



ARCHDIOCESE OF ST. LOUIS

For Offices and Agencies

EMPLOYEE HANDBOOK

June 1, 2017

MISSION STATEMENT

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.



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ARCHDIOCESE OF ST. LOUIS

OFFICE OF THE ARCHBISHOP

Dear Employee of the Archdiocese of St. Louis,

Thank you for your service as an employee of the Archdiocese of St. Louis. As a member of our Archdiocesan staff, you belong to a team of dedicated women and men who minister to God's people in the 11 counties that make up our Archdiocese.

Together, using a Ministry Team Model that emphasizes accountability, collaboration and unity, we carry out the command of Christ to love our neighbor and serve all those in need. Our Mission is to proclaim the Gospel in our actions and our words. Your service directly contributes to fulfilling this mission.

As my co-worker, you serve Christ in His people. I hope your work will be challenging, rewarding and enjoyable. I urge 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 Archdiocese of St. Louis and inform you of the present policies, practices, procedures and benefits, which may apply to you as a member of one of our Archdiocesan office or agency staffs.

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

Sincerely yours in Christ,

Most Reverend Robert J. Carlson
Archbishop of St. Louis

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List of Offices and Agencies

The Archdiocese of St. Louis Employee Handbook is applicable to the lay employees at the following locations.

- Airport Ministry
- Annual Catholic Appeal
- Archbishop, Office of the
- Archdiocesan Archives & Records
- Building and Real Estate, Office of
- Catholic Cemeteries (for items not covered in the CBA)
- Catholic Charities – Archdiocese of Saint Louis (for items not covered in their handbook)
- Catholic Education Office (for items not covered in their handbook)
- Catholic Renewal Center
- Catholic Youth Apostolate
 - CYC Sports
 - Youth Ministry, Office of
 - REAP Team
 - Young Adult Ministry, Office of
- Central Purchasing
- Child and Youth Protection
- Chancellor, Office of the
- Communications and Planning, Office of
 - Saint Louis Review (for items not covered in the CBA)
- Consecrated Life, Office of
- Ecumenical and Interreligious Affairs, Office for
- Father Dempsey’s Charities
- Finance Office, Archdiocesan
- General Counsel, Office of
- Hispanic Ministry, Office of
- Human Resources, Office of
- Information Technology, Office of
- Internal Audit
- Kenrick-Glennon Seminary (for items not covered in their handbook)
- Laity and Family Life, Office of
- Metropolitan Tribunal
- Mission Office
- Natural Family Planning, Office of
- Newman Centers
- Paul VI Institute
- Permanent Diaconate, Office of
- Priests’ Mutual Benefit Society
- Priest Personnel, Office of
- Regina Cleri

- Respect Life Apostolate
- Risk Management, Office of
- Sacred Worship, Office of
- Safe Environment Program Office
- Shared Accounting Services
- St. Charles Lwanga Center
- Stewardship and the Annual Catholic Appeal, Office of
- Today and Tomorrow Educational Foundation
- Vicar General, Office of
- Vocations, Office of

HISTORY OF THE ARCHDIOCESE OF ST. LOUIS

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, and our present Archbishop Robert J. Carlson. 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 ARCHDIOCESAN CURIA

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).

A diocesan bishop must take care that all the affairs which belong to the administration of the whole diocese are duly coordinated and are ordered to attain more suitably the good of the portion of the people of God entrusted to him (CCC 473). The diocesan curia consists of those institutions and persons which assist the bishop in the governance of the whole diocese, especially in guiding pastoral action, in caring for the administration of the diocese, and in exercising judicial power. (CCC 469). All those who are admitted to offices in the curia must promise to fulfill their function faithfully according to the manner prescribed by law or the bishop. (CCC 471).

All who serve in positions of the curia 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 curia.

All who are employed in the curia 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*.

IMPLEMENTATION OF THIS WITNESS STATEMENT

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.

SAFE ENVIRONMENT PROGRAM COMPLIANCE

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 minors must be in full compliance with the Safe Environment Program (SEP) that is detailed in the Charter.

Compliance requires attendance at a Protecting God's Children workshop, signing the "Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors," and submission to a background check which is then updated every even-numbered year.

This archdiocese conducts Missouri background checks through the Missouri Family Care Safety Registry which provides information on state criminal history, sex offender registry and child abuse and neglect records. 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.

Individuals who have lived outside of Missouri within the past five years must also undergo a one time national background check through American Checked, Inc. Fingerprints may be taken in some cases.

Safe Environment Program compliance should be completed in a timely fashion. For more information about the program contact the SEP Office at 314.792.7271.

INTRODUCTION

In fulfilling its mission to preach the Good News of Jesus Christ, the Catholic Church has assumed a variety of roles in our world. One role, which the Church has taken on by circumstance, is that of Employer.

In the past, the Church, through religious congregations and diocesan systems, undertook many personnel functions. They recruited, selected, trained, compensated and supported their employees. However, since Vatican II, some significant changes have occurred in the Church in fulfilling its role as employer:

The documents of Vatican II place even greater emphasis on the dignity of the individual person and on the notion of the common good;

Vatican II emphasizes the Church as the People of God, who all share in the common priesthood of Christ and who are responsible for the building of the Kingdom;

In the celebration of this call to ministry through baptism, there has been an increase in pastoral services within the Church, which has led to lay persons assuming many of the ministerial roles traditionally held by sisters, brothers or priests;

An increasing number of concerns identified by parishes have required professionally trained persons in ministry to respond to these needs;

Public scrutiny of Church policies and practices in the light of civil law has heightened, especially in matters relating to employment.

In their recent pastoral letter on the relationship of all Catholic social teaching to the American economy (Economic Justice for All), the American Bishops speak of the role of the Church as employer when they acknowledge the large numbers of people the Church employs in its parishes, schools, health care institutions, social service agencies and diocesan offices. Our bishops urge us to recognize our responsibility for the support of those who carry out the mission of the Church.

This Handbook is an attempt to offer a direction and challenge to the Archdiocese of St. Louis to be an employer that exemplifies and models just, equitable, and fair policies and procedures. All Archdiocese employees in a position of leadership have the responsibility of administering these policies in a consistent and impartial manner. This Handbook is intended for those employees who are not already covered by existing personnel policies or union contracts.

PURPOSE OF THIS HANDBOOK

The policies in this Handbook apply to the lay employees of the offices and agencies of 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 Archdiocese and provide them with information about working conditions, employee benefits, and employment policies of the Archdiocese. Employees should read, understand, and comply with all provisions of this Handbook. It describes employee responsibilities and outlines programs developed by the Archdiocese to benefit lay employees working in its offices and agencies.

No handbook can anticipate every circumstance or question about policies. The Archdiocese 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.

NATURE OF EMPLOYMENT

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 for all persons in categories protected by law 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 governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits 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.

EMPLOYMENT POLICIES AND PRACTICES

EMPLOYEE CLASSIFICATIONS

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.

Each employee is designated as either **non-exempt** or **exempt** from federal and state wage and hour laws. **Non-exempt** employees are entitled to overtime pay under the specific provisions of federal and state laws. **Exempt** employees are excluded from specific provisions of federal and state wage and hour laws. The type of position an employee holds determines an employee's exempt or non-exempt classification. *In general*, persons holding positions that are predominantly executive, professional, managerial or administrative in nature and certain positions involving computer programming or systems analysis are considered exempt, and the Office of Human Resources of the Archdiocese in conjunction with the department director shall make the determination of which positions are exempt.

In addition to designation as an exempt or non-exempt employee, each employee will belong to one of the following employment classifications:

REGULAR FULL-TIME employees are those who are not in a temporary status and 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. Employees who work a minimum of 35 hours per week during "the school year" shall be regarded as "Regular Full-Time."

REGULAR PART-TIME employees are those who are not assigned to a temporary or seasonal status and 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" 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 OR SEASONAL employees are those 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 (such as workers' compensation insurance and social security), they are not eligible for any of the other benefit programs of the Archdiocese.

NEPOTISM

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 office or agency director 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.

PAYROLL PERIODS

There are two payroll periods per month, one ending on the 15th and the other on the last day of the month. 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.

EMPLOYEE SELF-SERVICE

The Archdiocese of St. Louis uses an Employee Self-Service system to provide employees access to and control of certain employee information. Currently this information includes current health insurance/benefits/beneficiary details, address changes, payroll information for selected organizations, and annual benefits open enrollment. Employees will be provided with their own User Name and Password to access this system during the employment with an Archdiocesan related organization.

Entries made via the Self-Service process will be considered to have an electronic signature that is the equivalent authorization to your physical signature.

OVERTIME

Non-exempt employees will be paid at time and one half for all hours worked in excess of 40 hours per week. 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.

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.

WORK SCHEDULES

All regular full-time employees are scheduled to work a minimum of 35 hours per calendar week. The Director determines the specified working hours. Flexible time arrangements should be considered when feasible.

Work schedules may be adjusted at the discretion of the supervisor. However, under normal circumstances, a regular full-time employee will be scheduled to work at least 35 hours in any work week. (This assumes a standard workday of 8 hours, including a one hour unpaid meal period.)

Work schedules for benefits-eligible part-time employees will be established by the supervisor and will be based on the needs of the employer and the employee.

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. Each Director will determine the length of the unpaid lunch period (*e.g.* 30 or 60 minutes). All such employees will also be eligible for a daily paid 15-minute break as scheduled by the supervisor.

PAYROLL DEDUCTIONS

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
- Employee contributions to the retirement plan
- Flexible Spending Account deduction
- Voluntary term life insurance
- Employee share of the health plan premium
- Employee contributions to the Annual Catholic Appeal

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 (and PTO records if that is not part of the 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.

ABSENCES/TARDINESS

If a situation makes it impossible for an employee to report for work for any reason or cause late arrival, the supervisor should be notified prior to the beginning of the scheduled workday. The employee is responsible for speaking directly to the supervisor. Messages left on voicemail are sufficient for initial notification of the absence, but the employee must speak in person with the supervisor at some point during that workday.

All absences, planned and unexpected, should be tracked between the manager and the employee by using the fiscal year attendance calendar or other means of documentation.

PERSONNEL RECORDS

Upon written request, employees may inspect the documents in their personnel 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.

STATUS CHANGES

Each employee is responsible for notifying the Archdiocese in writing when there is a change of name, address, telephone number or other necessary information. This notification should be done via the Employee Self-Service on-line system. An employee shall notify his or her supervisor and the Office of Human Resources within 30 days so that personnel, payroll, and insurance records will be correct.

INTERNAL TRANSFER POLICY

Employees with more than one year of service are eligible to apply for internal positions with another Archdiocesan office, agency, school or parish and must notify his or her supervisor and the HR department. The request must be accompanied by the internal transfer form and supporting documentation. The employee should also provide information regarding how he or she believes his or her background matches with the qualifications and duties outlined for the requested position. Exceptions to this policy must be approved by the Office of Human Resources.

SEPARATION FROM EMPLOYMENT

Employees who decide to resign are expected to submit a letter of resignation to their supervisor at least two full weeks prior to their last intended day of work. Employees who fail to provide two weeks' written notice may forfeit unused vacation and other benefits, as determined by the Archdiocese. Resigning employees may be invited to have an exit interview with Human Resources to discuss benefit options and other matters. If the Archdiocese dismisses an employee, those eligible may use the appeals procedure described in this Handbook.

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.

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 Director, the employee may request a conference with the Director for review of the decision. This request must be made to the Director 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 Director shall meet with the employee and with the supervisor to review the decision to discharge the employee. The decision of the Director 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

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.

HARASSMENT INCLUDING SEXUAL HARASSMENT

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, director, 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 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.

The policy of the Archdiocese of St. Louis also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment based on an individual's other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, handicap or disability. 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.

All employees within the Archdiocese have the responsibility to make this anti-harassment policy effective. If an employee either experiences or notices any harassment of any type, he or she must immediately discuss it with the Director of the office or agency, a 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.

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.

After investigation, if the Archdiocese 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.

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, Director, or the Office of Human Resources. The possession of firearms or dangerous weapons on Archdiocesan premises is prohibited.

DATA AND COMMUNICATIONS NETWORK USAGE POLICIES

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 Archdiocesan 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.

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.

SMOKING

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

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.

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.

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 supervisors, directors, 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

PERFORMANCE STANDARDS

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 disciplinary 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.

1. Misrepresenting facts in obtaining employment, falsifying reports or records, or falsely claiming injury or illness;
2. Abuse, personal use, and/or diversion of Archdiocesan funds;
3. Failure to disclose or refusal to resolve conflicts preventing the achievement of a faith community;
4. Engaging publicly in conduct or expression which is contrary to the teachings of the Catholic Church or which advocates positions contrary to those teachings;
5. Violations of the conditions of employment;
6. Insubordination, refusal to obey the instructions of a supervisor or director;
7. Failure to meet the standards of job performance set by the Archdiocese;
8. Unauthorized use or possession of another's property;

9. Discrimination against or harassment as described in this handbook directed to another person;
10. Being under the influence of alcohol, illegal or unprescribed controlled substances, while on duty, or on the premises of the Archdiocese;
11. Possessing or using illegal or unprescribed controlled substances, while on duty or on the premises of the Archdiocese;
12. Unauthorized possession or use of alcohol while on duty or on the premises of the Archdiocese;
13. Committing any unlawful act during working hours or at any time on Archdiocesan premises or committing any unlawful act during non-working hours which affects job performance, relationships to the Archdiocese or fellow employees, or which reflects poorly on the image or reputation of the Archdiocese;
14. Fighting, threatening, or inflicting injury to one's self or any other person, during working hours, or on the Archdiocesan premises;
15. Abuse of Archdiocesan property, records, information, tools, equipment or materials;
16. Child abuse;
17. Physical or verbal abuse of clients, visitors or co-workers during working hours or while on Archdiocesan premises;
18. Improper or unauthorized use or misuse of Archdiocesan communications services and equipment;
19. Unauthorized absences or tardiness;
20. Dress or grooming inconsistent with professionalism or the nature of the job performed;
21. Possession of firearms or dangerous weapons on Archdiocesan premises or during working hours.

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.

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. They also may contact the Archdiocesan Employee Assistance Program for assistance. If the conflict involves their supervisor, they should approach the next level of supervision. If the conflict involves their Director, they should approach the Office of Human Resources for assistance.

PERFORMANCE APPRAISAL

Performance evaluation is a continuous process with management periodically formally reviewing each employee's performance in writing. At this time the supervisor will review and discuss the employee's progress. 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.

Each employee will receive a performance appraisal annually at the end of each fiscal year.

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.

BENEFITS

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

This handbook includes only a general outline of the benefits available. Information concerning each plan may be found in the appropriate summary plan description available through the Archdiocesan Office of Human Resources or on the Archdiocesan website listed below. 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.

The following sections highlight features of the Archdiocesan benefits programs. Complete information can be found in the Summary Plan Descriptions (SPD) for each plan. 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.

BENEFIT SUMMARY PLAN DESCRIPTIONS

You may obtain comprehensive information, including benefit plan documents and forms by using the Archdiocesan benefits website, archstl.org/hrbenefits. Click on the link for “*Archdiocesan Employee Benefits*”.

On our website access your benefits information and much more, including the following:

- Medical Summary Plan Description
- Dental Summary Plan Description
- Basic Life and AD&D Insurance Plan Description
- Voluntary Life Insurance Plan Description
- Retirement Plan Summary Plan Description
- Flexible Spending Account Plan Description
- Long Term Disability Plan (LTD) Description
- Employee Assistance Plan (EAP) Description

If you have questions, please contact Office of Human Resources at 314-792-7546 or email at benefits@archstl.org.

Employee Benefit Eligibility Threshold and Waiting Periods

Benefit	Eligibility	Wait Period
Medical/Dental/Rx	1000 hours annually or more	Date of hire
Basic Life and AD&D Insurance	1000 hours annually or more	Date of hire
Voluntary Life Insurance	1000 hours annually or more	Date of hire
Long Term Disability Insurance (LTD)	1000 hours annually or more	1 st of the month after 90 days of employment
Retirement Plan (403b) <ul style="list-style-type: none"> • Employer Contributions • Employee Contributions 	1000 hours annually or more No minimum hours required	1 st of the month after one year of employment Date of hire
Employee Assistance Plan (EAP)	1000 hours annually or more	Date of hire
Flexible Spending Account (FSA)	1000 hours annually or more	Date of hire
Adoption Assistance Program	1000 hours annually or more	1 st of the month after one year of employment

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 voluntary 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.

• **HEALTH INSURANCE PLAN**

All regular employees who are expected to work a minimum of 1,000 hours annually are eligible to participate in an Archdiocesan Health 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 application is made within 31 days of eligibility, coverage is effective the 1st date of employment. 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 days of hire or status change.

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

- PRESCRIPTION
- DENTAL

Coverage ends on the last day of employment. Continuation of Coverage may be elected when an employee or dependent ceases to be eligible for participation in the employee’s Health Insurance Plan. If eligible, a terminated employee may enroll in the Continuation of Coverage Health Insurance Plan at their own expense.

An employee’s contribution for health insurance is payroll deducted on a pre-tax basis, unless the employee requests an after-tax basis and renews that request each year.

The classification of an employee determines the employee’s contribution for health insurance premiums. The following table is a description of the classifications for employees. Refer to the Archdiocese HRBenefits website at archstl.org/hrbenefits for the current employer/employee contributions of the monthly premium.

<u>Health Insurance Classifications of Employees</u>			
	Full-Time	Part- Time	Not-Eligible
Employees who work 35 hours or more and regarded as regular full-time	X		
Employees who work more than 1,000 hours but less than 1,820 hours annually (35 hours weekly) and are regarded as regular part-time		X	
Employees who work less than 1,000 hours annually			X

- **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.

Benefit eligible lay and deacon employees, who work at least 1,000 hours per year receive this life insurance benefit.

- **VOLUNTARY LIFE INSURANCE**

The Archdiocese offers interested eligible employees a Voluntary Term Life Insurance Plan.

Regular employees who work a minimum of 1,000 hours annually may purchase supplemental life insurance benefits. The employee pays the entire premium after taxes. 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" to be approved by the insurance carrier first.

- **LONG TERM DISABILITY INSURANCE**

The Archdiocese provides Long Term Disability Insurance coverage, 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 completes the eligibility period as defined by the Plan, the employee is eligible thereafter for the employer contribution regardless of the number of hours worked. An employee who is rehired with an entity participating in the Plan with more than a five (5) year break in service must complete the eligibility requirements before being qualified for the employer contribution.

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.

- **ADOPTION ASSISTANCE PROGRAM**

The Archdiocese of St. Louis offers financial assistance to eligible employees who adopt an eligible child. The international or domestic adoption would be processed through Good Shepherd Children and Family Services, an agency of Catholic Charities of St. Louis. An employee must work at least 1,000 hours per year and have been employed for at least one year to be eligible.

- **EMPLOYEE ASSISTANCE PLAN (EAP)**

An employee who works 1,000 hours or more per year and eligible dependents may access the services of the Archdiocesan Employee Assistance Plan. 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)**

An employee who works 1,000 hours a year or more may enroll in the Archdiocese of St. Louis Flexible Spending Account. The plan permits employees to make pre-tax deductions for qualified expenses for health care and/or dependent care expenses. The Dependent Care Plan lets employees pay for eligible child or adult day care expenses. Contributions are deducted pre-tax from their pay. 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, with contributions deducted pre-tax from their pay. Enrollment in the plan is for the fiscal year – July 1 through June 30. Participants must re-enroll annually during the open enrollment period using Employee Self-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 Director will determine the suitability of the opportunity and what amount, if any, will be paid by the Archdiocese.

SOCIAL SECURITY AND MEDICARE

The Federal Insurance Contribution Act (FICA) tax imposed by the federal government on both employees and employers to fund Social Security and Medicare – federal programs that provide benefits for retirees, the disabled, and children of deceased workers. Social security benefits include old age, survivors and disability insurance. Medicare provides hospital insurance benefits.

All Archdiocesan entities participate in the Social Security and Medicare systems. Payroll deductions are made to cover the employee's share of the taxes for these systems, and the Archdiocese contributes a like amount. These amounts are determined each year by the Social Security Administration.

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.

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.

TIME OFF POLICIES

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, July 1 through June 30.

New Employees: New hires start off with a prorated balance of vacation time to use the first of the month following their date of hire.

Full-time: For regular, full-time employees, working thirty-five (35) hours or more per week, refer to the chart below to determine the amount of vacation time available during the first fiscal year of employment.

Example: If you're hired in October, you will be eligible for six (6) vacation days to use between November 1 and June 30.

FIRST FISCAL YEAR OF EMPLOYMENT <i>(full-time status working 35 or more hours per week)</i>	
Month Hired	Number of Vacation Days
July	1
August	1
September	1
October	1
November	1
December	0 <i>(no time earned this month)</i>
January	1
February	1
March	1
April	1
May	1
June	0 <i>(no time earned this month)</i>

Part-time: For regular, part-time employees, take the total projected number of hours for the fiscal year and then reference the part-time accrual schedule under the 0-4 year column (next page). Take eligible vacation hours, divide by 10 and then multiply times the months remaining in the fiscal year to determine the hours the employee is eligible for the balance of the current fiscal year.

Example: If you're hired in October to work 20 hours per week, then your projected fiscal year hours would be 1040 (20 hrs x 52 weeks). This amount on the accrual schedule makes you eligible for 40 vacation hours per fiscal year. Divide 40 by 10 to determine the monthly accrual amount which equals 4 hours. Take the 4 hours times 6 months which equals 24 hours of eligible vacation to use between November 1 and June 30.

Fiscal Year Renewal: Each July 1, employees receive a new vacation balance which is based upon full-time or part-time classification and years of service. Please refer to the full-time and part-time accrual schedules below to determine the amount of vacation time an employee is eligible for each fiscal year.

VACATION DAYS ACCRUAL SCHEDULE <i>(full-time employees working 35 or more hours per week)</i>			
Years of Service Completed in Prior Fiscal Year	0 – 4	5 – 9	10+
Number of Vacation Days	10	15	20

Example-Accrual Level Change: If you're hired in October 2010 completing 5 years of employment in October 2015, you are eligible for 15 vacation days effective July 1, 2016. When you complete 10 years of employment in October 2020, you are eligible for 20 vacation days effective July 1, 2021.

VACATION HOURS ACCRUAL SCHEDULE <i>(part-time employees working less than 35 hours per week)</i>			
	Years of Service Completed in Prior Fiscal Year		
	0 – 4	5 – 9	10+
Total Hours Worked Per Fiscal Year			
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 – 1820	72	108	144

Please note: Unused vacation time may not be carried over to the next fiscal year and is forfeited after June 30. At no time will vacation 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.

SICK TIME

This benefit allows employees to receive paid time off if he/she is unable to work due to a personal illness or illness of an immediate family member for whom they are responsible. Employees may use sick time the first of the month following date of hire. The amount of sick time available is based upon the month the employee is hired during their first fiscal year of employment. Part-time and full-time employees may carry over unused sick time from year to year up to a maximum of 120 days.

Absences should be reported in accordance with the Absence/Tardiness policy. The Archdiocese may request written verification of the illness by a health care professional. Any sick time taken under this policy shall run concurrent with the leave granted under the Family and Medical Leave Act, if applicable, and shall not be in addition to leave granted under that Act.

New Employees: New hires start off with a prorated balance of sick time to use the first of the month following their date of hire.

Full-time: For regular, full-time employees, working thirty-five (35) hours or more per week, refer to the accrual schedule below to determine the amount of sick time during the first fiscal year of employment.

Example: If you're hired in October you will be eligible for six (6) sick days to use between November 1 and June 30.

FIRST FISCAL YEAR OF EMPLOYMENT <i>(full-time status working 35 or more hours per week)</i>	
Month Hired	Number of Sick Days
July	1
August	1
September	1
October	1
November	1
December	0 <i>(no time earned this month)</i>
January	1
February	1
March	1
April	1
May	1
June	0 <i>(no time earned this month)</i>

Part-time: For regular, part-time employees, take the total projected number of hours for the fiscal year and then reference the part-time accrual schedule chart below. Take eligible sick hours, divide by 10 and then multiply times the months remaining in the fiscal year to determine the hours the employee is eligible for the balance of the current fiscal year.

Example: If you're hired in October to work 20 hours per week, then your projected fiscal year hours would be 1040 (20 hrs x 52 weeks). This amount on the accrual schedule makes you eligible for 40 sick hours per fiscal year. Divide 40 by 10 to determine the monthly accrual amount which equals 4 hours. Take the 4 hours times 6 months which equals 24 hours eligible sick to use between November 1 and June 30.

Fiscal Year Renewal: Each July 1, employees receive an updated sick balance. Please refer to the full-time and part-time accrual schedules below to determine the amount of sick time an employee is eligible for each fiscal year.

SICK DAYS ACCRUAL SCHEDULE <i>(full-time status working 35 or more hours per week)</i>	
Number of Sick Days per Fiscal Year	10

SICK HOURS ACCRUAL SCHEDULE <i>(part-time status working less than 35 hours per week)</i>	
Total Hours Worked per Fiscal Year	Number of Sick Hours per Fiscal Year
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 – 1820	72

Please note: Unused, accrued sick time is not paid out upon termination of employment.

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.

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.

Observed Holidays and Holy Days:

<i>Holidays</i>	<i>Holy Days</i>
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.

Directors 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.

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 entity of the Archdiocese for at least twelve (12) months, and (b) have worked for at least 1,000 hours in the previous twelve (12) months, for birth of a child or adoption by the employee or the employee's spouse, a total of twenty (20) days paid leave will be provided to each employee each fiscal year (July 1 - June 30). This paid leave will not come out of current plan year vacation or sick days and will be provided first and automatically to any qualified employee. This policy applies to all qualified employees, men or women.

Please note that 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. The twenty (20) paid days begins with the birth of the child or adoption event.

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.

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 Director 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.

FAMILY AND MEDICAL LEAVE (FMLA)

The Archdiocese of St. Louis complies with the Family and Medical Leave Act of 1993 (FMLA). The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees eligible for

FMLA are those who have been employed for at least 12 months and have worked at least 1,250 hours during the previous 12-month period.

An eligible employee may take twelve (12) workweeks of unpaid leave in a 12-month period for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying urgent absence during the period an employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

Military Caregiver Service Leave which allows:

Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

An eligible employee may be entitled to up to twelve (12) workweeks of unpaid leave within a 12-month period without loss of seniority or benefits. The FMLA year is a "rolling" 12-month period measured backward from the day an employee begins using FMLA leave. In other words, the amount of FMLA leave available to an employee is reduced by the amount used over the past 12 months. An employee who voluntarily fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken under this policy and leave for any other reason which would qualify under FMLA, e.g., worker's compensation leave, sick leave, vacation, parental leave, personal leave, will be counted against the employee's leave entitlement under FMLA.

During a family or medical leave provided under this policy, an employee shall exhaust all accrued sick leave or parental leave, if either are applicable, and vacation before continuing such leave on an unpaid basis. FMLA runs concurrent with any such other leave.

If an employee takes a leave of absence because of a serious health condition of the employee or the employee's family member, the employee must submit to HR or their supervisor written certification from a health care provider of the serious health condition. Failure to provide such certification in a timely manner may result in denial or delay of approved leave. The Archdiocese reserves the right to require that the employee receive a second (and possibly a third) opinion from another health care provider (at the Archdiocese's expense) certifying the serious health condition of the employee or the employee's family member. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the essential functions of his or her position. For leave to care for a seriously ill family member, the certification must include an estimate of the amount of time that the employee is needed to provide care. The Archdiocese reserves the right to require that an

employee provide the Archdiocese with recertification of the medical condition for which leave is being taken.

Before returning to work, an employee who is on a leave of absence as a result of his or her own serious health condition must submit written certification from their health care provider that the employee is able to return to work with or without restrictions. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the Archdiocese may also periodically inquire as to the employee's intent to return to work or, in the case of intermittent or reduced schedule leave, of the employee's intent to return to his/her regular work schedule. In addition, it is the employee's responsibility to update his or her Director of his/her status and intended return to work date or return to a regular schedule.

Leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis, the employee must submit medical certification, as discussed above and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. For certification for intermittent leave or leave on a reduced schedule for planned medical treatment, the certificate must state the dates in which such treatment is expected to be given and the duration of the treatment. The Archdiocese may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring period of leave.

During the employee's family or medical leave of absence, the Archdiocese will continue to provide health insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premium. While on paid leave, the Archdiocese will continue to make applicable payroll deductions for the employee's share of the premium(s). While on unpaid leave, the employee is responsible for making payments to cover the employee contribution. Such payments may be made prior to the leave or by the first day of each month of the leave and must be submitted directly to Human Resources. Failure to pay premiums in a timely manner may result in lapse of coverage.

Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits which accrued prior to the leave of absence. An employee who voluntarily does not return to work at the end of an authorized leave is subject to termination.

Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The Archdiocese will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

An employee who expects or anticipates taking a family or medical leave is required to notify his or her Director of the date of commencement and the expected duration of the leave at least 30

days in advance of the leave, or, if the need for the leave is not foreseeable, as soon as practicable. In cases where the need for leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should meet with HR to discuss proper documentation and certification. An employee who is absent for more than three consecutive scheduled workdays must request a parental or personal leave of absence or a Family and Medical Leave Act Leave of Absence. The Archdiocese will then determine the applicability of the leave pursuant to the Family and Medical Leave policy or other leave of absence policy.

Any employee who anticipates the possibility of taking family or medical leave, or has any questions about the application of this policy to his/her particular situation should contact Human Resources.

MILITARY ENTITLEMENTS UNDER FMLA

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 workweeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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.

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.

ADDENDUM #1	
Page	Notable Revisions in the 2017 Employee Handbook
i +	Table of Contents – updated to reflect new sections and page revisions.
1-2	List of Offices and Agencies – updated to reflect current organizations/departments.
4	Witness Statement – revised to reflect current expectations.
6	Safe Environment Program Compliance – revised 4 th paragraph noting that fingerprints may be required in some cases for background screenings.
9	Equal Employment Opportunity notice – updated to reflect current law and terminology.
13	Safe Harbor Policy – new policy added referencing steps to take for improper deductions from pay.
14	Absences/Tardiness – added 2 nd paragraph noting it’s the responsibility of the employee and supervisor to track the employee’s absences/time away from work.
14	Internal Transfer Policy – new policy added.
15	Separation From Employment – removed sentence in 1 st paragraph – “The letter of resignation should include reasons for leaving.”
16	Harassment Including Sexual Harassment – Added wording to 2 nd paragraph at the end of the 1 st sentence - “which are not in conflict with the teachings of the Catholic Church.”
17	Weapons Policy – new policy added.
19	Mobile Device/Cell Phone Use – new policy added which is applicable during work hours or while conducting Archdiocesan business.
20	Inspections – removed wording from 3 rd paragraph - “where there is a reasonable suspicion of theft, criminal activity, fraud, embezzlement, risk of harm or danger to any person or a serious violation of policies.”
22	Whistleblower Policy – new policy added.
23	Performance Appraisal – revised 2 nd paragraph noting performance appraisals will be completed annually at the end of each fiscal year. Revised 3 rd paragraph noting an employee may have a copy of his/her appraisal upon request.
24	Benefits section updated and reorganized. Specific changes:
24	- Added new Basic Life and AD&D benefit under Benefit Summary Plan Descriptions section.
25	- Replaced Benefit Eligibility and Premium Contribution chart with a more current chart reflecting eligibility and waiting periods.
26	- Removed Life and AD&D benefit included with the health plan.
27	- Added section for new Basic Life and AD&D benefit offered to full-time and part-time employees regardless of health insurance enrollment.
27	- Revised 2 nd paragraph under Voluntary Life Insurance noting requirement to submit “evidence of insurability” to be approved after 31 day enrollment

Page	<p style="text-align: center;">ADDENDUM #1 Notable Revisions in the 2017 Employee Handbook</p>
<p>27</p> <p>28</p>	<p>window.</p> <ul style="list-style-type: none"> - Revised 1st paragraph under Retirement Plan 403(b) to clarify participation in this benefit is available upon hire or at any time during employment. - Revised last sentence of Employee Assistance Plan (EAP) section regarding charges for services.
<p>29</p>	<p>Unemployment Insurance Notice – language revised for better clarification.</p>
<p>30</p> <p>30</p> <p>31</p> <p>31</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p>	<p>Time Off Policies section updated and reorganized. Specific changes:</p> <p><u>VACATION</u></p> <ul style="list-style-type: none"> - Added chart for determining a new employee’s first fiscal year vacation amount. Examples included for full-time and part-time employees. - Added chart for determining vacation renewal at the beginning of every fiscal year. - Clarified years of service columns in vacation accrual charts to reflect a more accurate time frame for when an employee should move to the next level on the accrual schedule. - Added example to show an accrual level change. <p><u>SICK TIME</u></p> <ul style="list-style-type: none"> - Added chart for determining a new employee’s first fiscal year sick time amount. Examples included for full-time and part-time employees. - Added chart for determining sick time renewal at the beginning of every fiscal year. <p><u>HOLIDAYS/HOLY DAYS</u></p> <ul style="list-style-type: none"> - Revised 4th paragraph noting pay for part-time employees should be based upon the employee’s typical workday hours.
<p>35</p>	<p>Parental Leave for Birth of a Child or Adoption – last sentence of 2nd paragraph revised to clarify that this paid leave begins with the birth or adoption event.</p>
<p>35-38</p>	<p>Family and Medical Leave (FMLA) policy – updated to reflect current law and terminology.</p>
<p>38</p>	<p>Jury Duty – added the requirement to provide a copy of the jury summons to HR.</p>

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

I acknowledge that I have received a copy of the Archdiocese of St. Louis Employee Handbook dated 2017. 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, I understand that my employment is not for a specified term 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. 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

Date

Employee's Name (Printed)

Please sign and date this page from the Handbook and return it to Human Resources so it may be placed in your personnel 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.