

EMPLOYEE POLICY MANUAL

— THE ROMAN CATHOLIC —
ARCHDIOCESE OF ATLANTA



MISSION:

We, the faithful of the Archdiocese of Atlanta, are a people of prayer, love and joy who are dedicated to the salvation of all. As disciples and believers in our Lord and Savior Jesus Christ, we proclaim the good news and grow in faith, hope, love and service to others. We are unified in our commitment to sacramental life, pastoral care, and life-long formation in our Roman Catholic faith. We express our love through evangelization, fellowship, Catholic Education, social services and charity in the full pursuit of effective discipleship.

November 2018

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE POLICY MANUAL

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE ARCHDIOCESE OF ATLANTA'S EMPLOYEE POLICY MANUAL. I FURTHER ACKNOWLEDGE AND UNDERSTAND THAT THIS MANUAL IS NEITHER A CONTRACT NOR A GUARANTEE OF CONTINUED EMPLOYMENT. AS MY EMPLOYMENT RELATIONSHIP WITH THE ARCHDIOCESE IS AT WILL, EITHER I OR THE ARCHDIOCESE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP, WITH OR WITHOUT CAUSE AT ANY TIME AND FOR ANY REASON (OTHER THAN AN ILLEGAL REASON).

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND BECOME FAMILIAR WITH THE POLICIES AND PROCEDURES CONTAINED THEREIN AND TO COMPLY WITH THESE POLICIES AND PROCEDURES.

I FURTHER UNDERSTAND THAT THIS MANUAL IS THE PROPERTY OF THE ARCHDIOCESE OF ATLANTA.

Employee's Signature

Employee's Name (please print)

Location Name (parish, school, etc)

Date

THE ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

The Archdiocese of Atlanta was created on February 21, 1962, from the Diocese of Atlanta which was established on July 2, 1956.

The archdiocese encompasses 21,445 square miles in north Georgia. It includes the 69 counties north of and including the following counties: Lincoln, McDuffie, Warren, Hancock, Baldwin, Putnam, Jasper, Monroe, Upson, Meriwether and Troup.

The [Most Reverend Wilton D. Gregory, S.L.D.](#) is the Archbishop of Atlanta.

Mission Statement:

We, the faithful of the Archdiocese of Atlanta, are a people of prayer, love and joy who are dedicated to the salvation of all. As disciples and believers in our Lord and Savior Jesus Christ, we proclaim the good news and grow in faith, hope, love and service to others. We are unified in our commitment to sacramental life, pastoral care and life-long formation in our Roman Catholic faith. We express our love through evangelization, fellowship, Catholic education, social services and charity in the full pursuit of effective discipleship.

OFFICE OF HUMAN RESOURCES

The Chancery Office of Human Resources is dedicated to providing support to clergy, lay ministers, employees and volunteers serving in the chancery, parishes, schools and other agencies of the Archdiocese of Atlanta.

Human Resources is responsible for developing, promoting, and administering an Archdiocesan-wide human resources program that includes employment compensation, benefits, staff training and development, as well as the development of any related policies.

We provide services to the archdiocese in the recruitment, retention and training of employees, assisting departments and locations in meeting their staffing goals, promoting equal opportunities, managing job performance and interpreting policy. This includes overseeing the compliance of the Charter for the Protection of Children and Young People which ensures clergy, employees and volunteers are vetted through background screenings and Safe Environment Training.

Furthermore, the Office of Human Resources is committed to supporting employees and their supervisors in achieving harmony to promote effective work place relationships that adhere to the values of a Catholic institution.

PURPOSE

This manual has been prepared as a guide to policies and procedures, benefits and other general information to assist you during your employment with the Archdiocese of Atlanta. **This manual applies to all lay employees who work for any Archdiocese of Atlanta entity, including the Chancery Offices, Catholic Charities, parishes and schools.** The information contained in this manual establishes guidelines only. Nothing in this manual or any other Archdiocesan document or representation is a promise, an agreement or contract that your employment will continue or is guaranteed, or that the practices or benefits which are described will always be the same. The Archdiocese reserves the right to make changes in the content or application of this manual and to implement those changes without notice.

Employment with the Archdiocese is “at-will” unless otherwise specified as provided in the manual. This means that you are free to resign at any time, for any reason or for no reason, and that you are not required to give us advance notice. It also means that your employment is not guaranteed for any particular length of time, and that your employment may be ended with or without cause and with or without notice, for any reason or for no reason at any time. Additional details on this are provided within the manual.

Archdiocese of Atlanta positions require that a person meet other conditions of employment, namely those conditions necessary to insure the integrity of the moral teaching and ecclesiastical structure of the Roman Catholic Church. This responsibility requires the employee’s professional and personal life to be conducted in accordance with the teachings and principles of the Catholic Church and in such a manner as to set a proper example for the people served; employees who choose to lead their lives outside of the teachings of the Catholic Church jeopardize continued employment.

QUALIFICATIONS

All employees of the Archdiocese should have these qualifications:

1. A capacity to develop and maintain appropriate interpersonal relationships and sensitivity to the feelings, attitudes and needs of others.
2. A personal and professional maturity.
3. An ability to maintain confidentiality.
4. An ability to grow and develop personally and professionally and flexibility to adapt to changing responsibilities.
5. A sense of loyalty in the performance of duties and responsibilities and in the management of Archdiocesan resources.
6. All employees must comply with the Safe Environment policies of the Archdiocese of Atlanta. Safe Environment requirements for an employee include the successful completion of a criminal background screening and based on the requirements of the position other variables such as credit and driving records may need to be reviewed as well. Candidates must also complete training.
7. Must uphold and respect the teachings of the Catholic Church.

EQUAL EMPLOYMENT POLICY

All agencies and offices of the Archdiocese of Atlanta shall be non-discriminatory in service and employment practices in accordance with applicable state and federal laws, insofar as such laws are consistent with the beliefs, official teaching and doctrines of the Catholic Church.

Accordingly, it is the Policy of the Archdiocese of Atlanta and its agencies to insure equal employment opportunity for all without regard to race, color, sex, national origin, age, disability, genetic information, veteran status or any other non-job characteristic protected by applicable law. With respect to religion, due to the nature of our organization, there are certain positions where we will require that the person be Catholic. All of our employees are involved in effectuating the religious purpose of our organization. As part of this non-discriminatory policy, the Archdiocese of Atlanta and its agencies are committed to the following:

1. Recruiting, hiring, training and promoting for all jobs without regards to race, color, sex, national origin, disability, genetic information, veteran status or other non-job related characteristics protected by applicable law.
2. Insuring that promotion decisions are in accordance with equal opportunity requirements by imposing only valid, job related requirements for promotional opportunities
3. Insuring that all personnel actions related to compensation, benefits, transfers, terminations, training, and education are administered in a non-discriminatory manner. Each employee is responsible for bringing to the attention of the Chancery Office of Human Resources for the Archdiocese any employment decision they feel is in conflict with the letter and spirit of this policy. Individual managers and supervisors are responsible for insuring that their decisions are in compliance and will be held accountable for the prompt execution of necessary preventative or corrective actions.

1.1: APPLICATION PROCESS

Applicants seeking employment with the Archdiocese of Atlanta must complete the form provided for this purpose. All applications will be reviewed and evaluated by the hiring manager, the pastor, the principal or the human resources manager, as applicable. The human resources manager or the hiring manager will then schedule initial interviews.

After the initial interview, the hiring manager may schedule additional interviews with the applicant(s) before making a final decision. As required by the policies and procedures of the Safe Environment Program of the Archdiocese all employees will undergo a background screening based on the information given on the application for employment.

1.2: IMMIGRATION LAW COMPLIANCE

The Archdiocese of Atlanta complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and others who are authorized to work in the United States.

Federal law requires employers to verify the employment eligibility within the United States of all new employees hired after November 6, 1986. In fulfilling this requirement, all new employees hired after this date are required to complete Form I-9, Employment Eligibility Verification. This form is to be certified by the employer and retained by the employer for three years after hiring or one year after termination, whichever is later. The completion of this form requires one or two (depending on type of identification) proofs of identity. Refer to Form I-9 for specific requirements. Diocesan policy requires that copies of the proof(s) of identity be attached to the Form I-9.

Effective January 1, 2007 all new employees, which includes faculty, staff, and student workers, must not only complete the Form I-9, but they must also be cleared by the Department of Homeland Security (DHS) as being eligible to work in the United States. The program used by the Department of Homeland Security is called the E-Verify Program. The program requires a representative from Human Resources or the local business office to input information provided by the new employee on the completed I-9 form and their social security number into a secure DHS web site. DHS will identify whether the person is cleared to work or if they have issues that must be cleared up with either the Social Security Administration or DHS.

1.3: JOB DESCRIPTIONS

The job description details the tasks and qualifications that are required for each position. The manager will review the job description with each new employee. Evaluations are based on performance in the position as described.

While job descriptions are meant to be complete, there may be other tasks required by the employee's manager or immediate supervisor which may not be a part of the job description. If other tasks are required, the manager or immediate supervisor will discuss them with the employee and will assign them as required.

Job descriptions are subject to periodic review and may change.

1.4: HIRING

Before a lay position is offered, the proposal (including salary, benefits and job description) must be submitted in writing to the pastor, principal, business manager or human resources. Authorization to proceed must be received in writing before the position is offered. In the absence of such written authorization, the individual hiring manager lacks the legal authorization to act in agency for the Archdiocese of Atlanta.

1.5: INTRODUCTORY PERIOD

There is an introductory period of six (6) months for each new employee. This introductory, or probationary, period is designated to determine the suitability of the employee with the job description of the position for which they had applied. The introductory period is designed to determine whether or not the employee/employer deem this job or position suitable. In some cases, this may result in resignation, termination, extended trial period, or reassignment. If the employee should resign voluntarily or is discharged during this period there will be no prejudice or reflection on either the employee or the employer. During this period employees may not take vacation or personal time off.

1.6: ORIENTATION

A general orientation will be provided for all new employees by or at the direction of the human resources department at the time of hire. A more informal orientation may be provided by the local business office manager, hiring manager or department head when the employee begins work.

1.7 CHANGES IN EMPLOYMENT POSITIONS & TRANSFERS

Position openings may or may not be posted based on the discretion of the department head, pastor, or principal. Employees interested in available positions are encouraged to apply for positions in which they are qualified. Interested employees should discuss interest with immediate supervisor/department head. An employee's background, work record, experience and personal goals will be considered when making changes in employment. While present employees will be given the opportunity to apply for openings, the person most qualified for the open position will be hired. **The current pastor, principal, manager, or director must be notified before an interview may be conducted. As a professional courtesy, the employee should be given prior notification BEFORE contact is made.**

Any hiring manager interested in hiring previous or current employees for openings should contact the Chancery Office of Human Resources for guidance and review of employee's background and work record.

Employees must have completed six (6) months of employment in a department with a satisfactory performance rating before being considered for a lateral transfer. A minimum of one year is required for a promotional transfer or position change. **Exceptions must be approved by the Chancery Office of Human Resources.**

There is a 90-day probationary period for promotions, transfers, or any change resulting in a position with a higher level of responsibility.

1.8: REHIRE

Before an employee is considered for rehire, the Chancery Office of Human Resources should be notified immediately to determine the prior employee's eligibility for rehire.

If rehired within six (6) months of prior termination date, employment will be handled in the same manner as a "transfer" of employment.

1.9: RESIGNATION

A written notice of resignation is required in order for any employee to be considered to have resigned in good standing. The length of notice shall be at least two (2) weeks for regular, full-time, and regular, part-time employees. A four (4) week notice is preferred for management staff. Accumulated vacation leave may not be taken during the notice period except with permission of the pastor, principal or department head. In case of immediate resignation without sufficient notice, the employee shall receive payment for salary earned and accumulated vacation days to resignation date and shall not be deemed to have resigned in good standing. In the event of anticipated leave taken and not earned, said amount will be deducted from the final pay check. Any employee who does not provide the proper notice will be ineligible for rehire.

1.10: TERMINATION/DISSMISSAL/DISCHARGE

Since employment with the Archdiocese of Atlanta is based on mutual consent, both parties may terminate employment at will, with or without cause. The only exception to this employment at will arrangement are those limited situations in which professional educators have written annual contracts signed by the Archdiocese of Atlanta.

The Archdiocese of Atlanta and its entities reserve the right to take disciplinary action, including termination that the Archdiocese of Atlanta deems appropriate based upon the circumstances involved. Occasionally, it is necessary to dismiss an employee.

It is not possible to list all of the forms of behavior that are unacceptable in the work place and the level of discipline needed will vary, depending upon factors such as the seriousness of the events, the number of previous occurrences, etc. Listed below are some of the acts that, if committed, might be grounds for immediate disciplinary action, up to and including termination:

- Falsifying employment or other archdiocesan records
- Theft or destruction of property belonging to the Archdiocese of Atlanta or co-workers.
- Possession, use or being under the influence of intoxicants, or illegal drugs.
- Possession of weapons on archdiocesan premises.
- Fighting, threatening or intimidating fellow employees, supervisors, directors or managers.
- Job abandonment
- Unauthorized use of archdiocesan property
- Destruction of archdiocesan property or another employee's property.
- Poor job performance, excessive absenteeism, or insubordination
- Failure or refusal to follow instructions.
- Use of abusive or profane language directed at other employees, supervisors, managers or directors.
- Violation of archdiocesan policies.
- Breach of confidentiality.
- Failure to uphold and respect the teachings or tenants of the Catholic Church.

The offenses listed above are merely guidelines and are not all-inclusive. Employment with the Archdiocese of Atlanta is at-will and reserves the right to discharge any employee at any time with or without cause, with or without notice, and for any reason or for no reason.

In case of dismissal due to reduction in staff, regular full-time employees shall receive a written minimum notice of thirty (30) calendar days (or pay in lieu). All regular, part-time employees shall receive a notice of fifteen (15) calendar days, or pay in lieu thereof. Following the notice, the employee, depending upon the circumstances, may or may not be requested, at the discretion of the principal, pastor or department head, to work until the termination date.

All employees are reminded that the foregoing is intended to set forth general guidelines and should not be construed in any way as a contract or promise of employment and that all such employment is at will for an indefinite period and can be altered or terminated at any time either with or without cause. An exception to the above are those situations in which employees are hired under a specially negotiated written employment agreement which has been signed by both the Archdiocese of Atlanta and the employee and which contains specific conditions for reduction, termination and notice.

1.11: SEPARATION PROCEDURES

Upon termination of employment, the employee will generally be given the option to complete an exit interview with the Chancery Office of Human Resources.

Upon separation from employment for any reason, employees are required to turn in any property of the Archdiocese of Atlanta and/or its entities (parishes, schools, agencies, etc.) such as keys, manuals, books, laptops, cell phones and other electronic equipment.

1.12: REDUCTION IN FORCE

ELIGIBILITY:

All non-contractual full-time employees of the Archdiocese of Atlanta who have at least 1 full year of full-time service, and whose positions have been eliminated as part of a reduction in force are eligible for severance benefits. Employees who are terminated on the basis of misconduct or poor performance or any other reason set forth in the section above on Termination/Dismissal/Discharge, and those who voluntarily resign their positions or leave by mutual agreement, are expressly ineligible for severance benefits.

NOTICE PERIOD:

Full-time employees shall receive a written notice of at least thirty (30) calendar days or pay in lieu, with respect to any qualifying reduction in force. To remain eligible for severance pay as described below, employees must continue to provide satisfactory job performance during the notice period.

Part-time employees shall receive a written notice of at least fifteen (15) calendar days or pay in lieu, with respect to any qualifying, reduction in force. Part time employees are not eligible for severance pay.

BENEFITS:

Eligible (full-time) employees, as described above, will receive the greater of 2 weeks compensation or 1 week for every full year of service, up to a maximum of 15 weeks compensation.

- A. Severance compensation will be based on full years of continuous full-time service within the Archdiocese of Atlanta.
- B. Severance compensation will be paid in addition to any unused, accrued vacation benefits to which the employee is entitled. Vacation benefits must be verified by the Department Head and Director.
- C. Severance compensation will be paid on normal scheduled pay days following the notice period. If an employee is rehired in any position in the Archdiocese of Atlanta (including parishes, schools, and/or agencies) before exhausting severance pay, compensation will cease on the date of such reemployment.
- D. Employer paid Health Benefits will continue until the end of the severance period. At the end of that period, terminated employees may choose to extend their individual and/or dependent health benefits, entirely at their own expense for up to six (6) months from the end of the 30 day notice period or as otherwise provided by applicable law.

2.1: GRIEVANCE PROCEDURES

In the event an employee feels aggrieved by the action of another employee or supervisor, the process of appeal shall be that established by the Code of Canon Law of the Roman Catholic Church for the resolution of such disputes.

The employee may begin the grievance procedure with immediate supervisor. If the situation or problem is not resolved, the employee should then speak to the supervisor's supervisor, and so on up the line.

3.1: PAY PRACTICES

Two principles guide pay practices:

1. Compensation is based upon the conditions in the labor market, the skills desired, and the discretion of the pastor/department head/principal.
2. Contract workers are paid per agreement.
3. Job descriptions are assigned a classification of exempt or nonexempt based on the requirements of the Fair Labor Standards Act (FLSA). Exempt employees are professionals, managers, supervisors and administrators who are “exempt” from the overtime provisions under FLSA. These employees are not entitled to additional compensation when they work beyond their normal work schedule. This includes additional time off. Nonexempt employees must be paid for all hours worked, including a premium rate of time and a half for all hours worked beyond 40 in a work week.

3.2: VACATION

Full-time and part-time employees working no less than 1,040 hours annually will accrue vacation time on a prorated basis determined by the straight time worked per week (paid hours only, not including leave time). Non-exempt employees will not accrue additional vacation hours for overtime hours paid in a workweek. Vacation hours are accrued beginning on the date of eligibility. New employees must complete a successful six month probationary period before vacation may be used.

Employees are entitled to all vacation days accrued; however, employees are expected to request approval of vacation time with their immediate supervisor in advance. Supervisors may approve or deny vacation requests depending upon operational and staffing needs.

1. Employees scheduled to work at least 20 hours per week, but no less than 1,040 hours annually, will accrue vacation hours determined by the number of hours worked.

Years of Service Accrual Factor X total hours worked = total vacation hours accrued)

0-5 years	0.038462 hours
5 years-10 years	0.057692 hours
Over 10 years	0.076923 hours

(Ex. 1,040 total hours worked x 0.038462 = 40.0 hours of vacation hours earned for the year)

All eligible (1,040 hours annually) employees are entitled to 1 personal day each calendar year.

2. Nonexempt employees accrue vacation hours based on straight time worked (**overtime hours are not considered**). Exempt employees accrue vacation hours determined by the number of scheduled hours.
3. Paid vacation time does not accrue while on extended leaves of absence such as Family Medical Leave (FMLA), Short-term Disability (STD), Long-Term Disability (LTD), Sick Leave (Non-FMLA) etc. When employee returns from leave, accrual will begin on a prorated basis.
4. Paid vacation time up to the amount to be accrued for a year may be taken before it is accrued. Time cannot be borrowed from a future accrual year. If employment is terminated, any used vacation time not yet accrued will be deducted from the final paycheck.
5. No more than one workweek (based on the employee's work schedule) may be carried over to the following calendar year. Any unused vacation above this amount is deemed forfeited.
6. Employees working less than 1040 hours per year are not entitled to vacation time.
7. If an employee becomes ill during a scheduled vacation, those hours will not be converted to sick time unless the employee can provide a physician's statement validating illness. If a physician's note is not provided, vacation hours will be docked or employee will be placed on an unpaid status.
8. In the event the employing facility has an unexpected closing during a planned vacation, the vacation will not be rescheduled.
9. Vacation hours do not qualify for overtime compensation.
10. In the event an employee's status change (full-time to part-time) deems him/her no longer eligible for paid time off, already earned vacation hours are not lost.

11. Temporary employees are not entitled to paid vacation time.
12. Upon termination, employees will be paid for any unused, accrued vacation time. If an employee has used more vacation than earned, deduction of those days will be taken from employee's final paycheck. If an employee is rehired within 6 months, vacation accrual will begin immediately based on the years of service.
13. During an employment transfer to another Archdiocese of Atlanta entity, all earned, unused vacation will be paid out by the terminating location.

3.3: COMPENSATORY TIME OFF

The Archdiocese of Atlanta does not have a Compensatory Time-Off Policy. See Pay Practice

Private-sector employers are not permitted by law to give nonexempt employees compensatory time off in lieu of cash for overtime hours worked.

Employees who are classified as “exempt” under the Fair Labor Standards Act (FLSA) are not entitled to additional compensation (whether in cash or additional paid time off) for hours worked in excess of normally scheduled working hours.

3.4: SICK DAYS

Full-time and part-time employees working no less than 1,040 hours annually will accrue sick time on a prorated basis determined by the straight time worked per week (paid hours only, not including leave time). Non-exempt employees will not accrue additional sick hours for overtime hours paid in a workweek.

The Sick Leave Policy provides time off due to illness or injury of the employee. *Employees are allowed to use up to five (5) sick days annually to care for an immediate family member (i.e. sick child, spouse, parent or grandparent) or for routine physician appointments/wellness visits. Said days are also subject to pastor, principal, or department head approval. Submission of a doctor's note may be requested by the pastor, principal or department head.*

The Archdiocese of Atlanta has the option of asking for a doctor's statement of condition to document the circumstances of any absence. In the event that an employee is absent from work due to illness or injury for five or more consecutive days, the employee may be required to provide the employer a Release to Return to Work from the employee's physician. Employees are unable to report to work due to illness or injury must notify their immediate supervisor before the scheduled start of their workday. Failure to do so may result in disciplinary action.

- 1. Sick leave accrues from the date of hire for employees scheduled to work at least 20 hours per week, but no less than 1,040 hours annually.**
2. Sick leave accrues at a rate of 0.046154 for all hours worked. Nonexempt employees will accrue sick leave for straight hours worked (overtime hours not included). **(Ex. $0.046154 \times 1,040$ total hours worked = 48 sick hours accrued for the year.)** Exempt employees will accrue based on the number of scheduled hours.
3. Paid sick leave does not accrue while on leave such as FMLA, STD, LTD, etc. When employee returns from leave, accrual will begin on a prorated basis.
4. Accrued, unused sick days at the end of each calendar or fiscal year may be carried over indefinitely. A maximum of 60 days may be carried over from year to year. Sick days accrue throughout the year even if employee starts the year with 60 carried over days. The maximum paid sick days per year are 72 days.
5. Paid sick leave up to the amount to be accrued for a year may be taken before it is accrued. Sick hours cannot be borrowed from a future accrual year. At termination, any used sick time not yet accrued will be deducted from the final paycheck.
6. Accrued but unused sick leave will not be paid at termination.
7. Only if an employee is rehired within six (6) months, will sick days be reinstated. In the event of an employment transfer to another Archdiocese of Atlanta entity, sick time will be transferred to the receiving location.
8. In the event an employee's status change (full-time to part-time) deems him/her no longer eligible for paid time off, already earned sick hours are not lost.
9. Temporary employees are not entitled to sick leave.
10. Sick hours do not qualify for overtime compensation.

3.5: TRANSFER OF BENEFITS/BRIDGING OF BENEFITS & YEARS OF SERVICE:

The Archdiocese of Atlanta will give credit for continuous employment within the diocese for employees who transfer from one archdiocesan entity to another immediately or are re-hired within six (6) months. The employee must have left in good standing and eligible for rehire. The seniority date will be maintained

Unused sick leave is transferred when an employee transfers from one Archdiocese of Atlanta entity to another. Vacation time is not transferable and must be paid out by the prior location. However, in determining the length of the employee's vacation, credit is given for the years of employment in the previous diocesan entity as long as the employee was entitled to paid time off.

Arrangements are made between both entities and the Chancery Office of Human Resources to transfer all possible benefits without a break in service.

3.6: HOLIDAYS

A holiday schedule is prepared by the Archbishop's Office in November for the following calendar year. Parishes and schools are not required to adhere to this schedule. Designated parish holidays are decided at the local level based upon the pastor's discretion.

Employees scheduled to work no less than 1,040 hours annually are entitled to paid time off on designated staff holidays proportionate to their normal working hours. If the holiday falls on a day when the employee is not scheduled to work, the employee is not entitled to holiday pay.

If a nonexempt employee is required to work on a designated staff holiday, he or she will be paid for the holiday; the pastor, principal or department may choose one of the following:

1. Employee may be paid for the holiday (no more than their normal scheduled working hours) at the regular hourly rate of pay plus a premium rate of time and a half for all hours worked on the holiday
2. Employee may be paid for the holiday (no more than their normal scheduled working hours) at the regular hourly rate of pay plus straight time for all hours worked on the holiday. The premium rate of time and half will be paid for all hours worked beyond 40 in the work week
3. Or, employee may be paid his/her normal work schedule. Employee will be allowed to reschedule the holiday for another paid day off within a timeframe approved by the pastor, principal or department head.

3.7: FAMILY MEDICAL LEAVE ACT

Overview:

The Family and Medical Leave Act (FMLA) allow eligible employees to take up to 12 workweeks of job-protected, unpaid leave in a 12-month period for:

1. Employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
2. Birth of a child and in order to care for that child
3. The placement of a child for adoption or foster care and to care for the newly placed child
4. To care for an employee's child, spouse or parent with a serious health condition. Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state of Georgia.

If a husband and wife both work for the Archdiocese (this also includes parishes, schools, and all affiliated entities) and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses and situations are covered under this FMLA policy or under the Archdiocese's sick leave policy are encouraged to consult with the Chancery Office of Human Resources.

Eligibility:

Employees who have been employed by the Archdiocese of Atlanta for at least 12 months and have worked at least 1,250 hours during the 12 months preceding the start of the leave.

When calculating a leave year, a "rolling" 12-month period method is used. When the first leave is taken, the year begins.

The Fair Labor Standards Act (FLSA) does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave are not counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Required Documentation:

1. The Employee must complete an Application for a Leave of Absence at least 30 days in advance of the anticipated leave start date (if leave is foreseeable). The completed form must be submitted to the Chancery Human Resources Office.
2. For leaves of absence due to the serious medical condition of the employee, a Certification of Health Care Provider for Employee's Serious Health Condition Form (Form WH-380-E) must be completed and submitted to the Chancery Human Resources Office no later than within 15 days after receipt of the leave request.
3. For leaves of absence due to the serious health condition of a child, parent, or spouse, Certification of Health Care Provider for Family Member's Serious Health Condition Form (Form WH-380-F) must be completed and received by the Chancery Human Resources Office no later than 15 days of the leave request.
4. Recertification may be required no more frequently than every 30 days only when circumstances have changed significantly, or if the archdiocese receives information which conflicts with the original documentation provided for the initial leave request. For intermittent leaves of absence, the Archdiocese may require recertification every six (6) months.

Benefits During Leave:

While an employee is on leave under FMLA, the Archdiocese will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had not taken a leave of absence.

If the employee chooses not to return to work for reasons other than the continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Archdiocese will require the employee to reimburse the Archdiocese the amount it paid for the employee's health insurance coverage during the leave period.

While on paid leave under FMLA, the Archdiocese will continue to make payroll deductions to collect the employee's share of the premiums (including Life and Retirement payments). While on unpaid leave, the employee must continue to make this payment. If payments are not made, employee must make up missed premiums through increased payroll deductions upon return from leave.

Pay During Leave (Paid & Unpaid Leave):

For leaves of absence during the **employee's own serious medical condition**, including worker's compensation (to the extent that it qualifies), employees are required to use accrued and unused sick, vacation and personal time (in that order). Leave while using accrued sick, vacation and personal time runs concurrently with FMLA leave. If a holiday falls during the period of leave while accrued leave is being used, the holiday will be paid at 100% of the employee's normal pay.

In the event an employee exhausts all accrued leave before the end of the employee's disability period, the employee will be paid Short-Term Disability Benefits of 60% of his or her salary. This salary continuation benefit will be paid through the normal payroll process up to the 90th day of the leave period or until the employee returns to work, whichever occurs first. Holidays are paid at 60% of the employee's normal pay during such time. Employees with enough accrued leave time to cover the entire disability period are not entitled to Short-Term Disability Benefits. **(See Section covering Employee Benefits/Short-term Disability)**

Disability leave for the birth of a child, will be designated as FMLA leave and will run concurrently with FMLA. The Archdiocese of Atlanta provides six (6) weeks (or eight weeks for a C-section) of

disability leave for the birth of a baby, which will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will be required to substitute unused and accrued paid leave. In the event an employee exhausts all accrued leave before the end of the disability period, the employee will be paid Short-Term Disability Benefits to cover that period. The employee will be placed on unpaid status for the remainder of the 12 weeks if accrued leave is exhausted.

For leaves of absence due to the **placement of a child for adoption or foster care or to care for a child, spouse or parent with a serious health condition** employees are required to use accrued and unused vacation, personal time and up to a maximum of 80 hours of sick time (in that order) to substitute part of the FMLA leave. This period of time will be designated as FMLA leave and counted toward the employee's 12-week entitlement. An employee will be placed on unpaid status if accrued leave is exhausted prior to the employee's return to work or until the end of the 12 weeks of leave.

Intermittent Leave or a Reduced Work Schedule:

The employee may take FMLA leave in 12 consecutive weeks, intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

The Archdiocese may exercise its right to temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after placement for adoption or foster care. This leave must be taken within one year of the placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the immediate supervisor before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. Intermittent leave may be granted if medically necessary. The Archdiocese has the right to alter the employee's existing job or require the employee to transfer temporarily from his/her regular employment position to another position that better accommodates recurring periods of leave. The position must be one for which the employee is qualified, and it must provide equal pay and benefits

Leave due to the birth of a baby must be taken contemporaneously with the qualifying event and therefore cannot be delayed, taken intermittently or otherwise reserved to some point in the future.

Conclusion of Leave:

On a basis that does not discriminate against employees on FMLA leave, the employee may be required by the immediate supervisor to report periodically on the employee's status and intent to return to work.

An employee who takes leave under this policy for the employee's own illness is required to provide a fitness for duty (FFD) clearance from the health care provider upon return.

Employees who return within the prescribed time will be reinstated in the same or comparable position and at the same salary, benefits and working conditions as before they left.

Employees who do not return shall be considered to have voluntarily resigned their position. In that event, the employee will have the same options as any other terminating employee with regard to

continuing benefits. (**See Long Term Disability Benefits and Extension of Benefits options**). This applies even for medical leaves resulting from an on-the-job injury or illness for which Worker's comp claim has been filed. The Archdiocese of Atlanta will maintain health insurance coverage that would have been provided had the employee not taken leave.

Termination of Employment during leave:

Leaves taken without proper documentation and/or medical certification will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

If an employee's position is eliminated during FMLA leave due to a Reduction in Force, or the employee's employment would have otherwise been terminated anyway, the Archdiocese has no obligation to reinstate the employee and may discontinue FMLA leave. In addition the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit or position which employee would have been entitled had leave not been taken.

3.8: MEDICAL LEAVE (NON FMLA)

Overview:

Eligible employees, who do not meet the requirements under the Family Medical Leave Act (FMLA), may request an extended medical leave of absence for a serious health condition which renders the employee unable to perform the essential functions of the employee's position.

Eligibility:

Eligible employees include full-time employees and part-time employees with at least 60 days of service and who are scheduled to work at least 20 hours per week on a year round basis (but no less than 1,040 hours annually) who are ineligible for leave under the Family Medical Leave Act (FMLA).

Required Documentation:

1. Employee should immediately discuss with the pastor, principal, or department head
2. Employee must complete an Application for Extended Leave and submit to the Chancery Office of Human Resources
3. Statement from the employee's health care provider verifying the following:
 - Employee's inability to perform the functions of the employee's position due to the medical condition
 - Duration of the leave

Paid Leave / Use of Accrued Leave:

Employees must use any accrued sick, vacation and personal leave during medical leave (in that order). Holidays are paid at 100% while using accrued sick, vacation or personal leave.

Short-term Disability:

If in the event an employee exhausts all accrued leave before the end of the employee's disability period, the employee will be paid Short-Term Disability Benefits of 60% of his or her salary. This salary continuation benefit will be paid through the normal payroll process up to the 90th day of the leave period or until the employee returns to work, whichever occurs first. Holidays are paid at 60% of the employee's normal pay during such time. Employees with enough accrued sick, vacation and/or personal leave time to cover the entire disability period are not entitled to Short-Term Disability Benefits.

Request for an Extension:

A request for an extension must be submitted to the Chancery Office of Human Resources as soon as possible. Requests may be handled individually based on the circumstances.

Documentation from the employee's health care provider must be submitted to verify necessity of the extension. A Request for Reasonable Accommodation Form may be requested.

Conclusion of Leave:

An employee who takes leave under this policy must provide a fitness for duty (FFD) clearance from the health care provider upon return.

Employees who do not return from leave within the prescribed time shall be considered to have voluntarily resigned their position.

The Archdiocese reserves the right to terminate an employee if the required documentation is not submitted in order to validate the leave and/or if the term of absence is greater than 90 consecutive days.

Termination of Employment during leave:

Leaves taken without proper documentation will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

Depending on the needs of the Archdiocese and the length of the leave period, positions for employees who take leave under this policy may not be held.

If an employee's position is eliminated during leave due to a Reduction in Force, the Archdiocese has no obligation to reinstate the employee and may discontinue your leave. In addition the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit or position which you would have been entitled had leave not been taken.

3.9: BEREAVEMENT LEAVE

When there is a death in an employee's immediate family, up to 3 days off will be given with pay. The employee's manager will discuss with the employee, on an individual basis, the definition of immediate family. The appropriate manager must be notified immediately when bereavement is needed. If bereavement leave occurs when an employee is on vacation, the vacation time will be re-scheduled. However, bereavement leave will not apply when an employee is on sick leave or medical leave. Any time taken off for bereavement leave will be assessed with the employee's manager. Additional time may be granted for travel or other extenuating circumstances at the pastor, principal's, or department head's discretion after consulting with the Chancery Office of Human Resources.

3.10: PERSONAL LEAVES OF ABSENCE

Leaves of absence are rarely granted. Agreement for a leave of absence must be granted in writing on an individual basis without pay. Generally, a personal leave of absence cannot exceed three months and is granted only in truly exceptional circumstances, however, the final decision rests with the pastor, department head and the Chancery Office of Human Resources.

3.11: MILITARY LEAVE

If an employee receives written orders to report for training or active duty in the United States Armed Forces, unpaid military leave will be granted. If the employee is required to participate in annual training to maintain status in the armed forces, unpaid military leave will be granted.

3.12: EMPLOYEE GROUP BENEFITS

Employees working **1,500 hours annually** are considered full-time and are entitled to the following benefits covered in this section.

The effective date of coverage for employee benefits is not contingent on conclusion of the six (6) months introductory period (**See Section 1.5**).

3.12.1: HEALTH & LIFE INSURANCE

The Archdiocese of Atlanta provides a Group Health Care Plan, a Basic Life Insurance, Accidental Death and Dismemberment (AD&D) and Long Term Disability Plan. These benefits are fully funded by the Archdiocese of Atlanta. All regular full-time employees must participate. The employee should enroll with the Employee Benefits Department when hired. Coverage begins on the 61st day of full-time employment. An employee may elect to take dependent/family coverage. If dependent/family coverage is elected, there will be a payroll deduction to cover the premium of dependent/family coverage. The premium will be deducted on a before tax basis. Employees should refer to the Plan Document for specific plan coverage and details or by visiting our website at <http://www.archatl.com/offices/hr/insurance.html>

3.12.2: EMPLOYEE ASSISTANCE PROGRAM

The Archdiocese of Atlanta offers a program of confidential consultation for concerns about everyday problems of living. This is available to all employees and dependent family members. Its purpose is to provide a practical and constructive vehicle to deal with personal problems which may affect job performance or the quality of personal or family life. Information may be obtained from the Employee Benefits Department.

3.12.3: LONG TERM DISABILITY

The effective date of coverage begins on the 61st day of full-time employment. Approved benefits are payable after 90 days of continuous disability. Approved disability payments are equivalent to 60% of the pre-disability monthly earnings. All benefits questions, applications, and forms should be directed to the Archdiocese of Atlanta Employee Benefits Manager.

3.13: WORKER'S COMPENSATION

It is the Archdiocese's intent to provide a safe workplace for its employees. However, accidents occasionally occur, and we would like you to know what steps to take if you are injured while at work. This policy provides information you should have relative to Workers' Compensation.

You should report any work-related accident or injury within 24 hours or as soon as possible after the injury. The injury should be reported to your supervisor, and the Business Manager, or the Pastor or Principal at your location.

The Business Manager is required to complete the First Report of Injury (WC-1) for each work-related accident that occurs, whether or not a serious injury has been sustained. The First Report of Injury should be sent to the Employee Benefits Department.

If you require medical attention, you should select a doctor from the 'Official Notice' provided by the State Board of Workers' Compensation of approved doctors. Expenses incurred at non-approved doctors may not be covered. The Notice is posted at every location. Be sure to know where the notice is posted at your location.

Invoices for Workers' Compensation injuries and the resulting visit to a doctor or other health care facility are not to be submitted to your health insurance carrier for payment. Since Workers' Compensation matters are covered (and paid at 100%), the procedure for submitting those claims is different from the procedure followed for regular health insurance claims. Please be sure to notify the physician at the time of treatment that this is a Workers' Compensation injury.

You should also take a moment to review the Bill of Rights for the Injured Worker, which is also posted at every location. That Bill of Rights provides information regarding your rights as well as your responsibilities in Workers' Compensation matters.

3.14: SOCIAL SECURITY

All employees participate in the Federal Social Security program. Payroll deductions are made in accordance with federal regulations.

3.15: UNEMPLOYMENT COMPENSATION

The Archdiocese of Atlanta and its entities are not subject to, nor governed by, the Unemployment Compensation laws. As such, former employees are not eligible for unemployment benefits.

Catholic Charities and Catholic Housing Initiative (aka St. Joseph's Place) do subscribe to the State Unemployment Compensation Program.

3.16: RETIREMENT/LAYPENSION HIGHLIGHTS

Eligibility:

In order to be eligible to participate in the Lay Pension Plan you must:

- Be at least 21 years of age
- Satisfy one year of eligibility service.
 - Work a minimum of 1000 hours during 12-month period (prior to July 1, 2009)
 - Work a minimum of 1500 hours during 12-month period (effective July 1, 2009)

You may enter the Plan on one of two entry dates: January 1 or July 1 after satisfying the above eligibility requirements. *Example: Hired April 1st, 2008. Completed one year of eligibility service (1000 hours) on March 31, 2009, you enter the Plan on July 1st, 2009. Hired November 1st, 2009. Completed year of eligibility service (1500 hours) on October 31st, 2010, you enter the Plan on January 1st, 2011.*

No funds are contributed during the eligibility waiting period; however, this waiting period does count for vesting purposes.

Funding:

Upon entering the Plan, the Archdiocese funds 6% of an eligible Participant's salary to their pension account. You must be employed and accrue at least 1000 hours during each Plan Year in order to be eligible for a contribution for that Plan Year. This account accrues income or loss based on the Plan's investments for the fiscal year.

This Plan is totally Employer funded and employees are not permitted to make contributions to the Plan.

Vesting:

You become 100% vested:

- After five (5) vesting years of service;
- Upon attainment of Age 65; or
- Upon total disability or death while employed with the Archdiocese.

If employment is terminated prior to becoming vested, your account balance will be forfeited back into the Lay Pension Fund.

Payment of Benefits:

Vested Benefits are eligible for distribution:

- Six (6) months after termination of employment with the Archdiocese;
- Upon total disability while employed with the Archdiocese; or
- Upon death, as soon as administratively possible to your designated beneficiary.

Distribution of Funds:

Distribution may be requested as either:

- Lump Sum (20% mandatory Federal income tax withholding will apply.)
- Direct Rollover to a qualified retirement Plan, IRA or Roth IRA
- Accounts valued at \$1,000 or less will automatically be distributed in a lump sum unless a direct rollover is requested.

Account Statements are sent to all Plan participants in the fall of each year. To correct any information, please copy the statement, noting corrections, and send the copy to the Employee Benefits Manager.

4.1: WORK DAY

Standard office hours are designated at the local parish level.

Employees are expected and required to regularly report to work on time throughout their scheduled work hours. Employees who are unable to report to work for any reason must personally notify their manager or supervisor before the scheduled start of their workday. In an emergency, the absence or tardiness should be reported no later than two (2) hours after the start of the scheduled work day.

FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION.

Each employee is expected to perform work in his or her assigned work space. Any deviation must be approved by the employee's immediate supervisor.

4.2: EMPLOYEE CLASSIFICATION

Exempt employees are professionals, managers, supervisors and administrators who are “exempt” from the overtime provisions under the Fair Labor Standards Act. These employees do not receive additional compensation when they work outside of their normally scheduled hours.

Nonexempt employees must be paid for all hours worked, including a premium rate of time and a half for all hours worked beyond 40 in a work week.

4.3: OVERTIME

Time and a half will be paid to nonexempt employees for actual hours worked in excess of 40 hours in a workweek.

Paid time off shall not be counted as time toward the 40 hours.

All overtime MUST be authorized by the manager before it is worked. **FAILURE TO OBTAIN SUCH ADVANCE APPROVAL MAY RESULT IN DISCIPLINARY ACTION.**

5.1: FULL-TIME EMPLOYEES

A full-time employee is one who works 1,500 hours annually. Full-time employees are entitled to the following fringe benefits:

Vacation	Sick Leave	Paid Holidays
Family Leave	Bereavement Leave	Basic Life and AD&D Insurance
Retirement/403(b)	Workers' Compensation	Retirement/Lay Pension
Social Security	Long Term Disability	
Short Term Disability	Employee Assistance	

5.2: PART-TIME EMPLOYEES

A part-time employee working **no less than 1,040 hours annually** are entitled to the following fringe benefits:

Vacation	Bereavement Leave	Family Leave
Holidays	Social Security	Workers' Compensation
Employment Assistance	Retirement/403(b) Plan	Sick Leave
Program		

Part-time employees working **less than 1,040 hours annually** are entitled to social security, workers' compensation and Retirement / 403(b) Plan.

6.1: EMPLOYEE RECORDS

Personnel records will be maintained by the Office of Human Resources. The Office of Human Resources should be notified immediately of any changes in:

- Legal Name
- Marital Status
- Current Address and telephone number
- Employment Status
- Person(s) to be notified in case of emergency (including physician)

Employee records are restricted to administrative use only. If verbal requests are received from a third party regarding employee credit status or other confidential information, no reply shall be given unless the employee has given written permission to release such information.

Active employees may view their personnel files by requesting an appointment with the Office of Human Resources.

6.2: PERSONNEL FILE

Personnel files will be maintained by the Chancery Office of Human Resources.

INDIVIDUAL'S FILES MAY INCLUDE:

- Job Description
- Performance Review
- Compensation History
- Commendations
- Written Reprimands
- Grievance Results

6.3: PERFORMANCE APPRAISALS

Each employee's manager may evaluate performance based on the employee's position description. This formal, written appraisal gives the employee and manager an opportunity to discuss job performance, individual goals, expectations for the coming year and any problems that may have arisen in the past review period. At the same time, employees can air concerns and problems so that conflicts can be resolved. Performance appraisals are NOT limited to once a year and are not required. Employees have a right to review overall goals and objectives.

6.4: HARASSMENT POLICY

The Roman Catholic Archdiocese of Atlanta is committed to providing a professional, business-like work environment for all employees and contractors, which is free from physical, psychological or verbal harassment. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to the following:

- Physical or mental abuse;
- Racial insults or derogatory or inappropriate racial remarks;
- Derogatory ethnic or racial slurs;
- Unwelcome sexual advances or touching;
- Unwelcome sexual comments, remarks or sexual jokes; and
- Any request for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation

The Archdiocese of Atlanta prohibits any form of harassment by employees, coworkers, contractors, outside vendors, supervisors and managers, and views such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile work environment are specifically prohibited. Any employee engaging in such harassment is subject to immediate disciplinary action, up to and including termination of employment.

If an employee or contractor believes that he or she has been the subject of harassment, he or she must report the matter immediately to his or her supervisor, manager, Pastor, Principal, Department Head, or the Secretary for Human Resources. Any such reports will be immediately and thoroughly investigated, and preventive and/or corrective action will be taken where appropriate. In no case should any employee or contractor allow improper conduct to go unreported. If an employee makes a complaint of harassment or discrimination, they may be required to put those matters into written form so as to clarify the nature of the issues and to better enable the an appropriate investigation. If an employee makes a complaint of harassment and feels that the complaint is not being handled properly or not being investigated properly, then the employee is required to take the matter to successively-higher levels of authority.

The Archdiocese of Atlanta prohibits and will not tolerate any coercion, intimidation, retaliation, interference or discrimination against an employee for reporting harassment, for filing a complaint of harassment, or for assisting in any investigation of a harassment claim.

6.5: COMPUTER AND ELECTRONIC COMMUNICATIONS SYSTEMS

The Archdiocese of Atlanta's electronic communication systems are Archdiocesan property and will be used for Archdiocesan purposes only. These systems include, but are not limited to:

- Computer – Email - Internet
- Telephone – office or Archdiocesan provided cell phones/smart phones
- Personal Data Assistants (PDA's) / electronic organizer / communication devices
- Fax machines

In order to secure the business of the Archdiocese and those it serves, employees are required to use the Archdiocesan provided computers and systems for all business related work, including email. Personal computers are not permitted on the Archdiocesan networks. When away from the office, remote access must be through IT provided methods. Non-sanctioned remote access software is strictly forbidden.

Employees do not have a personal privacy right in any matter created on, received or sent through Archdiocesan systems. The Archdiocese, in its discretion, reserves the right to monitor and access any matter created on, received or sent from e-mail, voicemail, internet or computer systems to assure compliance with Archdiocesan policies, monitor employees' service and effectiveness with parishioners, students, or their parents and other employees and conduct investigations of any activity that may be illegal or adversely affect employees, parishioners, students or the Archdiocese.

No communication (e-mail, voice mail, etc.) messages should be created or sent that may constitute verbal abuse, harassment, slander or defamation of employees, students, parents of students, vendors, competitors or any other person or entity.

No communication (e-mail, voice mail, etc.) messages should be created or sent that constitute intimidating, hostile or offensive material based on race, national origin, sex, age, ancestry, physical or mental handicap or serious medical condition, disability, or any other characteristics protected by federal, state or local law.

The Archdiocese's policies against abuse, sexual or other harassment apply fully to any and all communications (electronic or otherwise), and any violation of these policies will be grounds for discipline up to and including discharge.

Transmission of information, including writings, verbal messages, sounds or visual images of any kind which could be considered indecent, immoral, sexually explicit, lewd or lascivious, is prohibited. Violation of this policy will subject the offender to discipline, up to and including termination.

The records policies and procedures of the Archdiocese apply to all electronic records and emails created or received by employees in connection with the transaction of archdiocesan business, no matter when, where, or whose computer is used. See separate Records Policies and Procedures.

6.6: MEDIA COMMUNICATIONS

The Catholic Communications office works for the Archbishop to ensure that the Archdiocese of Atlanta is represented as a unified Body of Christ. We work to ensure a clear, consistent message of God's love through His Church. To ensure a consistent, unified message, all employees, contractors, parishes, schools, and institutions affiliated with the Archdiocese of Atlanta are required to comply with the following media communication policy.

- All media inquiries or contact with the media should be directed to:
 - ❖ **The Director of Communications, *Chancery Office of Communications***
- Comments to the media can only be issued by the Communications office.
- Story submissions, letters to the editor, and advertisements to any media outlets may not be submitted without the approval of the Communications Director. The exception to this policy is the submission of information about a parish event or schedule.
- If a reporter, photographers, or videotaping crew shows up unexpectedly at your institution, contact the Director of Communications of the Chancery Office before you allow them on the grounds of your facility. You or your authorized representative may be directed to speak or not to speak with the media after the Communications Director determines if any response is appropriate.

This policy has been put in place to protect the Archdiocese of Atlanta and the people it is charged with serving.

6.7: FRAUDULENT AND DISHONEST CONDUCT & WHISTLEBLOWER

The Archdiocese of Atlanta (“Archdiocese”) is committed to maintaining the highest standards of conduct and ethics. This Fraudulent or Dishonest Conduct & Whistleblower Policy (“Fraud Policy”) reflects the practices and principles of behavior that support this commitment. The Archdiocese expects every clergy, (incardinated and non-incardinated) religious, lay employee, volunteer, officer and trustee (“members of the Archdiocese”) serving in the Archdiocese to read and understand the Policy and its application to the performance of his or her responsibilities.

The Archdiocese will investigate any possible fraudulent or dishonest use or misuse of resources or property by management, clergy, religious, staff, or volunteers. The Archdiocese will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action up to and including dismissal by the Archdiocese, or civil, canonical or criminal prosecution when warranted.

All members of the Archdiocese community are expected and encouraged to report possible fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth in the next section.

How to Report

Any concerns about possible fraudulent or dishonest use or misuse of resources or property shall be reported to the employee’s supervisor or manager. If for any reason an employee finds it difficult to report his or her concerns to a manager or supervisor, the employee can report it directly to the Chief Financial Officer, the Director of Human Resources, or the Chair of the Archdiocese Finance Committee. The names of the current persons in these positions and their contact information are in the Archdiocese Directory, available on the website, www.archatl.com

Employees are encouraged to report the suspected violation(s) verbally so that the manager or other person receiving the complaint can ask clarifying questions in order to ensure that the concern is fully understood. The recipient of the complaint will generate a written report based upon the conversation which will be reviewed, approved and signed by the complainant. If the employee chooses to submit the initial complaint in writing, the employee should ensure that the concern is described in detail. Less than a thorough understanding may impair any investigation into the concern.

Handling the Reported Complaints

The Chief Financial Officer will acknowledge receipt of the written documentation of the complaint within five business days.

The Chief Financial Officer shall immediately notify the Archdiocesan Finance Committee of any complaint. The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Chief Financial Officer together with the Vicars General shall investigate all other complaints. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Definitions

Baseless Allegations: allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by the Archdiocese up to and including termination.

Fraudulent or Dishonest Conduct: a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents
- unauthorized alteration or manipulation of computer files
- fraudulent financial reporting
- pursuit of a benefit or advantage in violation of the conflict of interest policy
- misappropriation or misuse of Archdiocese resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or services not performed
- authorizing or receiving compensation for hours not worked

Whistleblower: a member of the clergy, a religious or employee who informs a manager, supervisor, the Chief Financial Officer, the Vicar General, the Director of Human Resources, or the Chair of the Finance Committee about an activity relating to the Archdiocese which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Managers or Supervisors

Managers or supervisors are required to report suspected fraudulent or dishonest conduct to the Chief Financial Officer or the Vicars General. In addition, managers or supervisors are responsible for maintaining a system of management controls to detect and deter fraudulent or dishonest conduct. Failure by a manager or supervisor to establish management controls or report misconduct within the scope of this policy may result in adverse personnel action against the manager or supervisor, up to and including dismissal. The Chief Financial Officer is available to assist management in establishing management systems and recognizing improper conduct.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- violations of a person's rights under law

Accordingly, a manager or supervisor who becomes aware of suspected misconduct:

- should not contact the person suspected to further investigate the matter or demand restitution
- should not discuss the case with anyone other than the Chief Financial Officer, the Director of Human Resources, or the Chief Operating Officer
- should direct all inquiries from any attorney to the Vicar General for referral to legal counsel
- should direct all inquiries from the media to the Director of Communications of the Chancery Office

Whistleblower Protection

The Fraud Policy is intended to encourage and enable employees and others to raise serious concerns within the Chancery Offices, parishes, missions and schools of the Archdiocese. To that end, the Archdiocese will use its best efforts to protect whistleblowers against retaliation as described below.

- Whistleblowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistleblower complaints will only be shared with those who have a need to know so that the Archdiocese can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have right to know the identity of the whistleblower.)
- The Archdiocese and/or its employees may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, harassment, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Chief Financial Officer, the Vicars General or the Director of Human Resources. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Questions related to the interpretation of this policy should be directed to the Chief Finance Officer or the Director of Human Resources.

6.8: CONFLICT OF INTEREST

This policy was developed to enable employees, clergy and religious belonging to or serving in the Archdiocese of Atlanta, its schools, parishes, missions and its agencies to understand clearly what conduct is expected of them with regard to real or perceived conflicts of interest.

1. Each employee, clergy, and religious of the Archdiocese of Atlanta, its schools parishes, missions and its agencies shall recognize that he or she is in a position of trust and is expected to act in good faith at all times. Individuals shall subordinate their personal interests to those of the Archdiocese of Atlanta where the two conflict or appear to conflict. Such individuals shall make a full disclosure of any relationship or situation that may give rise to a potential conflict or the appearance of conflict at the time such relationship or situation arises to the Chief Financial Officer.
2. No individual covered by this statement shall participate in the selection, award, or administration of a procurement transaction involving the Archdiocese of Atlanta where, to his/her knowledge, any of the following has a financial interest in that transaction: the individual; any member of his/her immediate family; an entity in which any of the above is an officer, director, or employee; or a person or entity with whom any of the above is negotiating or has any arrangement concerning prospective employment. Immediate family can differ from individual to individual but will always include: spouses; brothers or sisters; spouses of brothers or sisters; parents; grandparents, children, grandchildren and great grandchildren; and spouses of children, grandchildren and great grandchildren. If the individual is concerned about a relationship, then disclosure is required. A procurement transaction is defined as any transaction involving the purchase of any form of goods or services.
3. Individuals who have a personal relationship or ownership interest as described in paragraph (2) agree to excuse themselves from the decision-making process regarding the person or firm with which the Archdiocese of Atlanta does business or contemplates doing business unless specifically requested to participate, after disclosure, by the Vicar(s) General.
4. To avoid an actual or perceived conflict of interest, any Archdiocese of Atlanta supervisor related by blood, marriage, or adoption to a job applicant, or having close relationship with emotional ties to an applicant (e.g. dating), must not participate either formally or informally in the decision to hire, retain, promote or determine the salary of that other person. This exclusion includes, but is not limited to, those individuals defined as immediate family in paragraph (2). Above mentioned individuals are permitted employment with the Archdiocese of Atlanta provided no direct reporting or supervisory-management relationship exists. That is, no employee is permitted to work within the "chain of command" of an individual if his/her work responsibilities, salary, or career progress could be influenced because of any of the above mentioned relationships.
5. The individuals covered by this statement further agree to disclose promptly any situation, involving a business relationship, ownership interest or personal relationship as described in the aforementioned paragraphs at any time they may arise.

6:9: Social Media Policy

Background and Introduction:

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ. In the area of communications too, we need a Church capable of bringing warmth and of stirring hearts."

Pope Francis, *Communication at the Service of an Authentic Culture of Encounter*, Message for World Communications Day, 2014

Church leaders, including Pope Emeritus Benedict XVI and Pope Francis have articulated the clear need to use new technologies to express the Word of God to all people in all generations. The Archdiocese of Atlanta recognizes the powerful tool electronic media can be to evangelize and educate all people. In order to ensure electronic communication on the internet is appropriate, effective and reflective of our Catholic values, and consistent with the rules and values of our workplace, the Archdiocese of Atlanta has established the following policies. These policies are in addition to and complement existing policies regarding the use of electronic communications which collectively serve to share the Good News in a way that creates a safe environment for all vulnerable populations.

Definition of Social Media

Any web-based and mobile technologies, including apps, which are designed to turn communication into interactive dialogue. This includes, but is not limited to, the use of blogs/wikis, mobile phone, computer and tablet "apps," message boards/forums, Facebook, Twitter, YouTube, Vimeo, LinkedIn, Instagram, Tumbler, Snapchat, GroupMe, etc.

Establishing a Social Media Presence

It is important to remember online content is visible to anyone in the world, so one must always be aware of the nature of the information posted. Content should consistently represent the views and teachings of the Catholic Church.

- Approval from the department head/pastor/principal is needed before seeking permission to establish a new site, page, group or account.
- Once permission is granted, the new social media platform (e.g. Facebook page, Twitter account, etc.) should contain the official Archdiocese of Atlanta logo or

standard approved images used for the Archdiocese of Atlanta and/or its entities (parishes, schools and agencies).

- A minimum of two adult employees (parish, school, mission staff) should have full administrative access to every social media account. These individuals should receive alerts of any page activity sent to their assigned email account (this allows for a quicker response time to urgent requests and helps to ensure that all postings are appropriate). At no time should minors be granted administrative privileges.
- Official sites should contain no personal views, photos or personal information of the administrator and/or staff. Administrators should establish separate accounts and pages for personal and professional use. (Please review section on personal use of social networking sites below for more information).
- Personal pages and information should be neither advertised nor accessible to young people.
- Written permission must be obtained prior to posting photographs or other identifying information of minors/young people on websites and social media sites. We recommend only using the individual's first name in the caption.
- Post the following "rules of conduct" established by USCCB for visitors to the Facebook page: *"All posts and comments should be marked by Christian charity and respect for truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please."*
 - This online "rules of conduct" statement should be in sync with archdiocesan codes of conduct for other areas, such as the standards for protection of children, young adults and human resources.
- We recommend having only one presence in each of the social media platforms that you choose to use. You want to present one church online – spotlighting your various ministries.
 - Please avoid having a separate page for the parish, another for youth ministry and yet another for a special event at your parish, etc. A social media account must have regular content over the course of a full year in order to be useful. Creating many accounts fragments the audience you are trying to attract and dilutes your message.
 - Therefore, under *one* account per social media platform, all ministries should do their posts, tweets, etc. to manage content well and for brand consistency. Ministry leaders should approve each posting beforehand. With the exception

of Facebook, create a master user name and password that is given to the Pastor and two other designees.

General “Rules of the Road” for the Administrator (once site, page or group has been established)

- All archdiocesan offices, agencies, parishes and individuals are encouraged to use the hashtag **#archatl** on every message/media posted (including Twitter, Facebook, Instagram, YouTube, etc.). This allows the Office of Communications to more easily find information to share, as well as anyone discussing Catholicism across our archdiocese.
- The Office of Communications requires notification of all accounts created by parishes, missions, schools, offices and departments, in order to add them to a directory and better spread information across the archdiocese. Please notify communications@archatl.com prior to setting up any social media accounts.
- Archdiocesan offices and departments are NOT to have their own YouTube, Vimeo or other video sharing account. All video projects must be coordinated through and approved by the Office of Communications. For videos produced by your office or an outside agency, please supply a copy to communications@archatl.com.
- Stick to your ministry and do not claim to represent the official position of the Church unless authorized to do so. Be honest, professional and clear as to who you are and the ministry you represent.
- Avoid engaging in any postings/communications that could be misconstrued or misinterpreted.
- Respect the Catholic Church as a whole, the Archdiocese of Atlanta, your parish/ministry, coworkers and audience. Do not post information about any of these entities that should be kept confidential. All who serve in the archdiocese will witness by their behavior, actions and words, a life consistent with the teachings of the Catholic Church in all social media engagement.
- All comments should be respectful, on topic and void of personal information. You have the right and ability to block/delete those that are potentially libelous, disrespectful or contrary to church teaching.
- Prior to posting make sure you are following all copyright and fair use laws. Always attribute photos, quotes, and information to the original source/author.

- Monitor your posts to determine success of messages and effectiveness of your site. This can be done by monitoring comments, shares, retweets, likes, favorites, etc. Be able to answer questions like “who is your audience” and “which posts are more engaging.” As the account holder and administrator, feel free to delete any negative or questionable comments/posts/reactions. You have full discretion as to what appears on your social media account. If you have any questions, contact the Office of Communications at communication@archatl.com.
- For security purposes, if it is discovered that your social media account has been hacked, do not panic. Contact the respective social media platform which will provide the next necessary steps. In all cases, it is a good idea to change all admin credentials and passwords immediately. If your website or Facebook page has been hacked, we encourage you to have the site temporarily disabled until the issue can be resolved in order to prevent confusion for visitors.
- For more suggestions on establishing social media guidelines, consult the USCCB’s website:
<http://www.usccb.org/about/communications/social-media-guidelines.cfm>
- For specific guidelines related to social networking with minors, please review our separate policy (attached).

Guidelines for the Use of Social Networking Sites with Minors

The Archdiocese of Atlanta recognizes the various ways, both positive and negative, that technology and social media can be used. It is important that technology be used in a responsible and ethical way and that Archdiocesan staff, volunteers and parents be transparent in all forms of communication, particularly when ministering to young persons. Social networking sites should be used for ministry and education rather than for befriending people or socializing. Parents must have access to everything provided to their children.

For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list).

After receiving written parental permission to communicate with young people via social media, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. (This may be especially important with email and text messaging.)

Make everyone aware of the Children’s Online Privacy Protection Act, which is federal legislation that oversees how websites interact with children under age 13.

*SOURCES: USCCB Social Media Guidelines
Archdiocese of Chicago, IL
Archdiocese of St. Louis, MO*

Guidelines:

- Written permission must be obtained prior to posting photographs, or other identifying information, of minors/young people on websites. When posting photographs of minors/young people, it is advisable to caption the photographs using only the individual’s first name.
- The site administrator is an adult considered to be working with minor and thus should have completed all safe environment requirements per the Archdiocesan policy.
- Parents should be informed that a social networking site is being utilized as a standard part of youth ministry and any materials posted on the site must also be available through other communication mediums.
- There is a difference between initiating a “friend request” and accepting one. Friend requests should be initiated by young people, not the adult representative of the Archdiocese of Atlanta and/or its entities.
- In photographs of youth activities, youth should not be “tagged,” or identified by name in the photograph.
- On the original social networking site, it is recommended that the “no tagging” option be set.
- Because of the potential of teen crises or time relevant information, any pages with high volumes of youth involvement should be monitored frequently by official organizational personnel. A plea for help that goes unanswered can be damaging to the parish, school, and/or organization and dangerous for teens and their families.
- It is recommended that clear guidelines or parameters be established with regard to times of communication between adults and young people. While young people may be on the phone/texting in the late evening hours, those who minister with young people should pre-determine a timeframe when it is too late to take a professional call, except in the case of serious urgency.

- All Archdiocesan employees must maintain separate personal and ministry based social media accounts to ensure that any information posted on one's personal account is not made available to young people.
- If youth are to engage in blogging as a part of an officially sanctioned organizational activity; such activity must be monitored by at least 2 adults, no youth should be identified by name or other personal information, and the content of such a blog must be in compliance with Catholic Church teaching and values.

ADAPTED FROM: The National Federation for Catholic Youth Ministry
Personal Use of Social Networking Sites

The Archdiocese of Atlanta respects the right of employees, volunteers and independent contractors to create and maintain personal social networking websites.

Employees, Volunteers and Independent Contractors who choose to identify his or her affiliation with the Archdiocese of Atlanta and/or its entities (parishes, schools and agencies) on personal social networking websites may be seen by their readers as a representative of the Archdiocese of Atlanta. As a result, Employees, Volunteers and Independent Contractors must adhere to the following guidelines:

- **Under no circumstances should confidential, privileged or private matters relating to the Archdiocese of Atlanta and its affiliates be addressed.** This would also include (but not limited to) the advertisement of archdiocesan, school or parish sponsored events and activities.
- **Always include a Disclaimer.** Please add a notice to your personal website that clearly communicates to your readers that the comments or views you chose to share do not reflect the views of the Archdiocese of Atlanta.
- **Adhere to the Confidentiality Policy.** Employees, Volunteers and Independent Contractors must maintain the confidentiality of the Archdiocese of Atlanta and its entities at all times.
- **Be mindful of time spent on personal websites during your normal scheduled working hours.** All time spent on personal social networking websites should be spent on your personal time. Time spent on personal networking websites should not interfere with an employee's job performance. Do not use the Archdiocese of Atlanta e-mail addresses to register on social networking sites, blogs or other online tools utilized for personal use.

- **Respect all of our workplace policies and procedures at all times, even on social networking sites.**
- **Adhere to the policies of the Archdiocese of Atlanta.** Policies regarding workplace conduct in our churches, offices and schools also apply to online activities. Inappropriate postings that may include discriminatory remarks, harassment or threats of violence will not be tolerated.
- **Be mindful that the information posted on your personal social networking site, or on other social networking sites could potentially be grounds for discipline or possible termination of employment.**
- **Consult the Human Resources Department of the Archdiocese of Atlanta for more information.**

Acknowledgements

Compiled by the Communications Department of the Archdiocese of Atlanta, utilizing the policies and guidelines of the United States Conference of Catholic Bishops (USCCB), the Diocese of Salt Lake City, the Diocese of Dallas, the Diocese of Orlando, the Archdiocese of St. Louis and the Archdiocese of Chicago.

Revised June 2018

6.10: CONFIDENTIALITY

Overview:

Confidentiality should NEVER be conveyed to individuals outside the organization, including family or associates, and even other employees who do not need the information in performing their job duties. Any confidential subject matter should be discussed only on a “need to know” basis. Employees should not seek out confidential information. Employees without a “need to know” who become aware of confidential information should use discretion to protect the confidentiality of such information.

Any employee who discloses confidential information will be subject to disciplinary action, up to and including termination, even if he or she does not actually benefit from the disclosed information. **Employees, Volunteers and Independent Contractors of the Archdiocese of Atlanta may have access to confidential information in the course of performing their duties. Employees, Volunteers and Independent Contractors should take reasonable precautions when handling confidential information and should not discuss or share confidential information with anyone who does not have a “need to know” for legitimate business purposes. Salary and personal information are examples of information considered confidential. Employees, Volunteers and Independent Contractors who intentionally or unintentionally divulge confidential information deliberately or through carelessness may be terminated.**

Health Insurance Portability and Accountability Act of 1996 (HIPAA):

Certain employees of the Archdiocese of Atlanta may have access to employees’ health information maintained by the group health plan. Under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), this health information is confidential and may only be used by authorized employees for approved purposes.

Archdiocese employees who violate the policies and procedures regarding the safeguarding of an individual’s health information maintained by its HIPAA-covered group health plan are subject to appropriate disciplinary action, up to and including immediate dismissal from employment. Disciplinary action may include some or all of the steps detailed in the Archdiocese’s Administrative Action Guidelines, although the Archdiocese reserves the right to suspend some or all of the steps of the disciplinary action process. Violations of HIPAA can result in both civil and criminal penalties, and can include prison sentences, depending on the nature and severity of the violation

6.11: VOTING POLICY

Employees are permitted to take up to two hours from work without a loss of pay to vote if the employee does not have at least two (2) consecutive hours off outside the regular work day when the polls are open. Notification for voting leave must be submitted to the immediate supervisor at least two days in advance of the election date. The time off to vote should be recorded as “time worked”.

6.12: JURY DUTY

The Archdiocese of Atlanta encourages employees to fulfill their civic obligations. If an employee is called to serve on jury duty, the immediate supervisor must be notified as soon as possible.

Employees who serve on a jury will be paid their normal pay. Employees are expected to report to work on any days or partial days that they are not required to report or are excused from court by 1:00 p.m. or earlier. Employees must submit a copy of the official notification or a statement from the court.

Employees are not expected to return to the Archdiocese or the parish/school business office jury duty pay received. A statement from the court on the amount of daily compensation received may be required.

6.13: BREAK TIME FOR NURSING & BREASTFEEDING

As required, the Archdiocese of Atlanta shall, for up to a period of one (1) year after the birth of the child, provide employees who are nursing mothers a reasonable break or period of time when necessary to express breast milk for a nursing child in addition to an area that is secluded and secure for such employees for this sole purpose. Breaks of more than 30 minutes will be unpaid.

6.14: CHILDREN IN THE WORKPLACE

Except for unexpected emergencies, employees should not bring children to the workplace because of possible impact on co-workers as well as potential liability. All exceptions must have prior approval by the Pastor, Principal, Department Head or Immediate Supervisor.

When approval is granted, children must be closely supervised by the employee and remain in the appropriate work area. At no time should children be allowed to access office equipment or supplies. Children must be monitored and not left roaming alone.

6.15: TELECOMMUTING

Telecommuting is an alternative working arrangement which allows employees to work from home or another satellite location of a part of their regular workweek.

This arrangement may be offered for select positions to benefit both the Archdiocese and the employee. The arrangement should not change the terms and conditions of employment and should be a temporary arrangement between the employee and the Department Head or immediate supervisor.

Approval for this arrangement is at the discretion of the Department Head, Pastor or Principal. Employees who perform work through this arrangement are required to schedule their day according to regular working hours in order to be accessible to fellow workers. This includes checking in with the office regularly and keeping their immediate supervisor informed of working hours and location as well as status on assignments and projects. The employee's presence is required for all departmental and staff meetings.

Employees may use personal computer equipment while telecommuting and are required to have reliable internet access. The employee will be responsible for maintenance and repair of his/her own personal equipment used for the approved telecommuting arrangement.

In rare occasions, the need for special software or equipment may be necessary, which would require the use of equipment provided by the Archdiocese for use at a remote location by authorized persons.

***Only* in these rare occasions will the Archdiocese Technical Support Staff provide for repairs and maintenance of equipment. Archdiocesan issued equipment must be returned upon completion of the telecommuting arrangement, or at the end of employment, whichever occurs first.**

Any company materials taken to the designated remote location should be kept in the designated work area and not be accessible to others.

Any employee found to be abusing the telecommuting privilege will be disciplined up to and including telecommuting privileges taken away or termination of employment.

6.16: SEVERE WEATHER AND SNOW

Facilities of the Archdiocese of Atlanta will be closed when severe weather and snow prohibits safe travel to and from work. Chancery staff will be notified by the Chancery Office of Communications. Inclement weather procedures should be established at the local parish level. Employees will be paid for their regularly scheduled work hours during closings for inclement weather.

6.17: SMOKING

Out of concern for providing a healthy work environment for everyone, all facilities are considered non-smoking with the exception of the designated areas.

6.18: AFTER HOURS USE

Meetings held outside of normal office hours, should be coordinated with the facilities staff at the local parish level.

6.19: NEPOTISM

Relationship to another individual employed by the Archdiocese of Atlanta and its entities and affiliates will not constitute a bar to initial employment. However, a person may not be assigned or given employment in the same department if another family member works there. A reporting relationship must not exist.

Employment means full and part-time status, regular and temporary appointments. For purposes of this section, a family member is anyone who is related as husband, wife, father, mother, son, daughter, brother, sister, uncle, aunt, cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

6.20: CONFERENCE ROOMS & SHARED SPACES

Use of public rooms, or shared conferences space, must be reserved by following the procedures at the local parish level.

6.21: PERSONAL APPEARANCE

Every employee affects the overall image of the Archdiocese of Atlanta and its entities. Employees are expected to present a clean and neat appearance and dress according to the requirements of their position. When employees are in the workplace or representing the Archdiocese of Atlanta outside of the workplace, the following general rules apply:

1. All employees are requested to be aware and conscientious of their dress, personal hygiene, neatness, cleanliness of attire and appropriate apparel.
2. Good judgment with periodic assistance from peers and supervisor should, in most cases, be sufficient to define appropriate dress and hygiene.
3. Employees who fail to follow personal appearance and hygiene guidelines may be sent home and directed to return to work in proper attire. Under such circumstances, employees shall take the time away from work unpaid or the employee may use accrued vacation time to pay for the time away from work. If an employee continually fails to comply with this policy, further disciplinary action may be taken.
4. The Archdiocese of Atlanta reserves the right to determine the appropriateness of employee appearance and attire.
5. The Office of the Chancery has adopted a Business Casual Dress Code. Details of this policy can be found on the Human Resources section of the Archdiocese of Atlanta website at www.archatl.com. Pastors and Principals of all other archdiocesan entities may choose to adopt this protocol or establish a local dress code policy. Policy should be reviewed by the Chancery Office of Human Resources.

6.22: STIPENDS & GRATUITIES

1. When an employee gives a workshop at diocesan-sponsored events that is within the scope of the employee's responsibility to the Archdiocese of Atlanta, the employee will not receive a stipend regardless of the department which is sponsoring the event. In this case it is understood that the employee makes use of the regular weekly work schedule for the preparation and presentation involved.
2. When an employee uses the regular weekly work time to prepare and give programs, workshops, or consultations for any group other than the Archdiocese of Atlanta department/offices, gratuity received from this work is to be given to the Archdiocese of Atlanta. (Please countersign any checks you receive and assign them to the Archdiocese of Atlanta)
3. When employees use time other than their regular weekly work time to perform work outside of the scope of their regular duties to prepare and give programs, workshops, or consultation for any Archdiocesan entity departments or office, gratuity received for this work belongs to the employee.
4. Implementation of this policy is to be clarified and approved by your supervisor or manager. The Archdiocesan entity that employs the individual is still entitled to a full work week from the employee.

**Additional Policies and Procedures
for Catholic Schools Employees**

PERSONNEL

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RECRUITMENT AND SELECTION OF TEACHERS

Recruitment and selection processes should give prominence to the unique Christian dimension of the Catholic school. The Christian dimension and the teacher's role in promoting it are to be given priority when interviewing and making employment decisions. "All members of the faculty, at least by their example, are an integral part of the process of religious education. ... Teachers' life style and character are as important as their professional credentials." (National Directory for Catechesis)

Schools must provide applicants with the application approved through and provided by the Office of Catholic Schools. (Copies in plastic sleeve)

Teachers should be Catholic, if possible. They must be persons whose attitudes and values are consistent with the Catholic philosophy of education. They must have the personal qualities and the experience needed to participate in the Church's educational mission. Should it be impossible to hire Catholics, those employed should be persons whose adherence to the Christian tradition is unquestioned regardless of the Church with which they are associated.

Each prospective teacher, regardless of religious affiliation, shall accept responsibilities in the educational ministry of the Archdiocese of Atlanta. The professional character of the responsibilities accepted by the teacher includes responsibilities to the Christian community served by the school, and above all, to the students attending the school and their parents. This responsibility requires the teacher's personal life to be conducted in accordance with the teachings and principles of the Catholic Church and in such a manner as to set a proper example for students; employees who choose to lead their lives outside of the teachings of the Catholic Church jeopardize continued employment with Archdiocesan schools.

The principal is responsible for finding teachers suitable for the school's academic program. Recruitment literature must contain a statement of the school's compliance with civil rights legislation. The parish principal should consult with the Pastor prior to offering a contract for a new hire. Before hiring an applicant who has previously worked in the Archdiocese of Atlanta, the prior archdiocesan employer (chief administrator) must be contacted as part of the reference check process. In addition, the principal must check with the Superintendent of Schools and the Director of Human Resources.

Every Catholic child enrolled in the school must have the benefit of a religion course taught by a Catholic teacher who is certified or in the process of achieving catechist certification.

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QUALIFICATIONS

Contracted and Non-Contracted

All teachers and administrators in Catholic schools must have academic degrees which are appropriate for their particular assignments and which meet accreditation requirements.

Persons currently under a valid contract with another school/system may not be considered for employment until the obligations of the current contract have been fulfilled.

Specific Requirements:

Administrators – Contracted Employees

Principal: must be a practicing Catholic,, hold at least a Master’s degree in administration or a master’s degree with coursework distributed across curriculum and instruction, school law, educational psychology and other educational areas of concentration. For those candidates without a Master’s degree in educational administration, the Superintendent of Schools will determine his/her suitability for employment as an administrator after reviewing the credential file. The candidate should have at least three (3) years of prior administrative experience. State certification is highly desirable. If required by the Superintendent of Schools, an administrator certification plan of study will be filed. (Copy in plastic sleeve)

Assistant Principal/Dean: must be a practicing Catholic and hold at least a Master’s degree in educational administration or curriculum and instruction (or working toward it). The candidate should have had prior administrative experience as can be verified by past employers. If the candidate does not have a Master’s degree, there must be evidence of formal coursework in the areas of curriculum and instruction, school law, educational psychology and other areas of educational concentration. The building principal will determine his/her suitability for employment after reviewing the credential file and consulting with the Superintendent of Schools. State certification is highly desirable. (If required by the Superintendent of Schools, an administrator certification plan of study will be filed. (Copy in plastic sleeve)

Curriculum Coordinator: must hold at least a Bachelor’s degree, preferably a Master’s degree in Curriculum and Instruction. The candidate should have demonstrated experience in the supervision, development, and assessment of curriculum. The candidate should also have a working knowledge of standardized testing. If the candidate does not have formal administrative experience, the building principal must ensure that the scope of the candidate’s responsibilities do not exceed that for which the candidate is educationally prepared. The building principal will determine his/her suitability for employment after reviewing the credential file. State certification is highly desirable.

Teachers – Contracted

Teachers must hold at least a Bachelor’s degree from an accredited college or university. If the degree does not have an educational component in background preparation, the teacher must have completed a formal course of study in education at a specific level and have completed student teaching (or be involved or licensed through the approved state alternative certification program). A current out of state certification is acceptable in lieu of Georgia state certification. Building principals should take care not to assign teachers to classes or grade levels for which they have not been professionally prepared. If all efforts have been exhausted to employ a certified teacher and no candidate is secured, the principal may employ a candidate with the appropriate college degree and place the teacher on a certification plan of study. (Copy in plastic sleeve)

Teachers of Religion

Teachers of Religion must be a Catholic in good standing. High school religion teachers must have a minimum of a bachelor’s degree in theology or religious studies; a master’s degree is required within two years of employment. Elementary religion teachers who do not possess a degree in theology or religious studies must have a bachelor’s degree and complete the Archdiocesan School Catechist Certification Program within five years of employment (beginning with the 2010-2011 school year). Evidence of continuing religious education shall follow the guidelines of the Archdiocesan Catechist Certification Program.

Specific Requirements:

Guidance Counselor, Resource/Gifted Teacher –Contracted

Candidates in the areas of guidance and resource/gifted education require specific professional training in order to execute their responsibilities appropriately. Due to the nature of their interaction with parents and children, these individuals must possess evidence of knowledge in their specific area (i.e.: college counseling, psychological testing, etc.). Building principals will determine a candidate’s suitability for employment after reviewing the credential file. State certification is highly desirable.

Specific Requirements:

Non-Contracted

All non-contracted employees must demonstrate, through education and/or prior employment experience that they are qualified to possess the skills necessary to execute their assigned duties. These positions may include, but are not limited to:

- Director of Operations
- Business Manager
- Administrative Assistant
- Classroom Aides
- Receptionist
- Secretary
- Maintenance Personnel
- Director of Development
- Nurse (License verification in plastic sleeve)

4005

HIGH SCHOOL CHAPLAINS

The central role of the Chaplain is to serve the pastoral and spiritual needs of the staff and students of the school; while his efforts are primarily directed to the staff and to the students, the Chaplain's ministry is also extended to all members of the school community including parents, alumni and friends of the school.

Appointed by the Archbishop, the high school chaplain is directly accountable to the principal for his specific duties, responsibilities and evaluation and accountable to the Archbishop for additional duties as assigned. The job description details local responsibilities and necessary skills.

4007

CATECHIST CERTIFICATION REQUIREMENTS

Beginning with the 2010-2011 school year, all new employees must meet the requirements set forth for catechist certification by the Office of Catholic Schools. Teachers of religion will have five years to complete the certification process. Certification requests are directed to the Office of Formation and Discipleship.

Teachers of religion/theology hired prior to the 2010-2011 school year may follow the catechist certification program requirements in effect at the time of hiring.

(Plan in plastic sleeve)

4010

PERSONNEL FILES

A personnel file for each school employee (including the school principal) must be maintained by the principal in the school office. Personnel files must be maintained in a locked cabinet and access to files is limited to the administrator. A record of employment must be permanently retained in each personnel file. (Copy in plastic sleeve)

The Superintendent of Schools will maintain credentials, contracts, references, etc., on file for all chief administrators.

Items needed in personnel files include: official, up-to-date transcripts of all college work; teaching certificate; catechist certification record; copies of teacher contracts; teacher evaluations; application; proof of participation in safe environment training; criminal history clearance; bloodborne pathogen training; job description; extracurricular responsibilities if not specified in the job description; employee signature page from the faculty handbook; withholding tax certificate (W-4) and emergency contact information. (Checklist in plastic sleeve)

I-9 Form must be on file separately with other I-9 forms for employees at that location. Worker compensation forms may also be kept with the business manager.

For employment verification purposes, a teacher's service record is to be signed only by the Office of Catholic Schools after the service has been verified through the Department of Human Resources.

4015

CONTRACTS

Administrators and Teachers

1. The contract developed and approved by the Office of Catholic Schools will be used without modification. If the contract is addended, all copies of the contract must include the addendum.
2. In parish schools, the Principal, Pastor and employee will sign all contracts and addenda. In regional schools, the Principal, Superintendent of Schools and employee will sign all contracts and addenda. A contract is not valid until all three signatures are affixed to it. No person may sign for any of the abovementioned individuals.
3. The Superintendent of Schools will sign all administrator contracts. An administrator's contract is considered valid once the Superintendent of Schools has signed it.
4. A copy of each employee's contract will be housed in the Office of Catholic Schools. The Principal will submit all contracts no later than September 10 of the current academic year. Contracts for late hires should be submitted as soon as possible.
5. Contracts for principals are for a 12-month period.
6. Contracts for assistant principals/deans may be for 10, 11 or 12-month periods depending on the level of need as determined by each school; salary is adjusted accordingly.
7. Contracts for teachers are for 190 days, 180 instructional days and 10 days of in-service.

CONTRACT RENEWAL

Elementary Schools: Contracts will be offered to returning employees on or before May 1 of each year.

Secondary Schools: Contracts will be offered to returning employees on or before April 1 of each year.

Non-Contracted Employees

Only classroom teachers, principals and selected senior administrators at each school are offered written employment contracts. All other individuals employed at the school are non-contract employees who are also employed on an at-will basis. At-will employment means that either the school or the employee may terminate the employment relationship at any time, with or without cause. Upon initial employment, non-contract, at-will employees should be provided with a written statement identifying position, title, statement of exemption or non-exemption from overtime compensation, monthly gross wages, hours to be worked and other pertinent information. Returning non-contracted employees should receive a copy of the next academic year's statement of compensation which should be signed by both the principal and the employee. However, issuance of such letters/statements of compensation are not intended to create a contract of employment and all employment continues to be on an at-will basis. (Form in plastic sleeve)

4030

BENEFITS

All full-time employees of the Archdiocese of Atlanta are eligible for a complete benefits package. A "Benefits Summary" written piece is generated by the Human Resources Department of the Archdiocese and distributed to the schools annually.

4040

CONFIDENTIALITY

Confidential information should never be conveyed to individuals outside of the school, including family and associates, and even to other employees who do not need the information in performing their duties. Any confidential subject matter should be discussed only on a need-to-know basis. Employees should not seek out confidential information. Employees without a need-to-know who become aware of confidential information should use discretion to protect the confidentiality of such information. Any employee who discloses confidential information will be subject to disciplinary action, up to and including termination, even if he does not benefit from the disclosed information.

4050

CLASSIFICATION

Employees are classified as either "EXEMPT" or "NON-EXEMPT".

Exempt employees are professionals, managers, supervisors, counselors, admissions directors, teachers, development directors, nurses and administrators who are "exempt" from overtime provisions under the Federal and State laws. These employees do not receive additional compensation when they work overtime.

Non-exempt employees include secretarial service, paraprofessionals, administrative assistants, receptionists, custodians, after school personnel and support employees. They are entitled to overtime pay under the provisions of the Federal and State laws.

The individual job description will indicate employee classification.

4060

ANNUAL CALENDAR

It is the responsibility of the principal to formulate the annual calendar for his/her community. The calendar should reflect 180 student instruction days, pre-planning/post-planning, staff development days and vacation days keeping in mind that the number of contracted days for teachers is 190 per year. The calendar should be submitted to the Office of Catholic Schools on or before March 1st for approval; it may not be published until approved by the OCS.

4065

HANDBOOKS

Faculty Handbook

It is the duty of each school employee to know and understand the scope of his/her responsibilities as they are delineated in the school's faculty handbook. It is the responsibility of the principal to review and update the faculty handbook each year. The principal will submit the handbook for review annually to the Superintendent of Schools. After it has been approved, one copy shall be submitted to the Office of Catholic Schools.

Some suggested topics to be included in the faculty handbook are:

School's Mission Statement, Philosophy and Goals

Table of Contents

Faith Community: liturgical/paraliturgical participation, prayer in classrooms

Community Relations and Routine Business Procedures: parent communications, collection of monies, purchasing supplies, school visitors, transportation of students, keys, audio/video recording policy

Personnel: contracts, benefits, absences/sick leave, non-discriminatory hiring statement, grievance and conciliation, faculty meetings, dress code, reduction in force, non-renewal, termination, professional conduct, supervision/evaluation, lesson plans, substitutes

Students: recording/reporting absences, tardiness, discipline procedures, promotion/retention, release from class, homework, parent conferences, dress code, child abuse, safety procedures, accident reports, medication, severe weather, SST process, electronic devices policy.

Instruction/Curriculum: school calendar, daily schedule, testing, classroom environment, AV equipment, student assessment, student records, class time requirements, textbook listing, and co-curricular activities.

In addition, all school employees must adhere to Archdiocesan policy as referenced in the Personnel Policy Manual for the Archdiocese of Atlanta.

4070

STAFF DEVELOPMENT PLAN

It is the responsibility of the principal to plan a systematic program of staff development each year. Relying on best-practices research, the plan should be tied to building level achievement, accreditation recommendations and school-improvement plans. The implementation strategies of the plan might include guest speakers, on-site visits to other educational locations, discussion groups, and review of current literature surrounding a topic.

Educational in-service plan due by July 1. (Form in sleeve)

In conjunction with the school's staff development plan, each educator should develop his/her own annual plan for professional growth as required by the approved evaluation of all school employees. This might include attendance at workshops, institutes, and coursework in his/her field or general education coursework.

4075

FACULTY MEETINGS

It is the responsibility of the principal and others on the administrative staff to plan and conduct periodic faculty meetings. These meetings should occur no less than once per month. Faculty attendance at meetings is required. If a faculty member finds it necessary to miss a scheduled meeting he/she should receive permission from the principal to be absent. Faculty meetings should provide a process for open communication on program needs, teacher-student concerns and educational issues.

To facilitate faculty meetings, early dismissals or late starts are approved modifications to a school calendar. These variations to a school calendar should be communicated to the parents and students when the official school calendar is published. Early dismissals and/or late starts to the school day do not count toward the required 10 days of teacher in-service each year.

4080

EQUAL EMPLOYMENT

The employment policies and practices of the educational institutions and programs of the Archdiocese of Atlanta are to recruit and to hire employees without discrimination because of race, color, sex, age, physical or mental impairment, or national origin. This equal employment policy applies to all employees with respect to compensation, recruitment, and opportunities for advancement.

The Archdiocese of Atlanta recognizes that the effective application of this policy of non-discrimination in employment involves more than just a policy statement and, therefore, undertakes a position of equal employment to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the educational institutions and programs of the archdiocese.

The educational institutions of the archdiocese will take appropriate steps to ensure that all employees are advised of this policy of non-discrimination and of its interest in actively and affirmatively providing equal employment opportunities. The manner in which the policy will be publicized will include:

1. Employee handbooks, personnel policy manuals, discussions to orient new employees, and in-house publications will emphasize this subject.
2. All administrators and any others in a position to implement this policy, including those engaged in recruiting, training, and other personnel activities, will be fully advised of the policy and of their responsibilities with respect to it.
3. All employees will be informed of the equal employment policy of the Archdiocese of Atlanta and will have it explained to them. Opportunity will exist for them to ask questions at any time about the policy and how it may affect them.
4. All job listings will carry in bold-face type the legend: Equal Opportunity Employer.

4090 **EVALUATION**

In Catholic education, the evaluation process flows from the Christian message of love and concern for the individual. It is a process which aims at the personal and professional growth of the one evaluated and results in mutual planning and goal setting.

Evaluation shall be based on a planned process of assessment for determining the extent to which established values of Catholic education are achieved, purposes carried out, and predetermined goals reached. The evaluation process shall encompass the efforts of personnel and programs.

The primary goal of evaluation is the improvement of administrators and teachers. Other goals may include:

1. Improvement of programs
2. Effective management of the school as a whole
3. Long-range planning
4. Promotion or dismissal of personnel
5. Study and revision of curriculum

School administrators are those personnel who are responsible for the faculty, staff, and pupils in their program.

Principals are evaluated on an annual basis through the process established by the Office of Catholic Schools. After a conference between the Superintendent and the Principal, the evaluation is signed and dated by both the Superintendent and the Principal. The signed evaluation shall be placed in the Principal's personnel file.

It is the responsibility of the Principal to evaluate all other personnel, both contracted and non-contracted, annually. The criteria used for evaluation should be derived from the employee's job description. After a conference between the Principal and employee, evaluation is signed and dated by the Principal and the employee.

Evaluation of personnel may include, but is not limited to: classroom visits, outside of the classroom responsibilities, interaction with parents and others, demonstration of support of the philosophy of the school and Archdiocese, demonstrated support of the school administration, etc.

4100

FAMILY AND MEDICAL LEAVE ACT

Overview:

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 workweeks of job-protected, unpaid leave in a 12-month period for:

1. Employee's own serious health condition that makes the employee unable to perform the functions of the employee's position.
2. Birth of a child and in order to care for that child
3. The placement of a child for adoption or foster care and to care for the newly placed child
4. To care for an employee's child, spouse or parent with a serious health condition. Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state of Georgia.
5. To care for a child.

If a husband and wife both work for the Archdiocese (this also includes parishes, schools, and all affiliated entities) and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses and situations are covered under this FMLA policy or under the Archdiocese's sick leave policy are encouraged to consult with the Human Resource Manager.

Eligibility:

Employees who have been employed by the Archdiocese of Atlanta for at least 12 months and have worked at least 1,250 hours during the 12 months preceding the start of the leave. When calculating a leave year, a "rolling" 12-month period method is used. When the first leave is taken, the year begins.

The Fair Labor Standards Act (FLSA) does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave are not counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Required Documentation:

1. The Employee must complete an Application for a Leave of Absence at least 30 days in advance of the anticipated leave start date (if leave is foreseeable). The completed form must be submitted to the Chancery Human Resources Office.
2. For leaves of absence due to the serious medical condition of the employee, a Certification of Health Care Provider for Employee's Serious Health Condition Form (Form WH-380-E) must be completed and submitted to the Chancery Human Resources Office no later than within 15 days after receipt of the leave request.
3. For leaves of absence due to the serious health condition of a child, parent, or spouse, Certification of Health Care Provider for Family Member's Serious Health Condition Form (Form WH-380-F) must be completed and received by the Chancery Human Resources Office no later than 15 days of the leave request.
4. Recertification may be required no more frequently than every 30 days only when circumstances have changed significantly, or if the archdiocese receives information which conflicts with the original documentation provided for the initial leave request. For intermittent leaves of absence, the Archdiocese may require recertification every six (6) months.

Benefits During Leave:

While an employee is on leave under FMLA, the Archdiocese will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had not taken a leave of absence.

If the employee chooses not to return to work for reasons other than the continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Archdiocese will require the employee to reimburse the Archdiocese the amount it paid for the employee's health insurance coverage during the leave period.

While on paid leave under FMLA, the Archdiocese will continue to make payroll deductions to collect the employee's share of the premiums (including Life and Retirement payments). While on unpaid leave, the employee must continue to make this payment. If payments are not made, employee must make up missed premiums through increased payroll deductions upon return from leave.

Pay During Leave (Paid & Unpaid Leave):

For leaves of absence during the **employee's own serious medical condition**, including worker's compensation (to the extent that it qualifies), employees are required to use accrued and unused sick, vacation and personal time (in that order). Leave while using accrued sick, vacation and personal time runs concurrently with FMLA leave. If a holiday falls during the period of leave while accrued leave is being used, the holiday will be paid at 100% of the employee's normal pay.

In the event an employee exhausts all accrued leave before the end of the employee's disability period, the employee will be paid Short-Term Disability Benefits of 60% of his or her salary. This salary continuation benefit will be paid through the normal payroll process up to the 90th day of the leave period or until the employee returns to work, whichever occurs first. Holidays are paid at 60% of the employee's normal pay during such time. Employees with enough accrued leave time to cover the entire disability period are not entitled to Short-Term Disability Benefits. **(See Section covering Employee Benefits/Short-term Disability)**

Disability leave for the birth of a child, will be designated as FMLA leave and will run concurrently with FMLA. The Archdiocese of Atlanta provides six (6) weeks (or eight weeks for a C-section) of disability leave for the birth of a baby, which will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will be required to substitute unused and accrued paid leave. In the event an employee exhausts all accrued leave before the end of the disability period, the employee will be paid Short-Term Disability Benefits to cover that period. The employee will be placed on unpaid status for the remainder of the 12 weeks if accrued leave is exhausted.

For leaves of absence due to the **placement of a child for adoption or foster care or to care for a child, spouse or parent with a serious health condition** employees are required to use accrued and unused vacation, personal time and up to a maximum of 80 hours of sick time (in that order) to substitute part of the FMLA leave. This period of time will be designated as FMLA leave and counted toward the employee's 12-week entitlement. An employee will be placed on unpaid status if accrued leave is exhausted prior to the employee's return to work or until the end of the 12 weeks of leave.

Intermittent Leave or a Reduced Work Schedule:

The employee may take FMLA leave in 12 consecutive weeks, intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks.

The Archdiocese may exercise its right to temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after placement for adoption or foster care. This leave must be taken within one year of the placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the immediate supervisor before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. Intermittent leave may be granted if medically necessary. The Archdiocese has the right to alter the employee's existing job or require the employee to transfer temporarily from his/her regular employment position to another position that better accommodates recurring periods of leave. The position must be one for which the employee is qualified, and it must provide equal pay and benefits.

Leave due to the birth of a baby must be taken contemporaneously with the qualifying event and therefore cannot be delayed, taken intermittently or otherwise reserved to some point in the future.

Conclusion of Leave:

On a basis that does not discriminate against employees on FMLA leave, the employee may be required by the immediate supervisor to report periodically on the employee's status and intent to return to work.

An employee who takes leave under this policy for the employee's own illness is required to provide a fitness for duty (FFD) clearance from the health care provider upon return.

Employees who return within the prescribed time will be reinstated in the same or comparable position and at the same salary, benefits and working conditions as before they left.

Employees who do not return shall be considered to have voluntarily resigned their position. In that event, the employee will have the same options as any other terminating employee with regard to continuing benefits. (**See Long Term Disability Benefits and Extension of Benefits options**). This applies even for medical leaves resulting from an on-the-job injury or illness for which Worker's comp claim has been filed. The Archdiocese of Atlanta will maintain health insurance coverage that would have been provided had the employee not taken leave.

Termination of Employment during leave:

Leaves taken without proper documentation and/or medical certification will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

If an employee's position is eliminated during FMLA leave due to a Reduction in Force, or the employee's employment would have otherwise been terminated anyway, the Archdiocese has no obligation to reinstate the employee and may discontinue FMLA leave. In addition the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit or position which employee would have been entitled had leave not been taken.

MEDICAL LEAVE (NON FMLA)

Overview:

Eligible employees, who do not meet the requirements under the Family Medical Leave Act (FMLA), may request an extended medical leave of absence for a serious health condition which renders the employee unable to perform the essential functions of the employee's position.

Eligibility:

Eligible employees include full-time employees and part-time employees with at least 60 days of service and who are scheduled to work at least 20 hours per week on a year round basis (but no less than 1,040 hours annually) who are ineligible for leave under the Family Medical Leave Act (FMLA).

Required Documentation:

1. Employee should immediately discuss with the immediate supervisor, Pastor or Department Head.
2. Employee must complete an Application for Extended Leave and submit to the Chancery Office of Human Resources.
3. Statement from the employee's health care provider verifying the following:
 - Employee's inability to perform the functions of the employee's position due to the medical condition; and,
 - Duration of the leave.

Paid Leave / Use of Accrued Leave:

Employees must use any accrued sick, vacation and personal leave during medical leave (in that order).

Holidays are paid at 100% while using accrued sick, vacation or personal leave.

Short-term Disability:

If in the event an employee exhausts all accrued leave before the end of the employee's disability period, the employee will be paid Short-Term Disability Benefits of 60% of his or her salary. This salary continuation benefit will be paid through the normal payroll process up to the 90th day of the leave period or until the employee returns to work, whichever occurs first. Holidays are paid at 60% of the employee's normal pay during such time. Employees with enough accrued sick, vacation and/or personal leave time to cover the entire disability period are not entitled to Short-Term Disability Benefits.

Request for an Extension:

A request for an extension must be submitted to the Chancery Office of Human Resources as soon as possible. Requests may be handled individually based on the circumstances.

Documentation from the employee's health care provider must be submitted to verify necessity of the extension. A Request For Reasonable Accommodation Form may be requested.

Conclusion of Leave:

An employee who takes leave under this policy must provide a fitness for duty (FFD) clearance from the health care provider upon return.

Employees who do not return from leave within the prescribed time shall be considered to have voluntarily resigned their position.

Termination of Employment during leave:

Leaves taken without proper documentation will be considered unauthorized leave, and will be subject to disciplinary action, including discharge.

Depending on the needs of the Archdiocese and the length of the leave period, positions for employees who take leave under this policy may not be held.

If an employee's position is eliminated during leave due to a Reduction in Force, the Archdiocese has no obligation to reinstate the employee and may discontinue your leave. In addition the employee will not be entitled to any right, benefit, or position of employment other than any right, benefit or position which you would have been entitled had leave not been taken.

4110

HARASSMENT/DISCRIMINATORY CONDUCT (GRIEVANCE)

Each school shall be committed to providing a professional work environment for all employees that is totally free from physical, psychological, or verbal harassment. This commitment continues our long-standing policy of fair and equal employment to every person regardless of age, race, color, gender, mental or physical impairment, national origin, ethnicity, or other bases protected by law. Each school has an obligation to provide a work environment that is free from intimidation, discriminatory conduct and harassment based on any of these factors.

Harassment can result from a single incident or from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating work environment. Harassment/discriminatory conduct encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Abuse: psychological, physical, verbal, non-verbal;
- Racial insults;
- Derogatory comments;
- Unwelcome sexual advances;
- Sexual comments or sexual jokes;
- Requests for sexual favors used as a condition of employment affecting any personnel decision such as hiring, promotion, or compensation.

Legally, employers and employees may be liable for acts of harassment/discriminatory conduct whether committed by supervisors or fellow employees. The school may be liable for acts of harassment/discriminatory conduct committed by one employee against another, regardless of whether there exists a supervisory relationship. An employee can be held individually liable as a harasser and subject to the same penalties which may be imposed upon employers under Title VII of the Civil Rights Act.

The school shall prohibit any form of harassment by employees, co-workers, and supervisors, and will view such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile environment are prohibited. Any employee who engages in such harassment/discriminatory conduct is subject to immediate discipline, up to and including dismissal. Schools will not tolerate any form of harassment/discriminatory conduct not only by employees, co-workers, and supervisors, but also by third parties. All reports of such actions are taken very seriously.

It is the responsibility of the principal, teacher, and all staff to ensure that these prohibited activities do not occur. An initial report of harassment/discriminatory conduct should be made to the principal; however, if the report concerns the principal, or if an employee is dissatisfied with the response from the administrator, one may also make a report to the Superintendent of Schools and/or the Archdiocesan Director of Human Resources.

Any employee who feels that he/she has been subjected to harassment or intimidation may follow the Informal or Formal Complaint Procedures.

Because of the private nature of most harassment incidents, and the emotional and moral complexities surrounding such issues, every effort should be made to resolve problems on an informal basis.

Informal Complaint Procedure

Any person who feels he/she has been subjected to harassment/discriminatory conduct should contact the local supervisor of the person accused. If the problem cannot be resolved at the local level or consultation is needed from the Archdiocese, the person should contact the Office of Catholic Schools and the Director of Human Resources for the Archdiocese of Atlanta.

The duty to investigate a harassment/discriminatory conduct complaint is an immediate one. A grievance must be received within fifteen (15) business days of the date on which the cause of the grievance was known to the employee or could reasonably be expected to have been known. Upon receipt of a report, a prompt and thorough investigation will ensue. Failure to investigate such a complaint immediately can give rise to liability on the part of the employer.

Formal Complaint Procedure

1. The person may first choose to tell the individual causing the harassment/discriminatory behavior that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal. All claims of harassment or discrimination should be directed to the principal but, if the principal is not available or is the subject of the allegation, then the claim may be raised with the assistant principal, the Superintendent of Schools, and the Archdiocesan Director of Human Resources.

2. If the complaint is against the principal, the person must report the harassment/discriminatory conduct to the Office of Catholic Schools and the Director of Human Resources.
3. The person alleging harassment/discriminatory conduct will be asked to complete a formal, written complaint. Employees have fifteen (15) business days from the date on which the cause of the grievance was known to the employee or could reasonably be expected to have been known to file a grievance. An investigation must occur regardless of whether a written complaint is filed by an employee. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
4. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on paid administrative leave during the course of the investigation. The principal has the responsibility to interview the alleged harasser as well as all witnesses (or potential witnesses) who have been identified by either the complainant or the alleged harassers, as well as others that the principal believes may have relevant facts.
5. Once the facts of the case have been gathered, the principal, in consultation with the Superintendent and the Director of Human Resources will decide what, if any, disciplinary action is warranted. The disciplinary action will relate the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including termination.
6. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

4115

CONFLICT OF INTEREST AND FRAUDULENT OR DISHONEST CONDUCT & WHISTLEBLOWER POLICIES

The Conflict of Interest Policy was developed to enable all employees to understand clearly what conduct is expected of them with regard to real or perceived conflicts of interest.

In addition, the Archdiocese of Atlanta is committed to maintaining the highest standards of conduct and ethics. The Fraudulent or Dishonest Conduct & Whistleblower Policy reflects the practices and principles of behavior that support this commitment.

(Copies in sleeve)

4120**JOB DESCRIPTION**

All personnel employed in Catholic Schools shall have an accurate job description on file.

(Job descriptions in plastic sleeve)

4130**NON-DISCRIMINATORY HIRING PRACTICES**

No employee shall be discriminated against on the basis of age, race, color, disability, gender, national origin, ethnicity, or marital status in employment and in employment practices of personnel.

This policy complies with all federal, state, and local statutes, regulations, laws and ordinances.

School personnel should be hired whose theological beliefs and values are consistent with Catholic philosophy. This requirement points out the fact that every school should have a well-stated philosophy and that when school personnel are hired their beliefs and value systems should be consistent with the philosophy of the school.

The school shall include a statement regarding its non-discriminatory hiring policies in its brochures and handbooks.

4140**TERMINATION AND NON-RENEWALS**

A principal may not terminate or non-renew any employee currently on a school's payroll without specific authorization from the Director of Human Resources and the Superintendent of Schools. (HR will coordinate reviews with legal counsel). See policy 2040 for principal contracts.

Contracts

The contract of employment between the parish school, archdiocesan elementary or high school, or archdiocesan office and the employee is issued on an annual basis only. Such annual contract does not, under any circumstances, establish an expectancy to be re-employed.

Non-renewal of contract cannot be appealed through the Grievance Procedure of the Archdiocese. No explanation must be given for a non-renewal when notifying the employee. (Sample letter in plastic sleeve) Non-renewal of contract must be reviewed by the Superintendent of Schools and the Archdiocesan Director of Human Resources; the principal and/or the Superintendent should be prepared to provide an explanation for why the contract has not been renewed.

When a parish, archdiocesan regional elementary or high school, or archdiocesan office proposes not to renew such contract of any employee, written notification of such intention must be given, in writing, to the employee by April 1st for high schools and May 1st for the elementary schools prior to the ensuing school year.

When such notice is not given, the employment of such employee will be understood to be continued for the ensuing school year. If a contract is not signed and returned to the principal within ten business days from the date the contract was extended, it is understood that the employee does not choose to continue, and the offer of employment is withdrawn.

Grounds for non-renewal may include, but are not limited to, the following:

1. Incompetency of the teacher
2. Insubordination of the teacher
3. Teacher's neglect of duty
4. Immorality on the part of the Teacher
5. Teacher's conviction of a crime
6. Teacher's inciting, encouraging or counseling students to violate any state law, municipal ordinance, or policy or religious tenet of Employer
7. For reduction in staff due to loss of students or cancellation of programs
8. Teacher's failure to secure and maintain necessary educational certification and development
9. Abuse: psychological, physical, verbal and/or non-verbal
10. Breach of confidentiality
11. Misrepresentation of self on the Archdiocesan application, resume, and/or during the entire hiring process
12. Violation of the Code of Conduct
13. For other good and sufficient causes

Grounds for termination may include, but are not limited to, the following:

1. Incompetency of the teacher
2. Insubordination of the teacher
3. Teacher's neglect of duty
4. Immorality on the part of the Teacher
5. Teacher's conviction of a crime
6. Teacher's inciting, encouraging or counseling students to violate any state law, municipal ordinance, or policy or religious tenet of Employer
7. For reduction in staff due to loss of students or cancellation of programs
8. Teacher's failure to secure and maintain necessary educational certification and development
9. Abuse: psychological, physical, verbal and/or non-verbal
10. Breach of confidentiality
11. Misrepresentation of self on the Archdiocesan application, resume, and/or during the entire hiring process
12. Violation of the Code of Conduct
13. For other good and sufficient causes

Termination of Employment

When it is necessary to terminate any contract during the contract period, the employer may terminate the contract for such causes by written notice, delivered or mailed to the employee.

Since an employee under contract has a vested right to continue employment during the contract period, to dismiss an employee during a contract year is a serious matter and proper procedures should be followed:

1. An employee under contract may be dismissed only for a breach of contract, i.e., failure to fulfill the duties and responsibilities specified in the contract or its addendum. Thus, it is the obligation of the employer to specify exactly how and when the failure(s) occurred, what was done to correct the action, and how the failure(s) continued. For required documentation, please refer to Supervisor Guidelines for Lay Employees, July 2006. (Copy in plastic sleeve).
2. Unless a grave breach of contract occurs, it would normally require a number of continued failures to constitute grounds for dismissal. Ordinarily corrective action should be initiated before dismissal is proposed.
3. An employee to be dismissed should be given written notice of the proposed dismissal. The procedures contained in the Archdiocesan policy shall be followed.
4. A teacher whose contract is to be terminated has the right to invoke the Grievance Procedure of the Archdiocese of Atlanta.
5. Only after the Grievance Procedure is followed and the proposed dismissal is upheld should formal dismissal occur and notice to that effect be given to the employee in writing.
6. Non-renewal of a contract cannot be appealed through the Grievance Procedure.

4150

RESIGNATION

A teacher should not terminate his/her contract before its terms have been fulfilled without the consent of the principal. Teachers who sign a contract of employment and then break the contract without the consent of the principal will be considered ineligible for future employment in any entities within the Archdiocese of Atlanta.

For non-contractual employees, written notice of resignation is required in order for any employee to be considered to have resigned in good standing. The length of notice shall be at least two (2) weeks for regular, full-time, and regular, part-time employees. A four (4) week notice is preferred for management staff. Accumulated vacation leave may not be taken during the notice period except with permission of the principal. In case of immediate resignation without sufficient notice, the employee shall receive payment for salary earned and accumulated vacation days to resignation date and shall not be deemed to have resigned in good standing. In the event of anticipated leave taken and not earned, said amount will be deducted from the final pay check. Any employee who does not provide the proper notice will be ineligible for rehire.

4160

REDUCTION IN FORCE

Definition

Reduction in force is a legal procedure for terminating employment of contracted employees. Reduction in force differs from non-renewal or discharge for cause because affected teachers usually have the right to reappointment/recall when conditions again warrant staff increase. Declining enrollment, reduced school budget, and/or curriculum changes are conditions that necessitate reduction in force.

When a position is eliminated as a result of reduction in force, the principal will use predetermined written procedures, which have been approved by the Office of Catholic Schools.

Procedures

A written notice should be given to the teacher(s) affected by a reduction in force at least thirty (30) days prior to the effective date. Upon receipt of this notice, the teacher shall acknowledge and agree that the existing or ensuing contract shall be void. For locations with at least 100 employees, a sixty (60) day notice is required.

Teachers will be reinstated to vacancies inversely to the order of reduction, if certified and qualified for available vacancies. Teachers who fail to reply within ten (10) calendar days after receiving reinstatement notices shall lose all recall rights. If the teacher is unable to return to work on the date specified in the notice due to a serious medical condition which requires the care of a licensed physician, then that teacher will not lose all right for a future recall. Recall notices will be sent by certified mail, return receipt requested, to the teacher's last address on file and will be considered received on the date listed on the return receipt. Teachers will be considered on layoff and eligible for recall for twelve (12) months.

Laid off teachers may, if they desire, be placed on a substitute list if they are so qualified. Any teacher while on lay off shall be allowed to enter into a contract with another school. In so doing, the teacher loses the recall and substitution rights.

Laid off teachers shall have the opportunity to continue health coverage at full cost to the teacher for the term of the lay off for a maximum of six (6) months. Laid off teachers are not eligible for severance.

Suggested Criterion for Reduction in Force

The principal should provide and explain to the staff the written criteria which have been established for their school for reduction in force. Criteria may include the following:

1. Pupil/Teacher Ratio
 - a. In the elementary school, the pupil/teacher ratio should be in accordance with Archdiocesan policy and accreditation standards. The Office of Catholic Schools recommends teacher assistants in grades PK- 2 should class size exceed 24 students. Schools wishing to employ teacher assistants beyond grade 2 may do so if their budget permits it.
 - b. In the secondary schools, the pupil/teacher ratio should be in accordance with Archdiocesan policy and accreditation standards..
 - c. If these standards cannot be maintained, the principal must be able to justify the difference to the pastor and/or the Office of Catholic Schools.

2. Professional Qualifications

The personnel retained must:

- a. Be appropriately degreed and otherwise qualified for the position.
- b. Or have a plan of study for the above, approved by the Office of Catholic Schools.

3. Professional Growth: Persons of equal qualifications are compared on the basis of continuing education in academic areas, and/or religious education.

All **non-contractual full-time employees** of the Archdiocese of Atlanta who have at least 1 full year of service, and whose positions have been eliminated as part of a reduction in force are eligible for severance benefits. Employees who are terminated on the basis of misconduct or poor performance and those who voluntarily resign their positions or leave by mutual agreement, are expressly ineligible for severance benefits.

NOTICE PERIOD:

Full-time employees shall receive a written notice of at least thirty (30) calendar days or pay in lieu, with respect to any qualifying reduction in force. To remain eligible for severance pay as described below, employees must continue to provide satisfactory job performance during the notice period.

Part-time employees shall receive a written notice of at least fifteen (15) calendar days or pay in lieu, with respect to any qualifying, reduction in force. Part time employees are not eligible for severance pay.

BENEFITS:

Eligible (full-time) employees, as described above, will receive the greater of 2 weeks compensation or 1 week for every full year of service, up to a maximum of 15 weeks compensation.

- A. Severance compensation will be based on full years of continuous full-time service within the Archdiocese of Atlanta.
- B. Severance compensation will be paid in addition to any unused, accrued vacation benefits to which the employee is entitled. Vacation benefits must be verified by the principal.
- C. Severance compensation will be paid on normal scheduled pay days following the notice period. If an employee is rehired in any position in the Archdiocese of Atlanta (including parishes, schools, and/or agencies) before exhausting severance pay, compensation will cease on the date of such reemployment.
- D. Employer paid benefits will continue until the end of the severance period. At the end of that period, terminated employees may choose to extend their individual and/or dependent health benefits, entirely at their own expense for up to six (6) months from the end of the 30 day notice period or as otherwise provided by applicable law.

4170

SALARY SCALES

Certificated Staff

The Office of Catholic Schools will publish a salary scale for educators annually. All schools must offer the appropriate wage to each educator based on education and years of experience.

Any variances from the published scale must be approved in advance by the Superintendent of Schools.

The scale used for salary determination shall be distributed to each educator with his/her contract.

The following criteria are submitted to administrators for the construction of a standardized salary scale:

1. Non-discrimination on the basis of age, race, creed, color, handicap, gender, national origin, ethnicity, or marital status.
2. All personnel receive a living wage.
3. Personnel who transfer to another parish/school within the Archdiocese or from any other Catholic Diocese shall be given full credit for years of service (maximum 20 years).

The principal may negotiate up to two (2) steps above the designated step for a new hire.

All supplemental agreements are negotiated at the local level and are reflected on the statement of compensation.

Clergy

The Finance Office of the Archdiocese publishes an annual scale which should be used for Archdiocesan clergy who are employed in a school.

Non-Certificated Staff

The salaries for non-certificated staff are determined at the local level. The salary offered should be reflected in the annual employment letter which is offered to the employee. (Sample letter in plastic sleeve)

Religious

Before employment members of a religious community, the Superintendent of Schools must be informed and approval must be secured from the Archbishop.

Catholic elementary and secondary schools who employ members of religious communities shall offer these members the same salary schedule and accompanying benefits given to lay employees with similar responsibilities, educational background and experience as negotiated with the Archdiocese.

When determining this amount, the employer should assign and include the cash value to the non-cash benefits received by the religious such as housing and transportation. The employer should develop this arrangement in dialogue with the individual religious and his/her community.

4180

SMOKING

All school buildings and the surrounding campuses of the Archdiocese are designated smoke-free.

4190

SUBSTITUTE TEACHERS

All persons serving as substitute classroom teachers must either possess a current teaching certificate, from Georgia or another state, or have gone through the validation process training sponsored by the Office of Catholic Schools.

As part of the validation process, each school principal is responsible for providing substitute teachers with a thorough building orientation which includes, but is not limited to: emergency procedures, sign-in/out procedures, instructional practices.

The per diem rate for substitutes is determined at the local level.

Salaries for long-term substitutes may be formalized through a letter of employment which delineates specific performance expectations and job responsibilities.

The principal or his/her designee is responsible for keeping a personnel file for each substitute teacher which should include: an application, background check, validation certificate or copy of teaching certificate, official copies of transcripts from educational institutions (long-term substitutes only).

Substitutes must complete safe environment training and successfully pass a criminal history check.

4200

ABSENCE

Contracted Teachers

This policy involves sick leave for full-time, lay employees in Catholic Schools except for principals. A full-time employee is an employee who works over thirty (30) hours per week. An employee under contract becomes eligible when the contract takes effect; all other employees become eligible after he/she has been employed for ninety (90) days.

I. Sick Leave

1. Sick leave for contractual personnel accumulates at the rate of one (1) day per month or ten (10) days per year, three of which may be used for personal leave. Permission for unpaid additional personal days will be granted at the principal's discretion with consideration being given to need and the school's activities planned at the time. Teachers are docked 1/190th pay for each unpaid day. Arrangements for extended periods of absence are determined by the principal after consultation with the teacher. The principal may limit the number of persons requesting personal time on the same day(s).
2. Contractual personnel may carry over unused sick leave days due to the succeeding year, not to exceed a total of sixty (60) days. There is no reimbursement for any days accumulated nor is there any credit for any days accumulated over sixty (60) days. At the time of retirement, separation, or termination, there is no reimbursement for accrued sick days.
3. Contractual personnel will not be compensated for unused sick days but these can be transferred within Archdiocesan schools.
4. In the succeeding year or years, these accumulated days can be used only for the following reasons:

Personal illness

Immediate family illness (i.e.: children, spouse, parent)

Bereavement (i.e.: parent, children, spouse, grandparent, in-law)

Pregnancy leave

Accident

Reasons not listed above will be granted at the discretion of the principal

Medical verification may be required

5. Personal days may not be taken the day before or after a holiday.

II. Pregnancy Leave: See Family and Medical Leave Procedure (Policy #4100)

4210

LEAVE TIME/VACATION

Principals

Principals are twelve (12) month, contracted, employees. Because of the nature of the responsibilities for the principal of a school, including weeknight and weekend commitments, leave time for principals is untracked. While untracked, this should not be misconstrued as unlimited, principals may choose to reduce office hours during the summer months, take vacation time while school is in intercession (i.e.: Christmas and Spring) and also take vacation time in the summer. Neither vacation time nor sick leave is tracked for principals. Principals shall notify the Superintendent of Schools if vacation days are taken between August 1 and May 31. Pastors approve this vacation in parish schools; the Superintendent of Schools approves this vacation in regional schools.

Principals will submit their summer office schedule to the Office of Catholic Schools at the June Principals' meeting including any other phone numbers they might be reached during the summer months.

Should a principal need to take extensive leave for medical reasons (i.e.: accident, surgery), short-term disability paid at 100% will be in force for the first ninety (90) calendar days. If the absence exceeds ninety (90) calendar days, upon approval from the insurance carrier, long-term disability will commence on the ninety-first (91st) day and will be paid at 60%. Medical verification will be required in either of the aforementioned instances. The Office of Catholic Schools should be notified immediately if a Principal will be out of the building for an extended period of time for medical reasons.

This benefit is not extended to assistant administrators/deans or other twelve (12) month employees either contracted or non-contracted.

Twelve-Month Employees

Vacation and leave time is tracked for those employees who are either contracted or non-contracted for a twelve-month position.

I. Sick Leave

1. Sick leave for twelve-month contractual employees accumulates at the rate of one day per month or 12 days per year, three of which may be used as personal leave. Permission for unpaid additional personal days will be granted based on the principal's discretion with consideration being given to need and the school's activities planned at the time. Arrangements for extended periods of absence are determined by the principal after consultation with the employee. The principal may limit the number of persons requesting personal time on the same day.
2. Contractual personnel may carry over unused sick leave days due to the succeeding year, not to exceed a total of sixty (60) days. There is no reimbursement for any days accumulated nor is there any credit for any days accumulated over sixty (60) days. At the time of retirement, separation, or termination, there will be no reimbursement for accrued sick days. The Office of Catholic Schools wishes to set a policy that will provide protection for employees rather than reimbursement.

All other absence/leave policies are the same as those for teachers.

Vacation for Twelve Month Employees

It is important that persons be provided an opportunity to rest from their labors so as to refresh themselves. The following schedule of paid vacation days is offered to twelve-month employees (except principals):

Years of Service:

0-6 months
6 months – 3 years
4-7
8-15
16-20+

Paid Vacation Days:

no vacation
10 days
15 days
20 days
25 days

Holidays in addition to vacation days: New Year's Eve Day, New Year's Day, Martin Luther King Day, Holy Thursday, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas.

Each employee is also granted one, paid personal day per calendar year.

Twelve-month employees may carry-over unused vacation days (no greater than 5) from one year to the next.

Upon termination, twelve-month employees will be paid for any unused, accrued vacation time. If an employee has used more vacation than earned, deduction of those days will be taken from employee's final paycheck. If an employee is rehired within 6 months, vacation accrual will begin immediately based on the years of service.

During an employment transfer to another Archdiocesan entity, all earned, unused vacation will be paid out by the terminating location.

Employees less than twelve months

Sick leave

Sick leave for employees less than twelve months accumulates at the rate of one day per month. At the discretion of the principal, no more than 3 of these days may be used for personal leave days. Permission for unpaid additional personal days will be granted based on the principal's discretion with consideration being given to need and the school's activities planned at the time. Unpaid days will be docked at 1/nth (number of days employee is expected to work). Arrangements for extended periods of absence are determined by the principal after consultation with the employee. The principal may limit the number of persons requesting personal time on the same day.

Part-time employees must work 1,040 hours during the academic year to be eligible for pro-rated sick leave.

Contractual personnel may carry over unused sick leave days due to the succeeding year, not to exceed a total of sixty (60) days. There is no reimbursement for days accumulated nor is there any credit for any days accumulated over sixty (60) days. At the time of retirement, separation or termination, there will be no reimbursement for accrued sick leave days. The Office of Catholic Schools wishes to set a policy that will provide protection for employees rather than reimbursement.

Vacation for Paraprofessionals, Support Staff less than Twelve Months

No vacation time is provided for those persons who are employed less than twelve months. The holiday, intercession work schedule is determined by the principal keeping in mind the specifics of each person's letter of employment for the year.

4220

WORK SCHEDULES/HOURS OF OPERATION

The principal will determine hours of work. These will be indicated the teacher handbook or letter of employment for non-contractual employees.

4225**BREAKTIME FOR NURSING/BREASTFEEDING**

As required, the Archdiocese of Atlanta shall, for up to a period of one year after the birth of the child, provide employees who are nursing mothers a reasonable break or period of time when necessary to express breast milk for a nursing child in addition to an area that is secluded and secure for such employees for this sole purpose. Breaks of more than 30 minutes are unpaid time.

4230**JURY DUTY**

Employers shall release employees from their regular responsibilities in order to serve as a jury member. Employees who serve on a jury will be paid their normal pay. Employees are expected to report to work on any days or partial days that they are not required to report or are excused from court by 1:00 p.m. or earlier. Employees must submit a copy of the official notification or a statement from the court.

Employees are not expected to return to the school office jury duty pay that they receive. However, a statement from the court on the amount of daily compensation received may be required.

4235**BEREAVEMENT LEAVE**

When there is a death in an employee's immediate family, up to 3 days off will be given with pay. The employee's manager will discuss with the employee, on an individual basis, the definition of immediate family. The appropriate manager must be notified immediately when bereavement is needed. If bereavement leave occurs when an employee is on vacation, the vacation time will be re-scheduled. However, bereavement leave will not apply when an employee is on sick leave or medical leave. Any time taken off for bereavement leave will be assessed with the employee's supervisor. Additional time may be granted for travel or other extenuating circumstances at the principal's discretion.

4240**ALCOHOL ON CAMPUS**

All school buildings and the surrounding campuses of the Archdiocese have been designated as alcohol-free. This designation includes after hours meetings by inside or outside groups who use the school. Alcohol may be served at special functions with the prior knowledge and expressed permission of the principal.

4250**WEAPONS ON CAMPUS**

No firearm or knife with a blade longer than five inches is permitted on any property owned, leased or operated by the Archdiocese of Atlanta. This prohibition applies to any church, administrative facility, school or other facility owned, leased or operated by the Archdiocese of Atlanta. Except as otherwise set forth in the Common Decree (copy in sleeve), no person shall be given the authority to vary or change this prohibition.

4260**BLOODBORNE PATHOGENS****Exposure Control Plan**

In accordance with OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, each school must have in place a written exposure control plan. The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids.
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

All school employees must be in-serviced each year regarding the school's exposure control plan and should sign a form (a sign-in sheet will suffice) indicating their attendance and date on which the in-service took place. This form should be kept in the principal's office.

4270**RELEASE OF SCHOOL INFORMATION**

Archdiocesan personnel are prohibited from distributing, or releasing in any form, school address directories, class rosters, or other information which is accumulated for the exclusive purpose of conducting official school business. Schools may provide names of students in attendance to parishes for the coordination of sacramental celebrations.

4280**INTERNSHIPS**

Teachers currently employed in an Archdiocesan school may serve a period of internship at their place of employment as a requirement of a SACS or NCATE accredited teacher education program while remaining on active payroll.

4290**OUTSIDE RESEARCH PROPOSALS**

No research may be conducted in a school of the Archdiocese of Atlanta without IRB approval from a SACS accredited college or university and the expressed written permission of the Superintendent of Schools.

4295**TRANSPORTING STUDENTS**

No school or parish employee may transport a student to or from any Archdiocesan school in her/his personal vehicle unless the student is the child, grandchild, niece or nephew of the employee. If an employee regularly transports a student who is a grandchild, niece or nephew, the parent of the child(ren) must annually submit a letter granting permission for the student to be transported. A copy of the employee's automobile insurance must be annually submitted and attached to this letter.

4300**REMUNERATION FOR TUTORING**

School employees will not accept payment for tutoring students that they serve during the current school year.

4310**MEDIA/FILM POLICY**

This policy regarding the use of movies as instructional tools conforms to the deeply held values of the Catholic faith, and in turn, serves as a way to shape how our students live out our Christian values through media.

Movies are not an acceptable replacement for instruction. However, they may be used as an additional instructional resource in support of specific curricular areas.

- The movie should clearly support the Curriculum of the Archdiocese of Atlanta.
- K-8 schools may use G - rated movies without parental permission.
- High schools may show G, PG and PG-13 movies without parental permission.
- PG and PG-13 movies may only be used in the elementary schools with parental permission on file.
- R-rated movies may not be considered as an instructional supplement in the elementary schools and may be used in the high schools only with principal approval and when parental permission is on file.

In addition, teachers may not use copyrighted movies or materials to supplement the curriculum unless proper permission has been received from the producer. Please refer to Archdiocesan Policy 6265 for more information about copyright protocols.

As an additional measure to insure the appropriateness of media in the classroom at all grade levels, please refer to the United States Conference of Catholic Bishops website at www.usccb.org/movies/criteria.shtml for the Catholic movie ratings.