

**PASTORAL CENTER PERSONNEL POLICIES**

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## **PART I**

### **PERSONNEL POLICIES AND PROCEDURES**

#### **EMPLOYMENT POLICY**

The defense and promotion of human rights is inseparable from the Gospel mandate and the teaching of the Church. The diocese is therefore an Equal Opportunity Employer. It is the policy of the diocese to promote equal opportunity in the areas of recruitment, employment, training, development, transfer and promotion. Employment in diocesan offices and subsequent development, transfer or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, age, disability or national origin, except where creed or ordination is a bona fide occupational qualification. The diocese will not discriminate on the basis of disability, and reasonable accommodation will be made for those qualified individuals with disabilities unless hardship will result.

In accordance with California State law and within the context of the social teaching of the Church, it is diocesan policy that all diocesan personnel who do not have a written, individual employment contract for a specific, fixed term of employment, are employed at the will of the diocese. Diocesan personnel 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, employees may terminate their employment at any time for any reason.

The at-will nature of employment will not be altered by any oral or written presentation, or any representations during the pre-hire interviews, discussions, or recruiting materials.

Only the bishop and the chancellor, have the authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with these policies.

All qualified individuals are eligible to be considered for openings and promotions. Openings are posted and announced with due regard for the rights of the employer.

#### **RELIGIOUS AND CLERGY**

Staff who are clergy or religious are bound by these policies and procedures allowing for exceptions which must be approved by the bishop or the chancellor.

#### **ACCOMMODATION FOR DISABLED EMPLOYEES**

The Diocese of San Diego supports reasonable accommodation to provide qualified disabled persons an equal opportunity for employment.

## **EMPLOYMENT OF RELATIVES**

Relatives may not work in any situation that could create an actual or potential conflict of interest. An example of this is where one 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.

## **WORK SCHEDULE**

The normal work schedule for Pastoral Center employees is Monday through Friday from 8:30 a.m. to 4:30 p.m. with one hour for lunch. Employees are expected to be at their work area ready for work each workday by no later than 8:30 a.m. 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 the Office for Human Resources before the start of the workday or at least as soon as practical.

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 and/or the need to cover office hours. In the matter of scheduling, all due consideration is given to the individual needs and desires of staff employees.

Employees are permitted 15-minute rest periods in mid-morning and mid-afternoon. These cannot be combined with lunch or used to shorten the workday.

## **SAFETY**

The diocese strives to develop and maintain a safe working environment. The prevention of accidents is often a matter of individual care and awareness of a hazardous condition. Employees should immediately report any unsafe conditions to their supervisor, or to the Office for Human Resources. Any on-the-job injury or illness, no matter how seemingly insignificant, must immediately be reported by employees to their supervisor and to the Office for Human Resources. A first aid kit is available in the Office for Meeting Services and in the two kitchens (first floor and lower level).

## **HIRING**

Applications for employment and/or resumes should be submitted to the Office for Human Resources. Human Resources staff will work with the directors of diocesan offices in locating and screening suitable candidates for any open positions on the Pastoral Center staff. Directors shall consult with the Office for Human Resources in determining the appropriate job classification and starting pay range prior to discussing salary or benefits with an applicant.

Before individuals may be hired for a diocesan staff position, they must meet the specific qualifications for diocesan employment, including education and experience levels established for the particular position for which they are being considered. Questions regarding qualifications and other employment standards should be directed to the Office for Human Resources.

Authority for hiring/offers of employment rests with the bishop and the chancellor. Directors or higher level officers need authorization in order to make offers of employment. Any verbal offer of employment must always be confirmed in writing. Upon acceptance, the newly hired employee should be referred to the Office for Human Resources for in-processing, benefits sign-up, etc. This should be accomplished on or before the first day of employment.

Certain staff positions may require an Oath of Fidelity and/or a Profession of Faith.

## **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.

## **TERMINATION OF EMPLOYMENT**

Decisions about involuntary employee terminations are to be reviewed by an individual not immediately involved in the supervision of the terminating employee. 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 Office for Human Resources must approve any decision to involuntarily terminate an employee.

The amount of notice for employees who are being terminated will be determined by the particular director with the concurrence of the director of Human Resources. Pay may be granted in lieu of all or part of the notice period. Exit interviews will be conducted prior to all terminations by the particular director or the director of Human Resources. Forms for documenting exit interviews are available from the Office for Human Resources, and when completed should be forwarded to the Office for Human Resources for retention in the employee's personnel file.

Terminating employees shall be paid for actual hours worked and any vested, unused accrued vacation in accordance with applicable California State law. Supervisors of terminating employees are responsible for retrieving any diocesan property such as keys, credit cards, health plan ID cards, etc. from terminated employees before they leave the premises. Supervisors must also notify the appropriate phone and computer system administrators in order for the employee's name and account(s) to be deleted from the system. This should be done at the earliest possible time after the terminating employee departs.

## **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.

## **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.

## **ALCOHOL AND OTHER DRUGS**

The diocese seeks to provide a drug-free, healthy, and safe environment for its employees. Therefore, the illegal possession or sale of alcohol or other controlled substances on diocesan 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.

The diocese will assist an employee who voluntarily seeks help for a substance abuse problem. Requests for assistance are treated confidentially.

Serving alcohol on the premises for formal and informal employee gatherings during the workday is not allowed unless approved by the bishop or his delegate. 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 bishop or his delegate.

## **HARASSMENT**

In accord with respect for the dignity of each individual, the diocese maintains a strict policy prohibiting harassment in any form, including sexual harassment. 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 of the diocese. The diocese will not tolerate, condone or allow harassment, whether engaged in by co-workers, supervisors, or non-employees. The diocese encourages reporting of all incidents of harassment, regardless of who the offender may be or the offender's relationship to the diocese.

### **Reporting a Complaint**

The diocese encourages individuals who believe they are being harassed to promptly notify their supervisor or the director of the Office for Human Resources. If the supervisor is the source of the prohibited harassment, or is unwilling or unable to assist the employee, the matter should be reported to the director of the Office for Human Resources as soon as possible.

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

The diocese encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the complainant, but also helps to maintain an environment free from harassment for all employees. Also, 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 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**

The diocese will not in any way retaliate against an individual who makes a good faith report of harassment, nor tolerate retaliation by any supervisor or other employee. Retaliation 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.

## **NON-FRATERNIZATION**

The diocese maintains a strict non-fraternization policy. No employee of the diocese shall engage in or maintain an intimate personal relationship with any other employee of the diocese where one is in a position to control or influence the supervision, evaluation or compensation of the other.

## **OPEN DOOR POLICY**

It is the policy of the diocese to foster a free interchange between employees, their supervisors, and all levels of diocesan leadership through an active “open door” practice. The diocese recognizes that in any organization misunderstandings may occur regarding an employee’s responsibilities or regarding policies or actions that affect the employee.

Employees are encouraged to contact their immediate supervisor to report or resolve a problem. If that supervisor is unable or unwilling to resolve the problem, employees should contact a Pastoral Center officer at the next higher level of authority. If that individual is unable or unwilling to resolve the problem, employees should contact the director of Human Resources and, if necessary, the chancellor or bishop.

## **PART II**

### **COMPENSATION AND BENEFITS**

#### **COMPENSATION POLICY**

It is the policy of the diocese to strive to pay just wages and salaries that reflect internal equity and take into consideration the economic realities of the institution and the community in which we live and work.

In its commitment to provide an effective personnel program, the diocese has established a system for managing, in an equitable manner, the wages and salaries it pays. Equitable compensation practices are important in attracting and retaining qualified persons of the caliber required for the services the diocese is called to provide. In addition, salaries are a significant part of the cost of diocesan operations and as such require fair, consistent and prudent management. The compensation process is designed to include both of these important considerations and keep them in proper balance. It has two major components:

1. A position evaluation system which establishes internal equity by determining the relative value of each position and ultimately the pay level to be used for that position;
2. Economic and salary survey data which measure the rates paid for comparable positions in the business world and other dioceses, but allow for the financial condition and limitations of diocesan resources.

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

#### **STIPENDS FOR DIOCESAN EMPLOYEES**

When employees give workshops at diocesan-sponsored events that are within the scope of their responsibility, they will not receive a stipend regardless of the diocesan office that is sponsoring the event. In this case it is understood that the employees make use of their regular weekly work schedule for the preparation and presentation involved.

When employees use their regular weekly work time to prepare and present programs, workshops, or consultations for any group other than diocesan offices, the stipend for this work is to be given to the diocese.

When employees use time other than their regular weekly work time to prepare and present programs, workshops, or consultations for any group other than diocesan offices, the stipend is retained by the employee doing the work.

The diocese has a right to a full workweek from its employees. Employees have a right to be fairly compensated by others for work done above and beyond the workweek. Implementation of

this policy is to be clarified and approved with the employee's supervisor. Any exceptions must be approved by the director of Human Resources or the chancellor.

## **PERFORMANCE APPRAISALS**

The diocese believes both in the accountability and in the affirmation which occur in the context of a performance review. This serves the needs of the diocese to evaluate effectiveness in terms of its mission and is an aid in the development of the individual's contribution to that mission.

The work of every employee should be reviewed both formally and informally on a regular basis. A formal written performance review of each employee shall be done once each year during the month of April by supervisors. Each employee's active participation in the process of review is critical to the purpose and success of the review. Past accomplishments, affirmations, recommendations, new job requirements, goals and action plans are all essential ingredients of the performance review.

After the performance review is discussed with the employee, it becomes part of the personnel file. Employees' signatures do not necessarily indicate agreement with the review, but only that they have read it. Employees shall have an opportunity to respond in writing to their review, and their response shall become part of the review.

Should any difference regarding the review not be resolved between the supervisor and employee, request for review may be made to the chancellor.

## **PROMOTIONS**

The diocese believes in the value of promotions from within the organization. Current employees will be considered for job openings based upon their qualifications, ability, and performance. In so far as required and possible, openings will be posted in the staff lounge of the Pastoral Center. Questions regarding a particular job opening should be referred to the Office for Human Resources.

## **HEALTH INSURANCE**

The diocese provides medical, dental and vision insurance for all benefit-eligible employees. 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 Office for Human Resources.

## **LIFE AND DISABILITY INSURANCE**

The diocese provides 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.

## **OPTIONAL PRE-TAX BENEFITS**

The diocese offers certain 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 Office for Human Resources.

## **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 Office for Human Resources.

## **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 of the Diocese of San Diego, and any members of their family living in their households, 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.

## **WORKERS' COMPENSATION**

All employees of the diocese (except priests) 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 Office for Human Resources.

## **PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

The diocese recognizes the importance of continuing education as a means to upgrade skills, avoid job obsolescence and prevent career stagnation. Financial assistance for educational purposes may be granted to diocesan staff who wish to pursue job-related, accredited courses of study. The Tuition Reimbursement Program will, subject to budgetary limitations, reimburse eligible employees for a portion of their expenses following satisfactory completion of approved courses.

**Eligibility** - All permanent, full-time Pastoral Center employees are eligible to participate in this program. The employee must be on the active payroll for one year and a full-time employee both prior to the start and at the conclusion of the course. The employee must also have a satisfactory work and attendance record.

**Timing of Educational Pursuit** - All participation in continuing education will be pursued on the employee's time and not during their regular working hours.

**Approved Courses** - Approved courses are those which will increase employee competency and effectiveness in their present job or prepare the employee for advancement within the diocese. The diocese considers reimbursement for any accredited, upper-division courses where ever they might be taken, and for any accredited lower-division courses taken at a two-year community college. There is no reimbursement for costs associated with correspondence courses.

**Law Degrees** - The diocese does not consider providing tuition reimbursement for law degrees (civil or canon law) unless the degree is a condition of employment or the employee is working in a job requiring paralegal expertise or daily legal interpretation of civil or canon law documents.

**Application** - Employees desiring to participate in this plan must initiate a written request for tuition reimbursement consistent with these guidelines and submit it to their immediate supervisor and the Office for Human Resources for review and approval prior to enrollment for the course.

**Payment** - Employees are themselves responsible for payment of their tuition and other costs for which reimbursement has been approved.

**Reimbursements** - Reimbursement of 75% of course expenses including registration fees, tuition costs, library and laboratory fees (but not including textbook costs, parking fees, student activity or recreational fees, or travel expense) will be made, subject to the following conditions:

1. Satisfactory course completion with a minimum grade of “C”;
2. Presentation of receipts expenses covered by this program;
3. Use of Pastoral Center “Check Request” form.

Reimbursements will be limited to \$2,000.00 in any twelve-month period.

Tuition reimbursement, scholarships or grants received by an employee from government or private sources must be deducted in determining any reimbursement under this program.

**Note:**

- Registration fees for courses taken through the San Diego Diocesan Institute are normally waived for Pastoral Center staff as long as they are on the active diocesan payroll.
- Under special circumstances, employees may be requested to enroll in courses of study of direct value to the diocese. In such cases, the total costs of registration fees, tuition costs, textbooks and certain other expenses will be absorbed by the diocese.

**HOLIDAYS**

The holiday calendar for the Pastoral Center staff includes the eleven designated holidays listed below, and the four workdays between Christmas and New Year’s Day:

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	

(When a \*-designated 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, the part-time employee is 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.

**SICK LEAVE**

The diocese provides paid sick leave 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.

The director of the Office for Human Resources may approve 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.

All employees who will be absent under sick leave provisions must notify the Office for Human Resources by 9:00 a.m. on the morning of the first day of absence. A doctor's certification verifying disability may be required.

## **VACATION LEAVE**

The diocese provides paid vacation leave for regular full-time and part-time employees (except teachers under annual employment contracts) who work at least 20 hours per week. Eligible employees earn vacation based on the length of their continuous employment with the Diocese of San Diego. Employees do not earn vacation during any unpaid leave of absence. Employees are encouraged to use vacation time annually to facilitate rest and relief from the everyday work routine.

**Rate of Accrual:** Vacation allowance accrues monthly from the first date of eligibility. 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:

<b><u>Length of Continuous Employment</u></b>	<b><u>Annual Allowance</u></b>
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 can be taken in one-half day increments if requested by the employee. Vacation request forms are submitted to the employee's supervisor and upon approval are forwarded to the Office for Human Resources. Vacation time must respect the needs of the organization. Requests will be approved upon consideration of office workload and staffing needs.

## **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. Requests for medical leave may be granted by the supervisor after consultation with the Office for Human Resources.

The employee 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 to the Office for Human Resources 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 diocesan 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 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.

### **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.

### **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 by the diocese for at least 12 months and has 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.

### **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.

## **BEREAVEMENT LEAVE**

The diocese 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.

## **JURY AND 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 to the Office for Human Resources upon return to work.

## **AUTOMOBILE EXPENSE REIMBURSEMENT**

Employees may be reimbursed for authorized mileage while using a personal automobile. Authorized mileage is that required in connection with diocesan business over and above the mileage of the employee's normal daily commute. The mileage reimbursement rate is reviewed periodically and adjusted as necessary.

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

## **TRAVEL EXPENSE REIMBURSEMENT**

This policy establishes guidelines governing the reimbursement of travel, entertainment and incidental expenses incurred during the conduct of diocesan business. Employees will be reimbursed for appropriate, necessary and reasonable expenses for authorized business travel and for other travel-related expenses pertaining to the transaction of diocesan business. Employees are expected to exercise good stewardship and prudent judgment regarding expenses covered by this policy. While this policy does not cover every possible situation, it should be utilized to make appropriate judgments about travel expenditures.

### **Allowable Expenses**

Lodging: Employees are authorized to use quality hotels and motels whose rates are reasonable and competitive. Higher priced accommodations should only be used when others are not available. Each day's room charges (including taxes) must be shown on the Travel Expense Report. "Lump sum" hotel bills are not acceptable under the "lodging" category of the Travel Expense Report form, i.e., meals, telephone charges, etc. must be listed separately. When an

employee's family accompanies the employee on a business trip, the lodging reimbursement shall be limited to a single room rate unless a business reason can be substantiated.

Meals: The diocese will reimburse the employee for reasonable costs spent on meals, including gratuity. A receipt will be required for all meals.

Airfare: The standard domestic airline accommodations will be coach, tourist or economy. The standard intercontinental airline accommodations will be business class or its equivalent. When completing the Travel Expense Report form, the amount of the airfare, the travel agency and/or airline used must be indicated in the appropriate section of the form. The passenger ticket copy must also be attached to the Travel Expense Report form. Air travel life insurance purchased by the traveling employee will not be reimbursed.

Rail Fare: The standard rail accommodations will be coach during daytime travel and roomette during overnight travel.

Auto Rental: When completing the Travel Expense Report form, the amount of each rental car and the name of the rental car company must be indicated in the appropriate section on the form. A copy of the rental agreement must also be attached to the Travel Expense Report form.

Employees should exercise good judgment prior to renting an automobile. Cabs may be more economical when traveling in cities. When a rental car is required, normally a compact or intermediate model is considered adequate when traveling alone. Advance arrangements should be made in order to receive optimum discount rates. Since it is significantly cheaper to return a rental vehicle with a full tank of gas, this should be done whenever possible. The collision damage and the bodily injury insurance should not be purchased.

Gratuities: For expenses such as meals, taxi, etc., the gratuity should be limited to the accepted norm (generally 15%) and included in the amount reported. It is proper to show as "tips" gratuities to redcaps, skycaps, hotel porters and bellhops (generally \$1.00 per bag) and hotel maids (up to \$5 per day).

Laundry and Valet: No laundry expenses will be reimbursed unless the trip lasts for more than 5 days. If the trip is more than 5 days, reasonable charges for laundry and valet service must appear on the hotel bill or a proper receipt must be furnished for non-hotel service. Expenses of this nature are not allowed after return from a business trip.

### **Non-Reimbursable Expenses**

The following expenses are not reimbursable:

- a) Baby-sitter/Childcare fees
- b) Pet boarding fees
- c) House sitting fees
- d) Personal articles - e.g., toiletries, etc.
- e) Airline club dues
- f) Frequent Flyer memberships or dues

- g) Barber/Hairstylist
- h) Traffic or parking fines
- i) In-flight movies/refreshments
- j) Hotel room movies
- k) Luggage, briefcases
- l) Additional flight insurance

## **Cash Advances**

Usage and Issuance Criteria: Employees are expected to minimize their usage of cash for reimbursable expenses. Temporary cash advances are available to employees in travel status that expect to incur out-of-pocket expenses. Cash advances to holders of a diocesan credit card should be limited to \$50 per day of travel up to \$200 per trip. Temporary cash advances will not be issued more than five days prior to the expected travel date. Advances will not be issued to employees that have not settled a previously issued expense advance.

Settlement and Reporting: All cash advances should be settled immediately upon return from travel. Settlement consists of reporting the advance on a Travel Expense Report form that documents the trip expenses, and deducting the advance from the out-of-pocket expenses.

## **Travel Expense Report Processing**

Time Frames: Out-of-town travel is to be reported on Travel Expense Report forms immediately upon return from travel. In-town expenses may be accumulated on a weekly or monthly basis, but in no case should cover more than one month's time. Timely reporting is important to our internal cost accounting. Expenses not reported within 60 days of incurrence risk delayed or partial reimbursement.

Expense Report Forms: The diocese's authorized Travel Expense Report form is to be utilized. The forms are available from the accounting office.

Authorization: All expense reports must be approved by the employee's immediate supervisor and submitted to the accounting office for processing.

## **RELOCATION ASSISTANCE**

Full-time executive/administrative staff who are relocating to the San Diego area in order to accept employment at the Pastoral Center of the Diocese of San Diego are eligible for relocation assistance. Authorized relocation allowances are designed to prevent, to the extent practicable, the relocation from being a financial burden to the new employee. The allowances are not intended to be a compensation mechanism and are based on the assumption that the employee will exercise prudence and sound judgment concerning the expenditures.

## **Relocation and Transportation Expenses**

The diocese will reimburse reasonable and actual expenses for the moving of household goods by a moving services company selected by the diocese. This includes reimbursement of 100% of the cost of packing, shipping, unpacking and standard insurance coverage of reasonable and customary household goods up to a maximum of 8,000 lbs., including interim storage of household goods for a maximum period of 60 days, when necessary and with prior approval. Normally the cost of moving or insuring items of extraordinary value or of unusual nature will not be paid.

The diocese will reimburse the cost of air transportation, not to exceed the cost of one-way airfare, economy class, for the employee and his/her immediate family. If driving a personal vehicle, a mileage allowance equal to the most current IRS guidelines for relocation travel will be paid for one automobile.

An applicant who has acknowledged final acceptance of an offer of regular, full-time employment in any executive/administrative position but is not yet actively at work, may be allowed reimbursement of transportation expenses for one advance visit to the new location for himself/herself and his/her spouse for purposes of house or apartment hunting.

Reasonable expenses for meals and lodging for the employee and his/her immediate family for each day in transit from the place of their residence to the place of employment will be reimbursed. The maximum time for which expenses will be reimbursable will be 5 days, including necessary transportation time.

In order to obtain reimbursement for expenses incurred under the provisions of this policy, appropriate receipts for such expenses must accompany the request for payment.

Employees who terminate service within one year from the date of employment for reasons within their control will be liable for reimbursement of relocation and transportation expenses paid under the provisions above.

## **Loan for Down Payment for Home Purchase**

The purpose of this provision is to provide those individuals relocating from outside of San Diego County to be in a position to purchase a home in the area. The following are the loan guidelines:

**Term of Eligibility** - Qualified employees have eighteen (18) months after date of employment to take advantage of this policy.

**Amount of Loan** - The amount of the loan will be the lesser of \$25,000 or ten (10%) percent of the purchase price of the home.

**Amortization Period** - The term of the loan shall be no more than five (5) years. (See Adjustment if Employee Leaves the Employment of the Pastoral Center.)

Interest - Interest on the loan shall be at six (6%) percent per year. (See Adjustment if Employee Leaves the Employment of the Pastoral Center.)

Collateral - The loan shall be in the form of a second trust deed note.

Method of Payment - The loan shall be paid through a semi-monthly salary deduction from the employee's pay. (See Adjustment if Employee Leaves Employment of the Pastoral Center.)

Adjustment if Employee Leaves Employment of the Diocese - If, for any reason, the employee leaves the employment of the diocese, the following adjustment to the second trust deed note will be made:

The interest will be increased by two (2%) percent for the remaining amortization period;

The remaining amortization period shall be accelerated to the lesser of: (a) two years; or (b) the remaining period of amortization on the original term of the note. The monthly payments shall be adjusted for the increase in interest and the change in amortization period, if any. The method of payment shall be cash paid to the Diocese of San Diego on the first of each month. Payments late by 10 days shall be subject to additional interest until paid.

## **PART III**

### **RULES OF CONDUCT AND OTHER EMPLOYMENT POLICIES**

#### **CONDUCT OF EMPLOYEES**

The following categories include, but are not limited to, those types of conduct that 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 diocesan or church property;
5. Gambling on diocesan 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 diocesan or church property;
10. Unexcused absences or tardiness;
11. Sleeping on working time, wasting time;
12. Misrepresenting, falsifying or concealing information;
13. Improper use of diocesan resources;
14. Failure to protect diocesan 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.

## **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 diocese either ethically or legally. Employees who are unsure as to what is considered confidential should consult their supervisor or the director of the Office for Human Resources.

## **COMPLAINTS ABOUT CLERGY**

From time to time, people working at the diocese may receive a complaint about a particular priest or deacon. To insure fair treatment and consistency, and to maximize the greatest potential to improve the situation for the priest or deacon as well as the Church community, these complaints are to be referred to the chancellor to be addressed in accordance with established diocesan policy.

## **MEDIA RELATIONS AND COMMUNICATIONS**

The diocese is committed to the following media relations and communications policy:

1. The bishop is the primary spokesperson on behalf of the diocese.
2. Unless directed otherwise by the bishop, the Chancellor shall serve as spokesperson and/ or coordinator for the diocese and may coordinate with others who might be engaged as spokespersons relative to an issue. In the case where media inquiries are urgent or in a crisis situation and the Chancellor is not immediately available, the bishop or someone designated by him shall serve as spokesperson on behalf of the diocese.
3. All matters that require news releases or public statements by the diocese are to be reviewed and coordinated with the Chancellor and appropriate diocesan office directors.
4. Any news issues related to personnel will have one spokesperson. The chancellor in counsel with the respective director will determine who the spokesperson will be for each situation. Supervisors in collaboration with the director of the Office for Human Resources are responsible for insuring that all new employees are oriented to this policy.

## **ATTENDANCE AT MEETINGS**

One director from each diocesan office may represent that office annually at one national, one regional and one local meeting, conference or convention sponsored by organizations which pertain to their ministry or work. This opportunity is intended to educate and enrich individual directors, and through them their collaborators and the diocese, without jeopardy to their presence in the diocese for ongoing service.

Employees, even if they are directors of more than one office, may not attend more than one national, one regional and one local such meeting, conference or convention a year. Exceptions require permission from the bishop or the chancellor.

Obviously, here is not meant the working meetings of groups or organizations to which directors must belong or are given permission to belong, e.g., the California Catholic Conference, but still, too many meetings and multiple director and staff participation should be avoided.

## **DOCUMENTS**

All papers, programs, files, and documents (including computer files and documents) created by employees for the diocese while employed by the diocese are the property of the Diocese of San Diego. If employment with the diocese ends, all papers and files must remain with the diocese 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 diocese.

## **EMPLOYEE PERSONNEL RECORDS**

All employee personnel records are confidential. Supervisors may review files of their own staff. All files are maintained confidentially by the Office for Human Resources. Employees may review their personnel record by making an appointment to do so with the director of the Office for Human Resources.

## **REFERENCES AND VERIFICATIONS OF EMPLOYMENT**

Requests for references on current or former employees of the diocesan Pastoral Center must be referred to the Office for Human Resources for response. A complete reference will be given only after the current or former employee furnishes a signed authorization. If such an authorization is furnished, only verified, factual information will be provided. If an authorization is not furnished, regardless of the employee's level of performance or circumstances of leaving, the diocese can only verify dates of employment and the position held.

Requests for verifications of employment of current Pastoral Center staff, such as those from lenders or credit reporting agencies, will be forwarded to the Office for Finance 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 diocesan 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 Office for Finance – Accounting and may be answered without the employee's written authorization.

## **OFFICE DECOR AND HOUSEKEEPING**

The ecclesial and professional environment of the Pastoral Center is to be respected and promoted by all employees. Each employee at the Pastoral Center shares in the responsibility of

maintaining a clean and clutter-free facility. The diocese 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 decor and are not attached to walls or furnishings are acceptable, such as photographs of family members. Specific guidelines covering office decor are maintained in the Office for Human Resources. Exceptions to these guidelines require permission.

In the interest of maintaining a clean, safe, and professional office environment, the following guidelines regarding snacks and beverages are to be observed:

1. Coffee makers, hot plates and refrigerators are not permitted in office areas.
2. All beverages carried from place to place must be in a sealed container.
3. Snacks or other food items taken from the staff lounge are to be wrapped.
4. Meals are not to be eaten at the employee's desk.

### **CHILDREN AT THE WORKPLACE**

Except for unexpected emergencies, employees should not bring children to the workplace during regular working hours.

After normal working hours and on weekends, employees should use discretion when bringing children to the workplace, particularly when bringing minor children. On these occasions, children should be closely supervised by the employee parent and remain in the appropriate work area.

### **DRESS CODE**

Professional business attire is required for all pastoral center employees for the ordinary performance of their work.

**Women:** Suits, career dresses and blouses with skirts or dress slacks are appropriate attire for women. Nylons must be worn. Denim in any form, shorts, mini skirts, sleeveless tops, sandals and tennis shoes are not acceptable.

**Men:** Dress shirt, tie, dress slacks and dress shoes (excluding pullover sweaters) are appropriate attire for men. A jacket should be available. Denim in any form, shorts, sandals and tennis shoes are not acceptable.

**Priests:** Full clerical attire is required. A jacket should be available.

Exceptions to the dress code require permission from the director of the Office for Human Resources and will be made only for positions with specific dress requirements as mandated by safety practices and policies.

## **INFORMATION TECHNOLOGY GUIDELINES**

The Diocese of San Diego 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 diocesan resources and are intended for diocesan business. Employees should understand the expectations of the Diocese and use of these resources wisely.

The use of any of these tools must be consistent with the mission and goals of the Diocese of San Diego. Discretion must be used when dealing with confidential information. All existing Diocesan policies apply to employee conduct using any of the above communication tools that deal with intellectual property protection, privacy, misuse of diocesan resources, sexual harassment, information and data security, and confidentiality.

All employees are encouraged to become more efficient and productive by using these tools effectively. For example using e-mail to eliminate printed mail and telephone communications saves money and time, while filing information on shared drives (department group drives) saves retrievable time for everyone in the department. Deleting any files that are not needed in a timely manner frees-up space on the network, and makes it more efficient for everyone who uses the network. Specific files that need to be preserved may be copied to removable media (diskette, CD, DVD, etc.)

### **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 diocese.

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

No disks or programs from any outside source, including the Word Wide Web, are to be installed in any diocesan computer without the permission of the information technology department.

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

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

The E-mail system hardware is the property of the Diocese of San Diego and all messages composed, sent or received on this system are and remain the property of the diocese. Privacy or confidentiality of any e-mail message or use of any internet site should not be presumed. The

system serves to facilitate operations of the Diocese of San Diego and should be used primarily for business purposes.

Unnecessary or unauthorized Internet usage, including email, causes network and server congestion. It slows other users, takes away from work time, consumes supplies and ties up other shared resources.

The diocese has software and systems in place that can monitor and record all Internet usage and e-mail. No one should have an expectation of privacy as to his or her Internet usage or e-mail. The diocese reserves the right to inspect any and all files stored in private areas of its network in order to assure compliance with policy.

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

Electronic mail messages intended for all "Staff" in the Pastoral Center (or all e-mail users) require prior authorization by the chancellor or the director of the Office for Human Resources.

### **Specific Issues**

Employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailings, mass faxes, audio and video steaming and the like for off-peak times.

E-mail messages and files no longer needed for business purposes should be reviewed for deletion on a regular basis, i.e., weekly, monthly. Deleted e-mails must be "emptied" from the 'Deleted Items' folder and 'Recycle Bins' need to be "emptied" also. Old e-mails and files that need to be kept can be written to CD's for future reference, if needed.

Large files like Picture files (i.e. .jpg, .gif, .tif, .pdf, .bmp, .psd), Video files (i.e. .mpg, .avi, .rm, .mpeg, .mp2) and Audio files (i.e. .avi; .wav, .au, .aif, .mp3) should be deleted from all drives or copied to CD's as soon as possible, since they require considerably more space to store than Word, Excel, etc. files do.

By using any of these systems, users agree that they will comply with these policies. Lack of compliance may be the basis of disciplinary action up to and including termination.

### **PARKING**

The diocese provides a parking area for all pastoral center employees. Areas designated for visitors are not to be used for staff parking. Employees are encouraged to lock their cars. The diocese is not responsible for losses from, or damage to, vehicles while parked on the premises. Pastoral Center staff who wish to leave their personal automobile in the Pastoral Center parking lot overnight must notify the Office for Human Resources in advance.

## **NO SMOKING**

Out of concern for its employees and visitors, and in compliance with California law, the diocese prohibits smoking inside its facilities. “Smoking” means and includes the lighting or carrying of a lighted cigarette, cigar, or pipe.

## **PROFESSIONAL ETHICS**

Employees of the diocese are not to use their positions with the diocese 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 diocese. See Diocesan Policy #23, “Code of Ethical Standards for Church Ministers” for more specific guidance in this area.

## **FUND RAISING ACTIVITIES**

Diocesan offices operate according to approved annual budgets. Pastoral Center staff are not to solicit outside funding or participate in fund raising activities for the purpose of supplementing their budgets beyond those specific revenue-producing activities approved within their budgets. Unsolicited donations or gifts are to be referred to the Office for Finance for disposition in consideration of the overall fiscal needs of the diocese.

Further, it is not appropriate for employees to approach other employees for the purpose of selling various products, raffle tickets, candy bars, etc., other than by a notice posted on the employee bulletin board.

## **SPIRITUAL FOCUS OF THE WORKPLACE**

The Diocese of San Diego invites all who work in the Church to be men and women who highly value the spiritual dimension of life. In addition to periodically coming together as a Pastoral Center staff for liturgy and prayer, individual office staffs may gather briefly at the beginning of the workday to ask God’s blessing on their work and on themselves.

Additionally, time is provided for Eucharistic adoration in the Blessed Sacrament chapel. Staff members may schedule themselves for prayer monthly for one hour. Support staff are asked to consult their immediate supervisor before scheduling Eucharistic adoration so as to best accommodate office workflow.

Participation by Pastoral Center staff in any prayer service during work hours is, of course, optional. Staff who, for whatever reason, choose not to participate in a particular group or private prayer, should not, however, consider this free time.