

**ARCHDIOCESE OF ST. LOUIS**

**Parish & Elementary School**

**EMPLOYEE HANDBOOK**

*Includes Elementary Educator Addendum*

*(Revised April 2023)*



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## MISSION STATEMENT

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*As Catholics in the Archdiocese of St. Louis, in  
communion with the Bishop of Rome, we are called by our  
Lord Jesus Christ to be His Church and live His Gospel.  
With joy, we strive to fulfill our Baptismal calling by prayer  
and worship, teaching and showing our faith, serving others,  
and fostering unity in diversity. Guided by the Holy Spirit,  
we commit ourselves to the responsible stewardship of all  
God's gifts.*



Dear Employee,

Welcome and thank you for choosing to share your gifts and skills as an employee of the Archdiocese of St. Louis! As a member of our Archdiocesan staff, you belong to a team of dedicated employees who serve the offices, ministry agencies, parishes and schools across the eleven counties that make up our Archdiocese.

Together, using a Ministry Team Model that emphasizes accountability, collaboration and unity, we serve the Lord with gladness. Our Mission is to proclaim the Gospel in our actions and our words. As my coworker, you serve Christ and His people. I hope your work will be challenging and fulfilling. I encourage you to place your daily responsibilities in the hands of our Lord and to pray that the Holy Spirit will guide you in faithfully carrying out your work.

The purpose of this employee handbook is to acquaint you with the current policies, procedures and benefits, which may apply to you as a member of one of our Archdiocesan offices, ministry agencies, parishes or schools.

We trust that in your work you will experience professional development and spiritual growth. May God bless you and your service of His Church.

Sincerely yours in Christ,

Most Reverend Mitchell T. Rozanski  
Archbishop of St. Louis

## **HISTORY OF THE ARCHDIOCESE OF ST. LOUIS**

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The Archdiocese of St. Louis is rich in history. Beginning with the establishment of the first parish along the banks of the Mississippi in 1759, our Archdiocese has played a vital role in the history of both our region and the Catholic Church in the United States.

The eleven counties that presently make up our Archdiocese are a tiny fraction of the original territory that was the Diocese of St. Louis. In fact, the Archdiocese of St. Louis once extended as far west as the Rocky Mountains and included all or part of fourteen states.

The diocese was established on July 18, 1826 when Pope Leo XIII divided what was then the territory of the Louisiana Purchase into two dioceses: one here in St. Louis and the other remaining, as it had been, in the city of New Orleans. The first Bishop of the new diocese was Joseph Rosati, a member of the Vincentian Fathers.

America moved west and on July 20, 1847 Pope Pius IX made St. Louis an Archdiocese. From the St. Louis territory new dioceses were created which now include Dubuque, Chicago, Milwaukee and Saint Paul. Each of these cities would become an Archdiocese in its own right. In total, forty-five Catholic dioceses have been created out of the territory that made up Bishop Rosati's original responsibility. Following Bishop Rosati, Bishop Peter Richard Kenrick was appointed to lead the diocese and he automatically became Archbishop when the diocese received its new status.

From 1847 through 1956 several changes of boundaries were made for the Archdiocese of St. Louis. Our present boundaries were defined on July 2, 1956 when the four Catholic dioceses in the state of Missouri were given their present boundaries. The four dioceses of the state of Missouri include the Archdiocese of St. Louis, the Diocese of Jefferson City, the Diocese of Springfield-Cape Girardeau and the Diocese of Kansas City-St. Joseph. While each diocese is independent, the bishops of the state keep in close contact for the benefit of all Missouri Catholics.

The Archdiocese presently encompasses 5,968 square miles and is made up of St. Louis City and County, and the counties of Franklin, Jefferson, Washington, Perry, Lincoln, Warren, St. Charles, St. Francois and Ste. Genevieve.

The Archdiocese has had ten bishops, many of whom are remembered in the names of our institutions. In addition to Bishop Joseph Rosati and Archbishop Peter R. Kenrick were Archbishop John J. Kain, Cardinal John J. Glennon, Cardinal Joseph E. Ritter, Cardinal John J. Carberry, Archbishop John L. May, Cardinal Justin F. Rigali, Cardinal Raymond L. Burke, Archbishop Emeritus Robert J. Carlson and our current Archbishop Mitchell T. Rozanski. The Primary Patron of the Archdiocese is St. Louis IX, King of France, whose feast is celebrated August 25. The Secondary Patrons are St. Vincent de Paul, whose feast is celebrated on September 27 and St. Rose Philippine Duchesne, whose feast is celebrated on November 18.

## **WITNESS STATEMENT**

### **FOR THOSE WHO SERVE IN THE ARCHDIOCESE OF ST. LOUIS (Parish)**

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The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. “Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world” (GDC).

**All who serve in positions of the parishes of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.**

Only those persons who can support this *Witness Statement* are to be employed in the parishes.

All who are employed in the parishes should understand and affirm that the following are examples but not an exhaustive list of public speech or public action that are considered contrary to the teachings of the Catholic Church and must be avoided:

- Contracting a marriage in violation of the rules of the Catholic Church (CCC 1603;1614; 1650-51; 2384).
- Living with another as husband and wife, without benefit of a valid marriage. (CCC 2350; 2353; 2390; 2391)
- Conviction of a felony or a crime which involves moral turpitude. CCC 2268; 2284-5; 2353-56; 2387-89).
- Obtaining or assisting another to obtain an abortion. (CCC Nos. 2271; 2272).
- Actively engaging in or promoting homosexual acts in a public forum. (CCC nos. 2357-59).
- Active support for changing one’s unambiguous sex assigned by God at conception. (CCC 2331-35; 362-73).
- Obtaining or assisting another to obtain in vitro fertilization. (CCC 2376-77).
- Becoming pregnant out of wedlock; fathering a child out of wedlock (CCC nos. 1935; 1947; 2284-85).
- Criminal activity which would promote scandal (e.g. illicit use of drugs, alcohol abuse, pornography or abuse of any kind). CCC nos. 2284-85; 2354; 2335.
- Maintaining by word or action a position contrary to the teaching standards, doctrines, laws and norms of the Catholic Church. CCC Nos. 2030; 2032; 2044; 2072-3.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*. The Archbishop of St. Louis is the definitive authority for the interpretation of Catholic doctrine and morals.

## **IMPLEMENTATION OF THIS WITNESS STATEMENT**

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All who serve in the Archdiocese should be provided with opportunities to have the basic and essential teachings of the Catholic Church, applicable to the *Witness Statement* and its implications, explained so that they may be open to an understanding and appreciation of them.

This *Witness Statement* and its implications should be used in interviewing and hiring applicants who will serve in the Archdiocese to determine their openness to its message.

This *Witness Statement* and its implications should be used by all as part of the discussions in the initial offering of employment or renewal of employment contracts.

This *Witness Statement* and its implications should be included in the various publications of the Archdiocese: employee handbooks, student handbooks, marketing brochures, policy statements, etc.

Reflection on and discussion of this *Witness Statement* and its implications should be integrated by pastors, principals, and directors into appropriate gatherings of those who serve in the Archdiocese: commissioning services, meetings, homilies, prayer days, etc.

Contained in this handbook are two Christian Witness Statements for the following:

- Parish Employees (page 4)
- Catholic Education Employees (page 35-36)



## **SAFE ENVIRONMENT PROGRAM COMPLIANCE**

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The Archdiocese of St. Louis strictly adheres to the Charter for the Protection of Children and Young People adopted by the United States Conference of Catholic Bishops in June, 2002, and is committed to the safety of all children involved with any Archdiocesan program. As such all employees, volunteers and interns whose work with a school, parish or agency in this archdiocese puts them in contact with children or vulnerable individuals must be in full compliance with the Safe Environment Program (SEP) that is detailed in the Charter.

The Safe Environment Program requires all adult employees and volunteers who work with or near minors and/or vulnerable adults to comply with the following policy requirements:

- Attend a Protecting God's Children live workshop and complete continuing education when requested.
- Understand and sign the Archdiocese's Code of Ethical Conduct for Clergy, Employees, and Volunteers Working in Ministry.
- View two online training modules regarding abuse reporting and relevant topics from the Code of Ethical of Conduct.
- Complete a national criminal record check and agree to regular updates.

If a background screening does report criminal history an individual may be disqualified from working or volunteering around children or minors depending on the nature of the offense.

Safe Environment Program compliance should be completed in a timely fashion. For more information about the program or to register please visit [PreventandProtectSTL.org](http://PreventandProtectSTL.org) or contact the Office of Child and Youth Protection at 314.792.7704.

## **PURPOSE OF THIS HANDBOOK**

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The policies in this Handbook apply to the parish and school employees within the Archdiocese of St. Louis. For persons who have an employment contract or a union contract, the policies apply to the extent that they supplement but not conflict with the specific terms and provisions of those agreements.

This handbook is designed to acquaint employees with the Parish and/or School and provide them with information about working conditions, employee benefits, and employment policies of the Parish and/or School. Employees should read, understand, and comply with all provisions of this Handbook. It describes employee responsibilities and outlines programs developed by the Parish and/or School to benefit lay employees working in its offices and agencies.

No handbook can anticipate every circumstance or question about policies. The Parish and/or School reserves the right to revise, supplement or rescind any policies or portion of this Handbook from time to time, as it deems appropriate, in its sole and absolute discretion. The only exception to any changes in this Handbook is our employment-at-will policy that permits an employee or the Archdiocese to end an employment relationship for any reason at any time. This Handbook supersedes all prior written or oral policies pertaining to the subjects covered herein and may not be amended or supplemented without the approval of the Office of Human Resources.

Questions regarding policies and procedures governing employment by the Archdiocese, and those relating to the administration of employee benefits, should be addressed to the Office of Human Resources. Detailed information concerning specific employee benefit programs may also be obtained from the Office of Human Resources.

## **POLICIES AND PRACTICES**

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### **EMPLOYEE CLASSIFICATIONS**

All employees will hold one of the following designations of employment classification according to the Federal Fair Labor Standards Act (FLSA). It is the intent of the Archdiocese to clarify the definitions of employment classifications, so that each employee understands his or her employment status and benefit eligibility. These classifications do not guarantee employment for any specified periods of time or in any way alter the at-will employment relationship.

#### **Exempt:**

Employees who meet the FLSA duties test of executive, administrative and professional are exempt from receiving overtime pay. Exempt employees must be paid a minimum salary as required by the FLSA before the position is eligible for exemption from overtime. To be paid on a salary basis means that, except as provided by law, an exempt employee receives a fixed amount without regard to variations in the quantity of work performed.

#### **Non-Exempt:**

Employees who perform work other than exempt work as defined by the FLSA and must receive compensation for overtime (hours worked over 40 hours in a work week) at a rate of time and one-half as legally required.

The Office of Human Resources of the Archdiocese in conjunction with the Office of Catholic Education shall make the determination of which positions are exempt or non-exempt. In addition to designation as an exempt or non-exempt employee, each employee will belong to one of the following employment status:

### **EMPLOYMENT STATUS**

#### **Regular Full-time:**

Employees who are regularly scheduled to work a minimum of thirty-five (35) hours per week. Generally, they are eligible for Archdiocesan benefits subject to the terms, conditions and limitations of each benefit program. School year, contracted and non-contracted employees who work a minimum of 35 hours per week shall be regarded as Regular Full-Time.

#### **Regular Part-time:**

Employees who are regularly scheduled to work less than thirty-five (35) hours per week or who are scheduled to work in a position that is needed only during a portion of the year. Regular part-time employees, including school year contracted and non-contracted employees who work at least 1000 hours per year are eligible for Archdiocesan benefits on a part-time basis, subject to the terms, conditions and limitations of each benefit program.

#### **Temporary/Seasonal/PRN:**

Employees who are hired as interim replacements to supplement temporarily the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary or seasonal employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits including workers' compensation insurance and social security, but they are not eligible for any of the other benefit programs of the Archdiocese.

## **HIRING OF RELATIVES**

Relatives of a currently employed worker generally are considered for employment on the basis of their qualifications. However, where the transfer, hiring, or employment of an employee's relative would result in a direct or indirect supervisor/subordinate relationship, the Archdiocese will not consider or accept such applications for employment. The hiring of an immediate family member may be prohibited if such hiring would create either an actual conflict of interest or the appearance of one.

For the purposes of this policy, "immediate family" includes the spouse, parent, child(ren), brother, sister, in-law, grandparent, grandchild(ren), aunt, uncle, cousin, step-relative or any member of an employee's household.

Employees who marry or develop a relationship not in violation of Catholic teaching may continue in their current positions as long as a prohibited employment relationship is not created. If a prohibited situation occurs, the Office of Human Resources must be notified within thirty days. If deemed inappropriate, an attempt will be made to find another position where one of the employees may transfer at the earliest possible time. If an accommodation is not feasible, the employees will be permitted to determine which one of them will resign.

Where such situations are unavoidable, safeguards against favoritism relating to pay, promotion and other working conditions will be implemented by the pastor or principal in cooperation with the Office of Human Resources. Exceptions to this policy must be approved by the Office of Human Resources where such situations are avoidable.

## **EMPLOYEE SELF-SERVICE**

The Archdiocese of St. Louis uses an Employee Self-Service (ESS) system to provide employees access to personal, address, paystub and insurance benefit information. Upon hire, employees are provided with their own username and password to access this system during the employment with an Archdiocesan related organization. Common uses for ESS is to retrieve pay stub information, update address or beneficiary information and to elect insurance options at open enrollment. Employees should contact their supervisor if they need assistance accessing this information. Changes made via the ESS process will be considered to have an electronic signature that is the equivalent authorization to your physical signature.

## **PAYROLL PERIODS**

Pay periods are defined by each organization. Please contact your supervisor for the applicable pay schedule. If a holiday should fall on a regularly scheduled payday, employees will be paid on the preceding business day. Direct deposit of paychecks is mandatory for all employees.

## **PAYROLL DEDUCTIONS AND GARNISHMENTS**

All deductions from an employee's wages shall be in accordance with applicable law and, when required, the employee's written consent. Deductions not taken for any pay period may be carried over to succeeding pay periods and deducted from the wages due in the succeeding pay period to the extent allowed by law.

Employees must consent in writing or via electronic systems enrollment to the following deductions:

- Charitable contributions, including contributions to the Annual Catholic Appeal
- Employee health, dental, prescription and vision plan premium
- Employee contributions to the retirement plan
- Flexible spending account deduction
- Voluntary term life insurance

Employees shall be required to complete all applicable forms necessary for deductions as may be required by law; such forms include the federal and state W-4 forms and the Employment Eligibility Verification form I-9.

### **SAFE HARBOR POLICY**

The Archdiocese is committed to ensuring no improper deductions from pay occur. Therefore, employees should promptly review their pay stub to ensure it is accurate. Steps to follow:

- Report any problems or questions concerning deductions to Human Resources or Payroll;
- all concerns reported will be fully investigated and corrective action taken where appropriate; and
- there will be no retaliation against individuals who report violations and cooperate with investigations.

### **WORK SCHEDULES**

Scheduled hours and work weeks are determined by the supervisor. Flexible time arrangements should be considered when feasible based on the needs of the employer and the employee. Work schedules may be adjusted at the discretion of the supervisor.

### **ABSENCES/TARDINESS**

If a situation causes an employee to be absent or report to work late for any reason, at a minimum, the employee should contact their immediate supervisor prior to the beginning of the scheduled workday. Voicemails or text messages are sufficient for initial notification, but the employee should make contact with the supervisor at some point during the workday. Employees should contact their supervisor for proper protocol for reporting absences and late arrivals with their employer.

All absences, planned and unexpected, should be tracked between the manager and the employee by using the fiscal year attendance calendar. Parishes and schools should maintain annual attendance records on all employees reflecting sick pay balances.

### **EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures or earthquakes may disrupt the operations. In extreme cases, these circumstances may require the closing of a work facility. If the closing is designated by the Employer, time off from scheduled work will be paid, unless an employee has already requested time off work.

Each location should establish an Emergency Notification Policy and should be utilized when a decision has been made to alter the normal work schedule.

In cases where an emergency closing is not authorized, employees who fail to report to work will not be paid for the time off. Employees may request available vacation time.

### **BREAKS AND MEAL PERIODS**

All employees who work over four (4) hours per day are allowed an unpaid lunch period each day, and this time is not considered part of the workday. Contracted faculty follow the schedule that is determined by the principal for meals and breaks (planning time). Each location supervisor will determine the length of the unpaid lunch period (*e.g.* 30 or 60 minutes). All eligible employees may receive a paid 15-minute break as scheduled by the supervisor.

## **LACTATION RESOURCE**

For one year after the birth of a child, a nursing mother will be granted reasonable paid breaks, up to twenty minutes each, to express milk for her infant. The employer will provide a private and suitable location.

## **TIME OFF TO VOTE**

The Archdiocese of St. Louis encourages employees to fulfill their civic responsibility by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, up to 2 hours of paid time off to vote will be allowed.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance written notice is required so that necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

## **OVERTIME**

Non-exempt employees will be paid at time and one half for all hours worked in excess of 40 hours per work week as established by employer. Compensated time off (comp time) in lieu of overtime is not permitted. All overtime must be scheduled or approved by the employee's supervisor before overtime hours are worked.

Employees are encouraged to participate in Archdiocesan organizations just as Catholics who are not employed by the Archdiocese or its offices are encouraged to do. Even when such service involves representing the Archdiocese, the opportunity to serve shall be looked upon as an *invitation*, not a mandate, and shall be accepted at the employee's discretion and not compensated. If the Archdiocese requires such service, it shall constitute service for which compensation is due.

At times, evening meetings and weekend events are part of an employee's duties. These agreed upon duties are not subject to overtime if they fall within the 40 hour workweek. Hours worked by exempt employees are determined by the responsibilities of their positions and are not subject to overtime pay.

## **EMPLOYMENT RECORDS**

Upon written request, employees may inspect the documents in their employment file in the presence of an Archdiocesan representative at a mutually convenient time. No employee is permitted to remove any item from this file.

The Archdiocese will restrict disclosure of personnel files to authorized individuals. Disclosures to outside parties about employees will be limited to dates of employment and position held. The Archdiocese will provide other information to outside parties, including wages or salary, only if authorized in writing by the employee. However, the Archdiocese will cooperate with requests from authorized law enforcement agencies or as legally required.

## **PERFORMANCE APPRAISALS**

Performance evaluation is a continuous process with management reviewing each employee's performance in writing on an annual basis. At this time the supervisor will review and discuss the employee's performance. This performance appraisal is seen as a valuable opportunity to keep job expectations clear, affirm employee achievements and progress, and develop plans for improvement and

growth. A copy of the performance appraisal will be provided to the employee for his/her records if requested, and a copy will be placed in the employee's personnel file.

### **INTERNAL TRANSFER POLICY**

From time to time, vacancies or new positions become available. To fill these positions with qualified individuals, the employer may, in its discretion, choose to post the position, internally, externally, or both. A current employee is interested in a vacant position and has at least 12 months of previous service within the Archdiocese is welcome to apply for consideration and transfer. Prior experience, qualifications, and performance evaluations are among the factors that could favor an employee over an outside applicants. The request to transfer should be accompanied by the internal transfer form and supporting documentation. *Should an employee be granted a transfer within the Archdiocese, from one parish or school to another, the employees earned and accrued sick and vacation balances transfers with employee.*

### **SERVICE DATE**

An employee transferring within the same organizational unit (i.e., an agency, parish or school of the Archdiocese) or from one Archdiocesan organizational unit to another will retain credit for past service among employers of the Archdiocese.

Service Date and Benefits: A former employee who is hired back by any Archdiocesan organizational unit within five years will have his/her service date reflect credit for past years of service to the Archdiocese to determine vacation benefit and eligibility for employer contributions to the retirement plan. The long term disability policy is limited to a break in service of twelve months. Accrued sick leave will not be carried over any break in service.

### **PROFESSIONAL GROWTH**

Employees are encouraged to take advantage of opportunities for professional growth, which are job related and which will enable the employee to make an immediate contribution to his/her current job. Where possible, some portion of the costs may be paid by the Archdiocese. The Principal will determine the suitability of the opportunity and what amount, if any, will be paid by the Archdiocese.

### **EMPLOYEE INFORMATION CHANGES**

Employees are responsible for notifying the Archdiocese in writing when there is a change of personal information including: name, address, telephone number, email as well as insurance coverage changes due to a qualifying event. Employees should contact their immediate supervisor for the appropriate form or process to submit these type of changes. Please note: an employee has 31-calendar days to make applicable enrollment changes to any insurance benefit.

### **SEPARATION FROM EMPLOYMENT**

Employees who voluntarily resign are expected to submit a letter of resignation to their supervisor with a two week notice prior to their intended last day of work. Employees who fail to provide two week written notice may forfeit unused vacation and other benefits, as determined by their Employer. Resigning employees may be invited to have an exit interview with Human Resources to discuss benefit options and other matters. Neither vacation nor sick time may be used during a two week notice period unless approved in advance by employee's supervisor.

Employees terminated due to unsatisfactory job performance or any violation of policies or procedures forfeit any accrued but unused vacation or other leave, and they will not be paid for those unused benefits.

## **FINAL PAYCHECK**

Final paychecks will be calculated and given to an employee whose employment terminates as close to the end of the last day worked as possible. Any final deductions will be deducted from the employee's final paycheck.

## **UNEMPLOYMENT INSURANCE NOTICE**

Due to its religious exemption under the Missouri Employment Security Law, the Archdiocese of St. Louis does **not** participate in the Missouri unemployment benefit program. Wages earned by employees for services performed for the Archdiocese will not be used to determine insured worker status of unemployment benefits. Former employees are **not** eligible for unemployment benefits through the State of Missouri.

## **PROCEDURES FOR APPEALING DISCHARGE**

If a regular employee believes that his/her discharge has been unfair according to these policies and procedures, the employee has a right to appeal the discharge using the steps outlined below. The Archdiocese and the employee being discharged shall follow the steps outlined below in an appeal of the decision to discharge the employee:

***Step One:*** The employee being discharged shall request in writing a conference with his/her supervisor to present the appeal of the decision. This request must be made within ten business days of the receipt of the notice of termination. The conference shall be held within five business days from the date of the receipt of the request. The decision of the supervisor shall be given in writing within five business days after the conference. A written record of at least the decision shall be kept in the employee's personnel file.

***Step Two:*** If the matter is not resolved to the satisfaction of the employee being discharged, and if the supervisor of the employee is a person other than the Pastor or Principal, the employee may request a conference with the Pastor or Principal for review of the decision. This request must be made to the Pastor or Principal within ten business days of the receipt of the decision of the supervisor given under Step One. Within five business days of the receipt of this request, the Pastor or Principal shall meet with the employee and with the supervisor to review the decision to discharge the employee. The decision of the Pastor or Principal shall be final and shall be given in writing within five business days after the conclusion of the meeting with the employee and the supervisor. A written record of at least the decision must be kept in the employee's personnel file.



## **STANDARDS OF CONDUCT**

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The Church is a sign of Jesus Christ in the world today. Therefore, the mission of Christ is the mission of the Church. Jesus was sent to reveal the Father to all people and teach them about the fullness of His love. He commissioned His Church to do likewise; to help men and women to know about God and themselves and to nourish their love of Him and for each other. In essence, the mission of Christ and His Church is to bring about the Kingdom of God.

Example is one of the most important means by which this mission is fulfilled. Our words and actions proclaim Christ — His message, values and attitudes — and we translate the Gospel into our personal life style. We recognize the profound effect we have upon people's lives.

Employees are expected not to engage publicly in any conduct or expression which is contrary to the teachings of the Catholic Church.

### **OUR EXPECTATIONS**

Employees of the Archdiocese of St. Louis are expected to:

- Support and implement our mission statement, goals and objectives in a professional manner
- Support and cooperate in building a faith community in the workplace
- Provide input for policies and regulations
- Work cooperatively with Pastors, Principals, Co-workers and Volunteers
- Be punctual in attendance
- Provide a full day's work for a full day's pay
- Perform all duties as assigned

### **NATURE OF EMPLOYMENT (If Not a Contracted Employee)**

Employment with the Archdiocese is voluntarily entered into. The employee is free to resign at will at any time, and the Archdiocese may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal, state or local law.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Archdiocese and any of its employees.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Archdiocese is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws, which do not conflict with the teachings of the Catholic Church. The Archdiocese will not discriminate on the basis of religion unless religious affiliation or expertise is needed due to the nature of the position. The religious character of the Archdiocese imposes some employment conditions and work scheduling not generally found in other organizations. Some of these conditions and requirements are covered in appropriate sections of this Handbook, and some may be applicable in employment decisions made by the Archdiocese. Employment decisions by the Archdiocese will be based on merit, qualifications, and abilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Archdiocese will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, to their manager or directly to Human Resources. Employees may raise concerns and reports without fear of reprisal. Anyone found to have engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **HARASSMENT IN THE WORKPLACE**

The Archdiocese of St. Louis acknowledges its continuing commitment to a work environment that is free from any type of harassment, including sexual harassment. The Archdiocese prohibits any harassment of its employees by anyone, including any manager, supervisor, co-worker, vendor, student or visitor.

Harassment is defined as unwelcome conduct -- whether verbal, physical or visual -- which targets a person's protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap or other categories protected by law which are not in conflict with the teachings of the Catholic Church. The policy of the Archdiocese of St. Louis also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment. The Archdiocese prohibits any offensive comments, innuendo, jokes or other activities that target any one or more of an individual's protected statuses. This includes the display or distribution of offensive pictures, literature, or messages whether spoken, written or sent by electronic transmission.

The Archdiocese of St. Louis forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ and the standards of the Catholic Church, and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

- An individual's either stated or implied conditions of employment require her or his submission to such conduct;
- The reason for an employment decision involves an individual's submission to or rejection of such conduct;
- Such conduct has either the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, (including electronically transmitted material), or physical contact, such as patting, pinching, or brushing against another's body.

All employees within the Archdiocese have the responsibility to make this anti-harassment effective. If an employee either experiences or notices any harassment of any type, he or she must immediately discuss it with the Pastor, Principal, Supervisor, or Human Resources.

The Archdiocese investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and to the extent feasible confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The Archdiocese will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

After investigation, if the Archdiocese determines that a supervisor or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including termination, will be taken against the offending individual.

If the investigation determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

The Archdiocese of St. Louis is committed to providing a harassment-free workplace and to this end prohibits any retaliatory action against employees who file a complaint under this policy or who assist in the investigation of a complaint under this policy.

### **CONFIDENTIALITY**

During the course of their employment, employees may learn information which is not publicly known regarding clients, students, parishioners, fellow employees or the employing entity or the Archdiocese. Such information is confidential and may not be disclosed to other persons, except as may be required in the course of the employee's work.

### **CORRECTIVE ACTION**

When an employee accepts employment with the Archdiocese the expectation is that his/her conduct will be professional, ethical and efficient. Employees are expected to observe basic rules of good behavior.

Listed below are examples of unacceptable behavior that could result in corrective action up to and including immediate termination. The determination of whether an employee has engaged in unacceptable behavior will be made by the Archdiocese and may be based on a reasonable belief. This list is not intended to be all-inclusive. There are other behaviors that could also result in immediate termination.

- Misrepresenting facts in obtaining employment, falsifying reports or records, or falsely claiming injury or illness;
- Abuse, personal use, and/or diversion of Archdiocesan funds;
- Failure to disclose or refusal to resolve conflicts preventing the achievement of a faith community;
- Engaging publicly in conduct or expression which is contrary to the teachings of the Catholic Church or which advocates positions contrary to those teachings;
- Violations of the conditions of employment;
- Insubordination, refusal to obey the instructions of a supervisor, manager, Principal or Pastor..
- Failure to meet the standards of job performance set by the Archdiocese;
- Unauthorized use or possession of another's property;
- Discrimination against or harassment as described in this handbook directed to another person;
- Unauthorized possession or use of alcohol while on duty or on the premises of the Archdiocese;
- Possessing or using illegal or unprescribed controlled substances, while on duty or on the premises of the Archdiocese;

- Being under the influence of alcohol, illegal or unprescribed controlled substances, while on duty, or on the premises of the Archdiocese;
- Committing any unlawful act which affects job performance, relationships to the Archdiocese or fellow employees, or which reflects poorly on the image or reputation of the Archdiocese;
- Fighting, threatening, or inflicting injury to one's self or any other person, during working hours, or on the Archdiocesan premises;
- Abuse of Archdiocesan property, records, information, tools, equipment or materials;
- Child abuse;
- Physical or verbal abuse of clients, visitors or co-workers during working hours or while on Archdiocesan premises;
- Improper or unauthorized use or misuse of Archdiocesan communications services and equipment;
- Unauthorized absences or tardiness;
- Dress or grooming inconsistent with professionalism or the nature of the job performed;
- Possession of firearms or dangerous weapons on Archdiocesan premises or during working hours.

### **CONFLICT RESOLUTION**

It is almost inevitable in any setting where people work together that there will be conflicts among personnel. Employees are encouraged to resolve these conflicts directly with the others involved and in a Christian spirit. The Archdiocese is counting on all who work for it to work together cooperatively. If, however, two or more staff members are not able to resolve their conflict, they are encouraged to approach their supervisor for assistance or for resources they could call on to do so. If the conflict involves their supervisor, they should approach the next level of supervision. If the conflict involves their Principal or Pastor is not resolved by the Principal or Pastor, they should approach the Office of Human Resources for assistance. They also may contact the Archdiocesan Employee Assistance Program for assistance.

### **WHISTLEBLOWER POLICY**

It is contrary to the values of the Archdiocese of St. Louis for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Archdiocese of St. Louis. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **WORKERS' COMPENSATION**

It is the policy of the Archdiocese to aid any employee whose injury or illness is determined to be compensable under the provisions of the Missouri Workers' Compensation Act. The Archdiocese pays for all costs associated with providing this coverage, and the insurance carrier will make all payments and decisions pertaining to compensable illnesses or injuries.

An employee injured at work must immediately notify his or her supervisor. Medical benefits and other rights that an employee may have could be lost if an injury is not promptly reported.

### **LIABILITY COVERAGE**

The Archdiocese provides comprehensive liability insurance coverage for all employees while in pursuit of their responsibilities as employees within the terms of the self-funded Risk Management Program of the Archdiocese.

## **INSPECTIONS**

It is the policy of the Archdiocese to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The Archdiocese is not responsible for the loss, damage or theft of personal belongings; and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

To maintain security, the Archdiocese may inspect the contents of Archdiocesan storage areas, file cabinets, electronic systems and files, desks, and work stations at any time and remove all property and other items that violate Archdiocesan rules and policies. In addition, the Archdiocese reserves the right to inspect all personal property brought onto Archdiocesan premises.

## **WEAPONS POLICY**

In order to ensure a safe environment for employees, visitors and clients, all employees are prohibited from possessing weapons of any type at any time during the course and scope of performing job duties on behalf of the Archdiocese of St. Louis. This prohibition includes the possession of any weapons in Archdiocesan buildings or vehicles regardless of whether they are on Archdiocesan property. In addition, employees are prohibited from bringing concealed firearms on the property of the Archdiocese. Archdiocese of St. Louis property includes all property owned by or operated by the Archdiocese including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas.

The Archdiocese reserves the right to search employees who are suspected of violating this policy. Such searches may include but are not limited to the employee's clothing, offices, desks, lockers, purses, bags, briefcases or vehicles while on Archdiocesan property. Employees violating this policy will be subject to disciplinary action up to and including immediate termination.

While this policy is intended to guide our employees as to the restrictions placed upon their otherwise lawful possession of weapons, the possession, transportation or storage of any type of weapon which is not in accordance with federal, state or local laws remains prohibited, and violation of any such laws could result in automatic discharge.

## **VIOLENCE PREVENTION**

The welfare of employees and the security of our facilities require that every individual be constantly aware of potential security risks. All potentially violent situations will be taken seriously and all threats of violence against any person will be reported to the appropriate authorities immediately. Any employees who experience or witness any act or threat of violence must report it immediately to their Supervisor, Principal, Pastor, or the Office of Human Resources. The possession of firearms or dangerous weapons on Archdiocesan premises is prohibited.

## **DATA AND COMMUNICATIONS NETWORK USAGE POLICY**

All electronic data management and communications systems and all communications and information transmitted by, received from, or stored in these systems, as well as any software and business equipment, including, but not limited to facsimiles, copy machines, scanners, telephones, voice mail, computers, printers, E-mail systems, and Internet systems, are Archdiocesan property and as such are to be used primarily for job-related purposes.

Employees who choose to use any of the above for personal purposes do so at their own risk and with the understanding that the Archdiocese monitors the use of such equipment and stored information.

Improper use of the E-mail or Internet systems, including the spreading of offensive jokes or remarks in violation of the Anti-harassment Policy, will not be tolerated. Transmission of material in violation of any federal, state or local laws or regulations is prohibited.

Employees are prohibited from signing up for non-business mailing lists, downloading material not approved by their Supervisor and generating or sending unsolicited commercial E-mail. Employees are prohibited from creating, storing, transmitting, or purposely accessing pornographic, illegal, or otherwise offensive material. Using Archdiocesan computer systems to store personal data, gamble, shop, surf, or play computer games is not permitted.

**Employees should understand that they waive any expectation of privacy or ownership with respect to anything they create, store, send or receive in connection with their use of Archdiocesan electronic data management or communication systems. Employees who violate this policy are subject to disciplinary action, up to and including termination.**

All access codes for E-mail, Internet or other electronic communication systems are Archdiocesan property. No employee may use an access code that has not been issued to the employee or that is unknown to the Archdiocese. Some information stored in the Archdiocesan electronic communication system is of a sensitive nature, and access is restricted to specific employees. Employees are not permitted to access a file, retrieve any stored communication, or use any access code unless authorized to do so or unless they have received prior clearance from an authorized representative. All logins for the Archdiocesan facilities must comply with Archdiocesan security standards. They must follow the strength and expiration requirements implemented by the Archdiocese.

Through the above systems, the Archdiocese may provide employee access to the Internet or any other public electronic data communications network. All Internet traffic is monitored by the Archdiocese, and inappropriate sites are blocked from access. External E-mail over the Internet offers broadly similar capabilities to our internal E-mail system, except that correspondents are not employed by the Archdiocese. Since external E-mail messages may contain information that the Archdiocese would consider to be offensive or inappropriate, employees must assure that external E-mail received by them does not jeopardize Archdiocesan systems or violate Archdiocesan policies.

No equipment may be attached to the parish or school network without prior approval from the Office of Information Technology. Physical security of all equipment must be managed in a manner to prevent unapproved use to gain access to business information. All commercial software in use at the Archdiocese must be licensed by the individuals using the software.

Employees are expected to comply with the Archdiocesan Social Media policy available through the Office of Communications.

### **ARCHDIOCESE OF ST. LOUIS IT SURVIVAL GUIDE**

A practical guide for using Archdiocesan IT facilities is available online at all Archdiocesan office workstations. To access the guide, double click the *archinfo* icon on your workstation. Go to the Archdiocesan Data Center folder. You will see a PDF document entitled IT Survival Guide. Reference the guide for further help and advice.

## **MOBILE DEVICE/CELL PHONE USE**

Employees shall comply with all federal, state, and local laws and regulations regarding the use of Archdiocesan issued mobile technology devices including cell phones. Employees shall not use Archdiocesan issued mobile technology devices while operating a vehicle for incoming or outgoing calls and sending or reading text messages and e-mails. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked. This prohibition also applies to the use of employee owned mobile technology devices for conducting any Archdiocesan business. Failure to follow this policy may result in disciplinary action, including and up to termination.

## **USE OF TOBACCO/VAPING**

In order to provide a safe and healthful work environment, use of tobacco or vaping is restricted to designated areas. This policy applies equally to all employees, customers and visitors.

## **DRUG AND ALCOHOL ABUSE**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace or while on duty. Further, the use of alcohol in the workplace or while on duty is prohibited unless authorized in the course of a social or fundraising event. In these instances, employees are expected to exercise moderation and good judgment.

The Archdiocese reserves the right to have employees tested for illegal substances subsequent to any work related incident that results in injury to any person, and in any other circumstances that it may deem just and appropriate. Employees who violate this policy will be subject to discipline up to and including termination.

The Archdiocese reserves the right to have an employee tested for alcohol or controlled substances where there is a reasonable suspicion that the individual is intoxicated or under the influence.

The term “controlled substance” refers to all illegal drugs and to legal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician.

Employees experiencing substance-dependency problems, including alcohol dependency, are encouraged to seek assistance regarding rehabilitation.

## **EMPLOYEE BENEFITS**

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The Archdiocese of St. Louis offers comprehensive benefit plans, including medical, prescription, dental, vision, basic life and accidental death and dismemberment insurance, supplemental life insurance, flexible spending account, long-term disability income protection, retirement plan, adoption assistance program and an employee assistance program.

This handbook is intended to provide a general overview of the available benefits. All conditions of coverage are governed by a plan document. The Archdiocese of St. Louis reserves the right to change the structure of the benefit plan, including eligibility, at any time. If there is any conflict between the descriptions of coverage in this handbook and the SPD or Master Plan Document, the Plan Documents will govern.

The following sections highlight features of the Archdiocesan benefits plans. Detailed information can be found in the Summary Plan Descriptions (SPD) for each plan, available through the Archdiocesan Office of Human Resources and/or on the Archdiocesan website.

**Employee Benefit Eligibility Threshold and Waiting Period**  
*Employees working 1,000 hours or more annually, or educators working half-time or more are eligible for benefits.*

<b>BENEFIT</b>	<b>ELIGIBILITY</b>	<b>WAITING PERIOD</b>
Health/Rx/Dental/Vision	1000 hours annually or more	1 <sup>st</sup> of the month after date of hire
Basic Life and AD&D Insurance	1000 hours annually or more	No waiting period
Supplemental Life Insurance	1000 hours annually or more	No waiting period
Long Term Disability Insurance (LTD)	1000 hours annually or more	1 <sup>st</sup> of the month after 90 days
Retirement Plan (403b) Employee Contributions	No minimum hours required	
Retirement Plan (403b) Employer Contributions	1000 hours annually or more	1 <sup>st</sup> of the month after 1 year of service
Employee Assistance Program (EAP)	1000 hours annually or more	No waiting period
Flexible Spending Account (FSA)	1000 hours annually or more	No waiting period
Adoption Assistance Program	1000 hours annually or more	1 <sup>st</sup> of the month after 1 year of service

**EMPLOYEE BENEFITS**

New benefit eligible employees are given 31 days from their date of employment or status change to enroll in or waive the health insurance, flexible spending account (FSA), and the supplemental life insurance. If a new employee or newly eligible employee waives the benefit for the health insurance and/or FSA, he/she would be restricted to a **qualifying event or open enrollment period to elect the benefit at a future date.**

**MEDICAL INSURANCE PLAN**

The Archdiocese of St. Louis shares the cost of the premium with employees contingent upon the eligible employee’s employment classification of full-time or part-time. If insurance application is made, within 31 days of eligibility, coverage is effective the 1st of the month following the date of hire. The employee may enroll into one of three coverage tiers: employee only, employee plus one dependent, or employee plus family. Explanations, applications, premium information, and conditions of benefits for these plans are provided to employees upon hire and annually during the open enrollment period in May. The new employee must enroll in or waive the health insurance plan within **31-calendar days of hire or qualifying event.**

Employees enrolled in the health insurance plan receive the following benefits:

- Medical
- Prescription
- Dental
- Vision

An employee’s contribution for health insurance is payroll deducted on a pre-tax basis. The classification of an employee determines the employee’s contribution for health insurance premiums.



Coverage ends at the end of the month of termination date. If eligible, a terminated employee or dependent may enroll in the Continuation of Coverage Health Insurance Plan at their own expense.

The following table is a description of the classifications for employees. Refer to the Archdiocese of St. Louis website for the current employer/employee monthly premium contributions.

**Health Insurance Classifications of Employees**

	<b>Full-time</b>	<b>Part-time</b>	<b>Not Eligible</b>
Employees who work 35 hours or more and regarded as regular full-time	X		
Employees who work more than 1000 hours but less than 1820 annually (35 hours weekly) and are regarded as regular part-time		X	
Employees who work less than 1000 hours annually			X

**WELLNESS PROGRAM**

The Archdiocesan health plan strives to promote, improve and integrate more employee wellness. It is to the benefit of all when an employee identifies health risk factors early and takes steps to minimize those risks. Generally, an H&H Health Screening, a Flu Vaccine Program, and a mammogram screening are offered annually.

**BASIC LIFE AND AD&D INSURANCE**

The Archdiocese provides a one times annual salary Basic Life Insurance and Accidental Death & Dismemberment (AD&D) coverage, at no cost to employees, as of the first date of employment. The employer pays the entire premium.

**SUPPLEMENTAL LIFE INSURANCE**

Supplemental life insurance is available for eligible employees to purchase on an after tax basis. The employee’s open enrollment for this benefit is limited to an eligibility window of 31 days from 1st date of employment. An employee may elect to enroll after the 31 days from date of employment but the employee would need to submit Evidence of Insurability (EOI) to be reviewed and approved by the insurance carrier first.

**LONG TERM DISABILITY INSURANCE**

Long Term Disability Insurance coverage, is available at no cost to employees, who have been employed for 90 days of continuous employment, and continue to work a minimum of 1,000 hours per year. This plan pays 60% of the employee’s base salary per applicable adjustments in the plan document after completing the 180 days elimination period. The employer pays the entire premium.

**RETIREMENT PLAN 403(b)**

All eligible employees (regardless of age, hours accumulated or length of service) **may elect to make voluntary pre-tax salary deferral contributions** upon date of hire or at any time during employment, including the first year of employment.

Employees who work a minimum of 1,000 hours during the twelve month (365-day) eligibility period following their date of hire, or subsequent twelve-month period beginning on their anniversary date, are eligible to receive employer contributions to the Archdiocese of St. Louis Lay Employees Retirement

Plan. The Archdiocese pays an employer pre-tax contribution into the Plan, calculated on a percentage of the employee's gross compensation each pay period.

Once an employee satisfies the eligibility period as defined by the Plan, the employee is eligible thereafter for the employer contribution regardless of the number of hours worked. A **rehired** employee, who previously satisfied the eligibility requirements for an employer contribution, is also eligible for the employer contribution immediately upon rehire. Employees of the Archdiocese who work in multiple locations with so-called "split salaries" may complete the eligibility period through the accumulation of hours between those various locations. Coordination between the employee and his/her respective Archdiocesan employers is necessary to ensure the eligibility is noted and credited. Each employer is responsible for its respective share of the employer contribution.

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employees and eligible dependents may access the services of the Archdiocesan Employee Assistance Program. The EAP provides assessment, counseling, referral service and follow up for family problems, parenting issues, marital/relationship conflicts and emotional concerns (stress, anxiety, depression). All services provided by the EAP counselor are confidential. There is no charge to the employee and their eligible dependents for the services of the EAP counselor.

#### **FLEXIBLE SPENDING ACCOUNT (FSA)**

The Flexible Spending Plan permits employees to contribute pre-tax deductions from their paycheck to an account(s) used to pay for qualified health care and/or dependent care expenses. The Dependent Care Plan lets employees pay for eligible child or adult day care expenses. The FSA Medical Reimbursement Plan allows employees to pay for their and any dependents' eligible medical and dental expenses that are not otherwise covered by insurance. Enrollment in the plan is for the fiscal year – July 1 through June 30. Participants must reenroll annually during the open enrollment period using Employee Self-Service.

#### **ADOPTION ASSISTANCE PROGRAM**

The Archdiocese of St. Louis offers financial assistance to eligible employees who adopt an eligible child. The international or domestic adoption must be processed through Good Shepherd Children and Family Services, an agency of Catholic Charities of St. Louis.

# PAID TIME OFF POLICY

## VACATION TIME

Employees are provided the benefit of rest, relaxation and reflection through annual paid vacation time. The needs of the Archdiocese and the employee should be taken into consideration when scheduling vacation time. Supervisors must approve vacation requests *in advance* of taking the time off. The vacation year runs concurrent with the annual fiscal year, which is July 1 through June 30.

### Important Notes:

- Unused vacation time may not be carried over to the next fiscal year and is forfeited after June 30.
- Employees transferring from one Archdiocesan entity to another will transfer accrued and unused vacation time with them.
- At no time will accrued and unused vacation time be paid in lieu of taking the time off work except upon voluntary termination of employment, where the required notice has been provided.
- Employees with less than twelve months of service will forfeit any remaining vacation balance at termination.
- “School-year” or part year employees (full-time or part-time) are NOT eligible for vacation.

**New Employees:** New employees (full-time and part-time) are eligible for a prorated amount of vacation time to use during their first fiscal year of employment and is based on the total projected hours for the current fiscal year. Eligibility is the first of the month following their date of hire. Please refer to the chart below to determine vacation hours during the first fiscal year of employment.

<b>VACATION TIME</b> <b>FIRST FISCAL YEAR OF EMPLOYMENT</b> <i>(full-time and part-time status)</i>	
<b>Total projected hours during first fiscal year of employment</b>	<b>Number of vacation hours eligible first of the month following date of hire</b>
0-99	0
100-199	4
200-299	8
300-399	12
400-499	16
500-599	20
600-699	24
700-799	28
800-899	32
900-999	36
1000-1099	40
1100-1199	44
1200-1299	48
1300-1399	52
1400-1499	56
1500-1599	60
1600-1699	64
1700-1799	68
1800-1899	72
1900-1999	76
2000-2080	80

**Fiscal Year Renewal:** Each July 1, employees receive a new vacation balance, which is based on total hours worked in the prior fiscal year and years of service. Please refer to the accrual schedule below to determine the amount of vacation time an employee is eligible for each fiscal year.

<b>VACATION TIME ACCRUAL SCHEDULE</b> <i>(full-time and part-time status)</i>			
	<b>Years of Service Completed in Prior Fiscal Year</b>		
	<b>0 – 4</b>	<b>5 – 9</b>	<b>10+</b>
<b>Total Hours Worked Prior Fiscal Year</b>	<b>Vacation hours eligible</b>	<b>Vacation hours eligible</b>	<b>Vacation hours eligible</b>
0 – 99	0	0	0
100 – 199	4	6	8
200 – 299	8	12	16
300 – 399	12	18	24
400 – 499	16	24	32
500 – 599	20	30	40
600 – 699	24	36	48
700 – 799	28	42	56
800 – 899	32	48	64
900 – 999	36	54	72
1000 – 1099	40	60	80
1100 – 1199	44	66	88
1200 – 1299	48	72	96
1300 – 1399	52	78	104
1400 – 1499	56	84	112
1500 – 1599	60	90	120
1600 – 1699	64	96	128
1700 – 1799	68	102	136
1800 – 1899	72	108	144
1900 – 1999	76	114	152
2000 – 2080	80	120	160

**SICK TIME**

This benefit allows employees to receive paid time off if unable to work due to a personal illness or illness of an immediate family member for whom they are responsible for. Absences should be reported in accordance with the Absence/Tardiness policy. The Archdiocese may request written verification of an illness by a health care professional.

**Important Notes:**

- Unused sick time does carry over at the end of each fiscal year. Employees may carry over a maximum accrual of 960 sick hours. This is more commonly referred to as “sick bank”.
- Any sick time taken under this policy shall run concurrent with any leave of absence, including an approved Family and Medical Leave Act (FMLA) qualifying event.
- Unused, accrued sick time is not paid out upon voluntary or involuntary termination of employment.

**New Employees:** New employees (full-time and part-time) are eligible for a prorated amount of sick time to use during their first fiscal year of employment and is based on the total projected hours for the current fiscal year. Eligibility is the first of the month following their date of hire. Please refer to the chart below to determine sick hours during the first fiscal year of employment.

<b>SICK TIME</b> <b>FIRST FISCAL YEAR OF EMPLOYMENT</b> <i>(full-time and part-time status)</i>	
<b>Total projected hours during first fiscal year of employment</b>	<b>Number of sick hours eligible first of the month following date of hire</b>
0-99	0
100-199	4
200-299	8
300-399	12
400-499	16
500-599	20
600-699	24
700-799	28
800-899	32
900-999	36
1000-1099	40
1100-1199	44
1200-1299	48
1300-1399	52
1400-1499	56
1500-1599	60
1600-1699	64
1700-1799	68
1800-1899	72
1900-1999	76
2000-2080	80

**Fiscal Year Renewal:** Each July 1, employees receive a new sick balance, which is based on total hours worked in the prior fiscal year. Please refer to the schedule below to determine the amount of sick time an employee is eligible for each fiscal year.

<b>SICK TIME ACCRUAL SCHEDULE</b> <i>(full-time and part-time status)</i>	
<b>Total hours worked prior fiscal year</b>	<b>Number of sick hours per fiscal year</b>
0 – 99	0
100 – 199	4
200 – 299	8
300 – 399	12
400 – 499	16
500 – 599	20
600 – 699	24
700 – 799	28
800 – 899	32
900 – 999	36
1000 – 1099	40
1100 – 1199	44
1200 – 1299	48
1300 – 1399	52
1400 – 1499	56
1500 – 1599	60
1600 – 1699	64
1700 – 1799	68
1800 – 1899	72
1900 – 1999	76
2000 – 2080	80

**OBSERVED HOLIDAYS AND HOLY DAYS**

Employees receive the benefit of paid holidays and holy days. A holiday that occurs on a Saturday generally will be observed on the preceding Friday. A holiday occurring on a Sunday will generally be observed on the following Monday.

Should an employee wish to be paid during a scheduled parish or school break, (i.e. Easter, Christmas, Spring Break), vacation days may be used or the employee may take this as unpaid time off.

Holy days and the Day after Christmas will be observed only when they occur during the normal workweek. When observed holy days occur on Saturdays and Sundays or on a day that school is in session, they will not be paid and no compensatory days off will be granted.

Support staff required to work on a holiday or holy day will receive an alternative day off within 30 calendar days of the observed holiday or holy day.

Part-time employees will receive the day off with pay if the holiday or holy day is on a day when the part-time employee is normally scheduled to work. Pay for the holiday or holy day should be based upon the part-time employee’s typical workday hours.

**Please note: The Pastor reserves the right to modify and/or adjust the list of observed holidays and holy days per the needs of the parish and/or school. If an employee is required to work on an observed holiday or holy day because the pastor has modified the list of observed holidays and holy days, he/she is not eligible for compensatory time in return.**

Observed Holidays and Holy Days:

<b>Observed Holidays</b>	<b>Holy Days</b>
New Year's Day	Assumption
Martin Luther King, Jr. Day	All Saints
President's Day	Immaculate Conception
Good Friday	
Memorial Day	
Independence Day	
Labor Day	
Thanksgiving	
Day after Thanksgiving	
Christmas	
Day after Christmas	

### **BEREAVEMENT LEAVE**

For purposes of mourning and attending a funeral, a regular full-time or part-time employee shall be granted up to three (3) regularly scheduled consecutive work days of leave with pay upon the death of any of the following: spouse, child, parent, brother, sister, brother-in-law, sister-in-law, parent-in-law or grandparent.

Pastors or Principals may grant permission for bereavement leave for deceased persons other than the aforementioned after discussion of circumstances that may necessitate the presence of the employee at the funeral.

### **JURY DUTY**

The Archdiocese recognizes an employee's civic obligation to serve as a juror. When employees are selected for jury duty, they receive time off with pay to serve. The Archdiocese will continue to pay the employee based on the gross income the employee might have expected to receive for work performed during normal work hours while on jury duty.

Immediately upon selection for jury duty, the employee shall notify his/her supervisor and provide a copy of the jury summons to HR. The employee shall report for jury duty each day as instructed by the court. At times, the employee may be released from jury service during normal working hours. When this is the case, the employee should report to work. The employee may keep the fee paid by the court for jury duty services.

## LEAVE OF ABSENCES

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### **FAMILY AND MEDICAL LEAVE (FMLA)**

The Archdiocese of St. Louis complies with the Family and Medical Leave Act of 1993 (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

**Eligibility:** To be eligible for leave under this policy, employees must have been employed for at least 12 months and have worked at least 1,250 hours during the previous 12-month period.

**Reasons for Leave:** To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

### **Amount of Leave**

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The Archdiocese will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the Archdiocese may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

### **Intermittent Leave or a Reduced Work Schedule**

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently 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 (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Archdiocese of St. Louis may 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 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 birth or placement for adoption or foster care.



For the birth, adoption or foster care of a child, the Archdiocese and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Archdiocese's operations.

### **Employee Notice Requirement**

All employees requesting FMLA leave must provide written notice of the need for leave to the department manager and the Office of Human Resources at [loa@archstl.org](mailto:loa@archstl.org).

When the need for the leave is foreseeable, the employee must provide the company with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the HR Manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

### **Designation of FMLA Leave**

Within five business days after the employee has submitted the required certification or other documentation, the HR Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

### **Employee Status and Benefits During Leave**

The Archdiocese of St. Louis will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail via check. The payment must be received by the 18<sup>th</sup> day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage.

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

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty release from a health care provider. This requirement will be included in the company's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key

employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

### **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave must use all paid sick, personal and vacation time prior to being eligible for unpaid leave. Paid leave will run concurrently with FMLA leave.

### **Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Definitions**

**Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

**Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.

**Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

**Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

**Qualifying exigency** includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

**Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

**The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

**Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

**Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

## **PARENTAL LEAVE FOR BIRTH OF A CHILD OR ADOPTION**

Supportive of the Church's Respect-Life position, for regular employees who (a) have worked for an Archdiocesan entity for at least twelve (12) months, and (b) have worked for at least a thousand hours in the previous 12 months, are eligible for twenty (20) paid leave days upon birth of a child or adoption by the employee or the employee's spouse. This benefit begins with the birth of the child or adoption event and is available each fiscal year (July 1 - June 30). Observed holidays and breaks that occur during the twenty (20) paid days are not applied or paid in addition to the paternal leave benefit. This paid leave will not come out of current plan year vacation or sick days. This policy applies to all qualified employees, men or women.

**Please note:** A policy limitation of a cumulative total of twenty (20) paid days per fiscal year to each qualified employee, or to **each couple**, if entities of the Archdiocese employ both individuals, will apply. This leave is not deferrable nor can it be accrued.

Any Parental Leave granted under this policy shall be included and run concurrent with the leave granted under the Family and Medical Leave Policy, if applicable, and shall not be in addition to Family and Medical Leave.

## **UNPAID LEAVE OF ABSENCE**

A regular employee who has completed one year or more of service for the Archdiocese may request an unpaid leave of absence. Granting an unpaid leave of absence will depend upon the feasibility of the request and the mutual agreement of employer and employee.

## **PERSONAL LEAVE**

The Pastor or Principal can grant time off without pay for urgent personal needs or duties that cannot be accomplished outside of working hours. Unless there is an emergency, employees should discuss the need for personal leave well in advance of the anticipated absence.

## **MILITARY LEAVE**

A military leave of absence will be granted to a full-time or part-time employee to serve in the uniformed services of the United States for a period of up to five years. Employees who return from service will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, and other benefits as provided by applicable federal or state law. A notice of your rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA) is posted in your workplace.

## **DISCLAIMER:**

The employee handbook is not a contract, either expressed or implied, nor does it guarantee employment for any specific duration. All information contained in this handbook is intended to help employees understand relevant policies and practices and changes may occur with or without notice, at any time.



ELEMENTARY EDUCATORS  
HANDBOOK ADDENDUM

## TABLE OF CONTENTS ELEMENTARY EDUCATORS ONLY

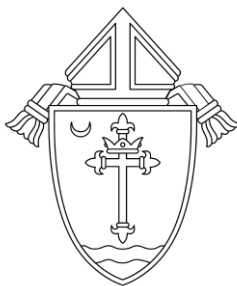
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## ARCHDIOCESE OF ST. LOUIS

### WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. “Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world” (General Directory for Catechesis). The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life (Canon 794 Sec 1).

The work of teachers is in the real sense of the word an apostolate most suited to and necessary for our times and at once a true service offered to society (Gravissimum Educationis, October 28, 1965). The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life (Canon 803 Sec 2). Intimately linked in charity to one another and to their students, and endowed with an apostolic spirit, may teachers by their life as much as by their instruction bear witness to Christ, the unique Teacher (Gravissimum Educationis, October 28, 1965).

All who serve in Catholic education in the parish and school programs, and The Office of Catholic Education and Formation office of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church. Public speech or public action contrary to the teachings of the Catholic Church promotes scandal, which is a particularly grave offense when given by those who are obliged to teach or educate others (Catechism of the Catholic Church 2285).

**Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, and directors/coordinators of religious education.**

**All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior, including:**

- Believing in Jesus Christ
- Engaging in a life of prayer and worship
- Practicing respect and reverence for the dignity of others
- Exercising prudence with confidential information related to work
- Being an active member of his/her Church
- Respecting ecclesial authority

**All who serve in Catholic education should understand and affirm that the following are examples but not an exhaustive list of public speech or public action that are considered contrary to the teachings of the Catholic Church and must be avoided during one's term of employment teaching/working in Catholic education:**

- Contracting a marriage in violation of the rules of the Catholic Church (CCC 1603; 1614; 1650; 2384).
- Living with another as husband and wife, without benefit of a valid marriage (CCC 2350; 2353; 2390; 2391).
- Conviction of a felony or a crime which involves moral turpitude (CCC 2268; 2284-5; 2353-56; 2387-89).
- Obtaining or assisting another to obtain an abortion (CCC 2271; 2272).
- Actively engaging in homosexual activity (CCC 2357-59).
- Active support of changing the biological sex assigned by God at conception (CCC 2331-35; 362-73).
- Obtaining or assisting another to obtain in vitro fertilization (CCC 2376-77).
- Becoming pregnant out of wedlock while teaching/working in Catholic education; fathering a child out of wedlock while teaching/working in Catholic education (CCC 1935; 1947; 2284-85).
- Engaging in any immoral or illegal activity which sets a bad example for students (e.g. illicit use of drugs, alcohol, pornography or abuse of any kind) (CCC 2284-85; 2354; 2335).
- Maintaining by word or action a public position contrary to the teaching standards, doctrines, morals, laws and norms of the Catholic Church (CCC 2030; 2032; 2044; 2072-3).

**The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*. The Archbishop of St. Louis is the definitive authority for the interpretation of Catholic doctrine and morals.**

## **ELEMENTARY EDUCATION ADMINISTRATORS**

### **QUALIFICATIONS**

An Elementary Education Administrator should be a knowledgeable practicing Catholic who has a thorough understanding of and commitment to the Catholic philosophy of education and the *Witness Statement for Those Who Serve in Catholic Education in the St. Louis Archdiocese*.

An Elementary Education Leader should possess a Master's Degree in Educational Leadership or Educational Administration and state certification in administration. If an Elementary Education Leader possesses a Master's Degree in another educational field of study, the Elementary Education Leader must also obtain an additional 20 graduate semester hours in courses related to school administration, curriculum development, supervision, school finance, or related subjects. Consideration will be given to applicants who are working toward required credentials. Preferably, an Elementary Education Leader will have prior teaching experience in Catholic elementary education as well as religious education certification.

### **APPLICATION AND HIRING PROCESS**

The Office of Catholic Education and Formation will post Elementary Education Administrator positions along with qualifications and experience requirements. Applicants may access an administrative application packet on the Archdiocese of St. Louis Website. A selection committee will be established by the Office of Catholic Education and Formation and The Office of Human Resources to ensure that the best qualified candidate is selected for these key roles.

### **CONTRACTS AND COMPENSATION**

Upon selection Elementary Education Administrators are provided an annual employment contract. Compensation is based on experience and education as determined by The Office of Catholic Education.

### **PERFORMANCE EVALUATION**

All Elementary Education Administrators of the Archdiocesan Schools should be evaluated in accordance with the current Evaluation Process for Elementary Education Administrators. The primary goal of the evaluation process is to enrich the quality of education provided at the local school by providing for continuous professional growth, administrator accountability, and formal feedback.

Instructions for the current Evaluation Process for Elementary Education Administrators is available through The Office of Catholic Education and Formation or Human Resources for more information.

### **LEADERSHIP PROGRAM**

The Office of Catholic Education and Formation provides programs designed to identify future leaders. The Catholic School Leadership Program offered by St. Louis University provides participants with the opportunity to earn a master's degree and / or a doctorate degree focused on the functions of educational leadership in Catholic Schools. Students can also obtain Missouri administrator certification. For information about this program, visit <http://www.slu.edu> and search "Catholic School Leadership Program.

### **VACATION / HOLIDAYS / HOLY DAYS**

Elementary Education Administrators are granted 20 days per fiscal year of vacation time in addition to the regularly scheduled holidays and holy days. Vacation hours are not eligible for carry over.



## **SICK DAYS**

Elementary Education Administrators are granted 10 sick days per fiscal year and can accumulate up to 175 total sick days. Sick days are not payable upon termination.

## **PERSONAL DAYS**

Personal leave time is to be used for urgent personal duties that cannot be accomplished outside normal school hours. Personal day policies are established by local parish/school leadership.

## **ELEMENTARY EDUCATORS**

### **QUALIFICATIONS**

An Elementary Educator should be a State certified teacher. They need to be knowledgeable of the subject matter of which they are hired to teach and although not required, it is preferred that they are a practicing Catholic. Elementary Educators should have a thorough understanding of and commitment to the Catholic philosophy of education and affirm the principles contained in the *Witness Statement for Those Who Serve in Catholic Education in the St. Louis Archdiocese*.

### **APPLICATION and HIRING PROCESS**

Elementary Educator positions along with qualifications and experience requirements will be posted on the Archdiocese St. Louis website. A selection committee will be established by the local School to ensure that the best qualified candidate is selected for these key roles.

### **CREDIT FOR VOLUNTEER SERVICE**

Individuals making application for Catholic school teaching positions after having completed volunteer tours of duty with the Peace Corps and other approved volunteer organizations for which the individual received only living expenses, shall receive credit for one year of experience for every one year in the service of these groups.

### **HEALTH FORM**

Elementary Educators offered a position in the Catholic elementary schools are required to have a current health form completed by a physician. This form shall be kept in a confidential medical file at the local Elementary Education Administration office.

### **CONTRACTS and COMPENSATION**

Upon selection and completion of application requirements Elementary Educators are provided an annual employment contract. Teachers may initiate a change of lane on the salary scale by sending ‘Official Transcripts’ of their new degree or plus hours to the HR office by semester contract revision deadlines. The deadline for contract changes is Sept. 10th for first semester and Feb. 10th for second semester.

### **RENEWAL OF CONTRACTS**

Upon receipt of the renewal contract the Elementary Educator has 15 calendar days to accept or reject the contract. If the Elementary Educator does not return the contract within 15 calendar days the parish/school may consider the position open.

### **RELEASE FROM CONTRACT**

An Elementary Educator requesting release from a contract should present valid reasons in writing to their Elementary Education Administrator giving as much advance notice as possible. When such a release of contract would seriously impair the efficient operation of the school, an Elementary Educator may be requested to stay until a suitable qualified replacement is found.

If a contract is broken by an Elementary Educator for reasons other than medical disability, birth or placement of a child, caring for a seriously ill family member, relocation out of the area due to one's spouse being transferred, it is considered a breach of contract.

If a principal terminates their contract the liquidated damages of \$2000 will be assessed and taken out of the principal's last paycheck. If a teacher terminates their contract by June 1<sup>st</sup> (of the year the contract was signed) the liquidated damages of \$1000 will be assessed and taken out of the teacher's final paycheck. If the teacher terminates their contract after June 1<sup>st</sup> (of the year the contract was signed) the liquidated damages of \$2000 will be assessed and taken out of the teacher's final paycheck.

## **PROBATIONARY PERIOD**

All Teachers brand new to the Archdiocese are on probation for the first year of employment. The employer has the right to terminate the employment agreement at any time during the probationary period. The probationary period begins the first day of class. The Appeals Procedure is not applicable for terminations during the probationary period.

## **CERTIFICATION – ELEMENTARY EDUCATORS**

### **Teacher Certification**

Every Elementary Educator in the Archdiocesan Elementary Schools should be certified by the State of Missouri, working towards a State of Missouri certification, or possess a valid certificate from another state. Elementary Educators should be certified in their primary field of teaching.

Should an Elementary Educator be hired in an area in which they do not have the required certification, they may obtain a state provisional or temporary authorization certification, if he/she meets the minimum standards necessary for a provision certification.

Religion Elementary Educators should be certified by the Archdiocese of St. Louis or working toward certification as outlined by the Religious Education Department of the Office of Catholic Education and Formation Archdiocese of St. Louis.

Elementary religion teachers receive certification through the Archdiocesan established certification programs through the University of Dayton (VLCFF online courses) or the University of Notre Dame (STEP Program). For teachers in their first four years of teaching, the Office of Catholic Education and Formation covers the cost of the certification courses through a reimbursement program. The transcripts for Elementary Educators possessing a Bachelor's degree in Theology or Religious Studies will be reviewed by the Director of Religious Education and appropriate course work will be credited towards religious education certification.

It is the responsibility of the Elementary Educator to maintain their certification and keep their records updated with both the school they are teaching at and the Office of Human Resources.

## **PERSONNEL RECORDS AND OFFICIAL TRANSCRIPTS**

Human Resources maintains an official personnel file on every Elementary Education Administrator and Elementary Educator employed by the Archdiocese. This file should contain an application, references, official transcripts, teacher certifications, annual evaluations, and any other record pertinent to a teacher's position and service within the Archdiocese. Transcripts of all course work should be kept up to date by the teacher in their personnel file. This is particularly important when a teacher has additional education that could positively impact their compensation. Elementary Educators may request to review their personnel file by scheduling an appointment with Human Resources.

## **ATTENDANCE TRACKING**

Attendance tracking is maintained by each individual schools Elementary Education Administrator or designee. At the end of each year, the Elementary Education Administrator is responsible for completing the accumulated sick leave days form and send into Human Resources.

## **PERFORMANCE EDUCATOR EVALUATION**

All Elementary Educators are evaluated in accordance with the Office of Catholic Education and Formation Faculty Formation Program. The primary goal of the evaluation process is to enrich the quality of student faith formation and academic learning through continuous professional growth and development on the part of the Elementary Educator.

## **PROFESSIONAL DEVELOPMENT**

Professional development is an ongoing shared responsibility between the Elementary Educator and the school. Elementary Educators are encouraged to devote time towards their own professional development above what is provided by the school.

## **PROFESSIONAL DEVELOPMENT TUITION REIMBURSEMENT**

Tuition for college and university courses will be reimbursed at 60% up to the maximum per year of \$1500 for approved course. Full-time Elementary Educators interested in applying for tuition reimbursement should consult with their Principal for approval prior to enrolling.

## **SPIRITUAL GROWTH**

Continued spiritual growth is an ongoing shared responsibility between the Elementary Educator and the school. Time will be allotted by each school for spiritual growth and Elementary Educators should also seek opportunities to enhance their growth and development as those entrusted to shared and spread the Gospel.

## **SUBSTITUTION**

The teachers' responsibilities in times of absence shall notify the principal as soon as possible and to provide adequate lesson plans and directions for classroom management and school procedures. Teachers should consult with their Principal on specific substitution policies per location.

## **DRESS AND APPEARANCE**

Employee appearance contributes to a school's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by students, parents, and the school's community. The appearance, dress and grooming of individual staff members should be appropriate to the teaching profession and should set a positive example of good taste.

## **ELEMENTARY EDUCATOR CHILD TUITION BENEFIT**

The following positions are eligible to apply for tuition assistance for their dependent child(ren) that attend an Archdiocesan Catholic Elementary School.

- Principals (50% to 100% FTE)
- DRE/CRE's (50% to 100% FTE)
- 50%-100% contracted Kindergarten through 8<sup>th</sup> grade teachers that teach at a Parish, Archdiocesan, or Department of Special Education School.

Upon receipt and approval of application, this benefit is allocated according to the following schedule:

- Full-time contractual Elementary Educators receive 100% reduction in parish tuition per child.
- Half-time Elementary Educators teaching 50%-99% receive 50% reduction in parish tuition per child

Should an Elementary Educator receive this benefit for their child's tuition and fail to complete their employment contract for the same academic year, the Elementary Educator would be responsible for the remainder of the tuition payments.

It is the Elementary Educator's responsibility to submit application prior to deadline.

## **SECONDARY SCHOOL TUITION GRANTS FOR K-8 ELEMENTARY EDUCATORS**

The purpose of this fund is to provide financial assistance to children of K-8 elementary full or half-time teachers, principals and CRE/S/DRE/s at an Archdiocesan High School (*Bishop DuBourg, Cardinal Ritter College Prep, Rosati-Kain, St. Mary's, St. Pius X, Duchesne, St. Dominic, St. Francis Borgia*).

Pre-K Teachers and Teacher Aides do not qualify.

## **VACATION / HOLIDAYS / HOLY DAYS**

Elementary Educators are not eligible for vacation pay. Elementary Educators follow the same schedule as their students and therefore would observe and be off for holidays and holy days as designated by their school schedule.

## **SICK DAYS**

Elementary Educators are granted 10 sick days per fiscal year and can accumulate up to 175 total sick days. Sick days are not payable upon voluntary or involuntary termination.

## **PERSONAL DAYS**

Personal leave time is to be used for urgent personal duties that cannot be accomplished outside normal school hours. Personal day policies are established by local parish/school leadership.

## **RETENTION OF SICK DAYS**

When an Elementary Educator's contract has not been renewed as a result of declining enrollment, school closing, or the parish's financial constraints, that Elementary Educator may maintain their sick leave days accrued if hired by another Catholic elementary school by the end of the following calendar year.

## Notable Revisions from Previous Employee Handbook

<b>Page</b>	<b>Revision</b>
21	Medical Insurance Plan (Coverage effective the 1st of the month following the Date of Hire)
39	Release from Contract – Broken Contract Fee
39	Religious Education Certification
41	Added information regarding the Secondary School Tuition Grants for K-8 Elementary Educators

**ARCHDIOCESE OF ST. LOUIS  
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

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I acknowledge that I have received a copy of the Archdiocese of St. Louis Employee Handbook dated 2023. I understand that it contains important information about the Archdiocesan general personnel policies and about my privileges and obligations as an employee. I further acknowledge that I have read and understand the Archdiocesan policies and agree to adhere to these policies.

Since employment with the Archdiocese of St. Louis is considered to be “at-will” employment (unless contracted), I understand that my employment is not for a specified term (unless contracted) and is at the mutual consent of the Archdiocese and myself. Accordingly, either the Archdiocese or I may terminate the employment relationship with or without cause at any time (unless contracted). I further acknowledge that revisions to the Handbook may occur, with the exception of the Archdiocesan policy of employment-at-will. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions to it.

I acknowledge that I have read the Witness Statement and consent that this statement forms an integral part of the conditions of my employment and shall be complied with and enforced pursuant to Canon Law to the exclusions of all other laws.

I further specifically acknowledge that I have read the Inspection Policy and Data and Communications Network Usage Policies contained within this Handbook. I hereby give my consent to the Archdiocese to search both Archdiocesan and my personal property located on Archdiocesan premises including monitoring, accessing, retrieving or deleting any information on Archdiocesan computer and/or voice mail systems in a manner consistent with Archdiocesan business interests.

When enrollments, changes, and/or updates to my personal, payroll, benefits, and other information are entered via Employee Self-Service, I recognize that the electronic entry is the equivalent of my physical signature.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Date

**Please sign and date this page from the Handbook and return it to your Supervisor, Business Manager or Human Resources so it may be placed in your employment file. If you fail to sign this page or refuse to sign it, the policies in this Handbook still apply. Refusal to sign this page will be noted in your personnel file. The policies in this Handbook apply regardless of receipt of this Handbook.**