employee shares in the responsibility of maintaining a clean and clutter-free work environment. The parish alone provides office furnishings, plants and accessories as well as wall treatments and other embellishments. A few personal items that do not conflict with the décor and are not attached to walls or furnishing are acceptable, such as photographs of family members. Meals are not to be eaten at the employee's desk.

#### **49. PARKING**

Employees are expected to follow parish directives regarding the parking of their vehicles.

*These parish personnel policies will be reviewed periodically by the pastor and parish finance council, especially at the appointment of a new pastor, and changed as may be beneficial to the parish.*

Policies that may **not be changed or omitted**:

#1	#13	#25
#2	#14	#26
#3	#15	#28
#5	#16	#29
#7	#18	#31
#8	#19	#32
#10	#20	#35
#11	#22	#36
#12	#23	#43

Policies that **must be included but may be changed only in consultation with HR**:

#4  
#6  
#21  
#30  
#33

Policies that **must be included but may be changed without HR consultation**:

#9	#41
#17	#42
#24	#44
#27	#45
#34	#46
#37	#47
#38	#48
#39	#49
#40	

**Other policies may be added but only in consultation with HR.**

**(SAMPLE)**

**PARISH PERSONNEL POLICIES**

**Employee Acknowledgment**

I acknowledge that I have received a copy of the Personnel Policies of  
\_\_\_\_\_ parish.

I have read them and will comply with them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)