

Roman Catholic Diocese of Boise

Personnel Policies Diocesan Parishes & Schools



**Revised July 1, 2014
(updates in red)**

**This document updates the Personnel Policies for Diocesan Parishes and Schools
Promulgated: January 1, 2004
Last Revised: August 7, 2012**

DIOCESAN VISION STATEMENT

The Catholic People of God in Idaho are called to be a faithful servant community. Spirit filled and directed, nourished by the Sacraments, we are challenged to hear, live and proclaim fully the Gospel of Jesus Christ.

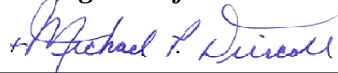
DIOCESAN MISSION STATEMENT

United with our Bishop and in communion with the universal church, we the People of God in Idaho are called to build up the Kingdom of God by:

- *Proclaiming the presence of God in Word and Sacrament.*
- *Calling each other to conversion and to joyful sharing of the Good News by word and deed.*
- *Nurturing and supporting vital faith communities.*
- *Being a prophetic voice which affirms the good values of society and challenges what is destructive.*
- *Discovering, celebrating and integrating the gifts of each individual, community and culture.*
- *Recognizing and responding to those in need.*

Employees of the Diocese of Boise are called to live the vision and mission of the Diocese by working in collaboration with pastoral leaders to further that vision and mission. These policies help guide the mission of the Diocese as employer, and the ministry of employees who serve the Church.

In promulgating these policies, I recognize the unique nature of the relationship between the Church as employer and its ministers as employees. I honor, value and respect the great work that is accomplished through the commitment of each employee. I am committed to assuring a fair and just employment relationship, including resolution of all issues that might arise in the relationship between employer and employee. I also recognize the need for flexibility in carrying out the ministry of the Church, consistent with the realities of each situation. Part of assuring a fair and just workplace is the task of communicating expectations to employees, and these guidelines are intended to be one form of such communication. These policies should be interpreted in light of our goals of collaborative ministry among a faithful servant community. I am grateful for the service of all of our Diocesan employees, and have tremendous respect for the value they bring to my ministry and the ministry of the Church of Idaho. These policies will help us to work together to build up the Kingdom of God.



Bishop Michael Driscoll

Application of Diocesan Policies for Parishes and Schools

These policies govern the relationship between the Diocese of Boise and parish/school employees. They do not constitute contract status between employees and the Diocese of Boise. Under certain circumstances, the pastor or building principal may determine that a different policy would be more appropriate for that location. In those circumstances, a written request must be submitted to the Diocesan Director of Human Resources. If a different policy is adopted for a location, that policy must be in writing and receive the written approval of the Diocesan Director of Human Resources.

In addition, locations may choose to implement additional policies on topics that are not covered in these policies. Any questions about appropriate policies governing personnel issues should be directed to the Diocesan Director of Human Resources for his/her written approval. Once a written policy is adopted, copies must be provided to each employee, and a written acknowledgement must be obtained from the employee. The practice of providing written policies and obtaining a written acknowledgement is the fairest way to assure that all employees are aware of the status of their employment relationship with the Church.

Questions regarding the implementation of policies at the parish or school level can be addressed to the Diocesan Director of Human Resources.

TABLE OF CONTENTS

INTRODUCTION.....	7
Statement of Philosophy	7
SECTION ONE: EMPLOYMENT PRACTICES.....	8
Equal Employment Policy	8
At Will Employment.....	8
Reservation of Right to Amend Guidelines	8
Administration of these Policies	8
SECTION TWO: HIRING PRACTICES.....	9
Recruitment and Hiring.....	9
Immigration Reform and Control Act.....	9
Employment of Relatives.....	9
Applicability of Policies to Clergy/Religious.....	9
SECTION THREE: CLASSIFICATION OF PERSONNEL.....	10
Introductory Employees.....	10
Regular Full-Time Employees.....	10
Regular Part-Time Employees.....	10
Other Part-Time Employees	10
Temporary Employees	10
Employees Under Contract.....	11
SECTION FOUR: COMPENSATION PRACTICES.....	11
Position Classification for Purposes of Overtime Pay	11
Nonexempt employees.....	12
Exempt employees	12
Pay Period	12
Deductions	12
Garnishments	12
Reimbursements.....	13
Compensatory Time	13
SECTION FIVE: EMPLOYMENT RULES.....	14
Attendance	14
Work Hours.....	14
Lunch & Rest Periods	14
Personal Appearance.....	14

Confidentiality/Nondisclosure	14
Personal Telephone Calls.....	15
Personal Visitors	15
Outside Employment	15
Solicitation and Distribution Policy.....	15
Personal Property	15
E-mail and Computer Policy.....	15
Safety and Health.....	17
Injury on the Job	17
Drug and Alcohol Use	17
Prohibition Against Sexual Harassment	17
Harassment Based on Other Prohibited Behavior	18
Sexual Misconduct.....	18
SECTION SIX: EMPLOYMENT BENEFITS.....	18
Holidays	18
Vacation	19
Group Medical, Dental and Vision Insurance.....	20
Lay Employee Pension Plan	21
Life Insurance	21
Long Term Disability Insurance	21
Leaves of Absence	21
SECTION SEVEN: PERSONNEL RECORDKEEPING.....	25
Access to Clergy and Employee Personnel Records	25
Confidentiality of Personnel Information	26
SECTION EIGHT: PERFORMANCE.....	27
Performance Evaluations	27
References/Employee Information Requests.....	27
SECTION NINE: CONFLICTS IN THE WORKPLACE	27
Informal Conflict Resolution Procedure.....	27
SECTION TEN: DISCIPLINE.....	29
Disciplinary Action.....	29
SECTION ELEVEN: TERMINATION	30
Reduction in Workforce.....	30
Resignation	31

Termination of Employment.....	31
Exit Interview.....	31
Forfeiture Clause.....	31
SECTION TWELVE: POLICY DEVELOPMENT.....	31
New and Revised Policies.....	31
FORMS	32
Policy Recommendation Form	33
ATTACHMENTS	34
A - 403(b)/403(b) (7) Plan	35
B - Available 403(b) (7) Vendors	36
C - Cafeteria Plan.....	37
D - Lay Pension Plan	38
E - Health Benefit Plan	39
F - Life Insurance/Long Term Disability.....	40
G - Flexible Spending Accounts	41
H - Supplementary Health Insurance.....	42
I - Unemployment Benefits.....	43
J - Employee Acknowledgment.....	45

PERSONNEL POLICIES

ROMAN CATHOLIC DIOCESE OF BOISE

As each one has received a gift, use it to serve one another as good stewards of God's varied grace.
(1 Peter, 4:10)

INTRODUCTION

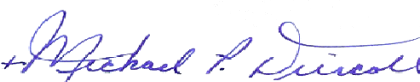
In Catholic tradition, work is more than just a way to make a living. It is one of the ways that people express themselves and contribute to the common good. Providing a just and fair workplace is one way that the Church, as an employer, can affirm the dignity of each worker and make a contribution to the common good. Among the elements of a just and fair workplace are: fair wages, adequate benefits, safe and decent working conditions, the right to participate in decisions which affect one's work, as well as opportunities for advancement, learning, and growth. Providing a just and fair workplace is part of management's responsibility to ensure that church policies and procedures are consistent with the teachings of the Catholic Church.

In their work . . . [the] laity discover both meaning and a sense of mission, relating their work to their spiritual life. Their work paths, no matter how diverse, often help them to move beyond self-absorption toward active caring for others.

Called and Gifted for the Third Millennium, USCCB.

These Personnel Policies are intended to represent a broader vision of church as employer, that is consistent with our Catholic teaching and tradition. The policies represent current policies and procedures of the Diocese of Boise. These policies are designed to acquaint the employee with the Diocese of Boise as employer and to help the employee effectively and efficiently operate within established policies. The policies are approved by the Bishop, and only the Bishop has the discretion to depart from these policies when the particular facts and circumstances warrant such a departure. Supervisors cannot make promises that are inconsistent with the policies adopted by the Bishop or the teachings of the Catholic Church. These policies do not create an expressed or implied contract of employment or a promise of continued employment under civil law. Each employee will receive a copy of these guidelines and sign the form (Attachment J) certifying that they have received them, to assure that each employee is fully informed about policies that affect their employment.

Statement of Philosophy: The Diocese of Boise strives to recognize each employee as an individual who is a uniquely gifted steward of God's grace and has been called to shared ministry. The diocese and all its employees shall make every effort to integrate pastoral, legal and management needs within the context of the ministry of the Gospel. It is the expectation that all employees adhere to the teachings of the Catholic Church.

Approved: 
Most Reverend Michael P. Driscoll, MSW, DD
Roman Catholic Bishop of Boise

SECTION ONE: EMPLOYMENT PRACTICES

1.0 Equal Employment Policy

The Diocese of Boise promotes equal opportunity in all employment decisions regardless of race, national origin, gender, disability, age or other criteria protected by federal or state law. The diocese reserves the right to be the sole judge of merit, competence and qualifications, consistent with the law. The diocese also reserves the right to favor Catholic applicants and employees in employment decisions which have a direct bearing upon the pastoral mission of the church. Our equal employment policy reflects the broader vision of diversity embodied in statements from the United States Conference of Catholic Bishops, such as: “We welcome qualified individuals with disabilities to professional service in the Church,” *Welcome and Justice for Persons with Disabilities, USCCB, Nov. 1998*, and “the presence of brothers and sisters from different cultures should be celebrated as a gift to the Church. . .” *Welcoming the Stranger Among Us: Unity in Diversity, USCCB, Nov. 2002*.

1.1 At Will Employment

Employment with the Diocese of Boise is “at will”, unless otherwise specified in a written contract signed by the Bishop or his designee. “At will” employment means that employees are free to leave at any time for any reason, with or without notice, or the Diocese may choose to end an employee’s service at any time, for any reason without advance notice. There is no promise that employment will continue for any specified period of time.

In certain limited circumstances, an individual may be offered a written employment contract with the Diocese for a specified period of time. Such contracts may contain certain exceptions to the policies outlined in this section. All such contracts must be in writing and signed by the Bishop or his designee. When an employee is working under the terms of such a contract, these policies govern the employment relationship to the extent they are not inconsistent with the contract. In addition, if a proposed written contract is not signed as indicated above, these policies govern the relationship.

1.2 Reservation of Right to Amend Guidelines

Because the Diocese of Boise is a growing and changing organization, it reserves the right to add, modify or delete provisions of these Personnel Policies or benefit programs described at any time. These Personnel Policies may be amended at any time by the Bishop. The policies supersede all inconsistent written and oral representations.

1.3 Administration of These Policies

The Bishop has the responsibility for the administration of the policies contained in this manual, and is responsible for the ultimate interpretation of the policies. The Bishop may delegate administration of the policies at his discretion.

SECTION TWO: HIRING PRACTICES

2.1 Recruitment and Hiring

Pastors, parish life directors, administrators and principals must conduct all recruitment and hiring functions in compliance with federal and state law and Diocesan guidelines. Questions about appropriate recruitment and hiring procedures, including the appropriate announcement of position openings, receipt and screening of applications, reference checks, and the interviewing process can be directed to the Director of Human Resources. Upon request, the Director of Human Resources will work in collaboration with parishes and schools to assure that all hiring practices are in compliance with the law and applicable guidelines.

2.2 Immigration Reform and Control Act

In compliance with federal immigration laws, the Diocese of Boise only hires workers who are and continue to be eligible to work in the United States. As a condition of employment, all employees are required to document this eligibility by completing the Employment Eligibility Verification form (I-9).

2.3 Employment of Relatives

For purposes of this policy, a “relative” includes spouse, parent, grandparent, child, sibling, in-law and step relationship. Relatives of current employees will be considered for employment with other qualified applications when vacancies occur. However, employees’ relatives are disqualified from employment if there are potential problems of supervision, safety, security, morale, or conflicts of interest. In order to prevent problems with supervision and morale, an employee may not supervise, monitor and/or audit the work of his/her relative.

2.4 Applicability of Policies to Clergy/Religious

Because of the unique canonical relationship between priests, deacons and the diocese, priests and deacons are not technically considered employees. Priests are governed by separate policies governing priest personnel, and deacons are governed by separate deacon personnel policies. Deacons who are employed in a specific employment position by the Diocese, other than their diaconal ministry, are governed by these policies to the extent that these policies are not inconsistent with the deacon personnel policies and the Code of Canon Law. Employees who are members of a religious community may also be governed by a written compensation and benefits contract between the Diocese and the religious community. That written contract governs compensation and benefits, but the remainder of these policies are applicable to religious employed by the Diocese.

SECTION THREE: CLASSIFICATION OF PERSONNEL

3.1 Introductory Employees

All new regular full-time and part-time employees and/or those transferred or promoted to a new position are subject to an introductory period of 90 calendar days. Some positions may require a longer introductory period due to the nature of the responsibilities involved, and the parish or school leader has the discretion to extend an introductory period for any appropriate length of time.

The purpose of the introductory period is to assess the employee's performance and ability to perform the position requirements. It also enables both the employee and supervisor to determine whether continued employment is desired. At the conclusion of the first 90 day period, an evaluation of the employee's performance in the position should be conducted, and a decision made as to the viability of the employee continuing in the position. Employees remain at will employees during their introductory period regardless of length.

3.2 Regular Full-Time Employees

Regular full-time employees are scheduled to work 35 or more hours per week, have satisfactorily completed the introductory period, and are eligible for all applicable employee benefits.

3.3 Regular Part-Time Employees

Regular part-time employees are scheduled to work at least 20 hours but fewer than 35 hours per week, and have satisfactorily completed the introductory period. Regular part-time employees are entitled to applicable benefits according to plan provisions, but must work at least 30 hours per week to be eligible for medical, dental, vision and other benefits. More information is available through the Finance Department.

3.4 Other Part-Time Employees

Part-time employees who work fewer than 20 hours per week or who do not work on a regular, on-going basis are eligible only for those benefits required by law, such as workers compensation or social security.

3.5 Temporary Employees

Temporary employees are normally hired to work for a specific period to fill in for an absent employee, to perform a specific short-term task or project, or to assist in a heavy workload situation.

Temporary employees are not eligible for benefits except as required by law. If a temporary employee works through a contract with a temporary agency, the agency bears full responsibility for all benefits, including those required by law.

The hire date of temporary employees subsequently hired on a regular basis is the date they actually begin continuous work as a regular part-time or full-time employee of the Diocese.

3.6 Contract Employees

The Bishop may negotiate a written contract with particular employees. No written contracts may be entered into without the consent of the Bishop. When a written contract is negotiated, and signed by both the employee and the Bishop or his designee, the provisions of the written contract apply to the extent they are inconsistent with these policies. Provisions of these policies which are not inconsistent with the written contract apply to contract employees. In the school setting, contracts are generally provided to certified personnel. Those contracts are not valid unless signed by the bishop or his designee.

SECTION FOUR: COMPENSATION PRACTICES

4.1 Position Classification for Purposes of Overtime Pay

Wages, hours and working conditions are governed by state and federal laws. Laws governing overtime pay establish two types of exemption status: nonexempt and exempt.

“Nonexempt” employees are those subject to overtime provisions of federal law. An employee is nonexempt when the following criteria exist:

- (1) if their primary duty is not management of the organization or directly related to management policies or general operations;
- (2) they do not supervise other employees;
- (3) they do not have the authority to hire and fire other employees; and
- (4) there is not a customary or regular exercise of discretion and independent judgment on significant matters.

Where parishes or schools have questions about the exempt or nonexempt status of each position, the Director of Human Resources should be consulted. All parishes and schools should make every effort to assure that the appropriate exemption status is assigned.

“Exempt” employees are exempt from overtime provisions. An employee is exempt if the duties they perform are executive, administrative or professional in nature and the following criteria exist:

- (1) their primary duty is management or directly related to management policies or general operations;
- (2) they supervise other employees; and
- (3) they regularly exercise independent discretion and judgment.

4.2 Nonexempt Employees

Nonexempt employees are entitled to premium pay (time and one half) for any hours worked over 40 hours in a single work week. Before overtime is worked, prior written approval must be obtained from the supervisor. A flexible schedule can be used to maintain a workweek of not more than 40 hours, so long as time off is provided within the same work week.

4.3 Exempt Employees

Exempt employees are not subject to the minimum wage and overtime provisions of the law, and are not entitled to overtime pay. Nevertheless, for purposes of morale and employee health, care should be taken to moderate the amount of time exempt employees work.

4.4 Pay Period

Employees are normally paid once a month. Employees are paid for work performed up to and including the last day of each month. Payday is the first business day of each month following the work performed. When payday falls on weekends or holidays, pay will be issued on the work day immediately following the holiday or weekend.

If employees are absent on payday, their checks will be held for their return unless arrangements are made for the check to be mailed. The automatic deposit process is available.

It is the responsibility of each employee to keep a current address on file in the Finance Department. All payroll checks are accompanied by a statement of current earnings and deductions.

4.5 Deductions

Compulsory and voluntary deductions will be made from paychecks each pay period and are itemized on the paycheck stub. The standard compulsory deductions are federal and state income taxes and Social Security (FICA). Employees may also authorize voluntary deductions from their paychecks, such as medical/dental insurance, cafeteria plan deductions, direct deposit, etc. Such deductions will only be made if employees sign a written authorization for such deductions.

4.6 Garnishments

By law, when garnishments are submitted, the diocese must withhold garnishment amounts from an employee's paycheck according to an established formula. This information is kept confidential. Withholding will cease only upon notification from the submitting organization.

4.7 Reimbursements

4.7.1 Mileage: Use of one's personal automobile for parish or school business requires the explicit approval of the employee's immediate supervisor. Employees with supervisory approval may apply for reimbursement of expenses at a rate established by the Finance Department. Requests for reimbursements are to be submitted to the parish or school on a monthly basis and should show dates, destinations and distance driven with appropriate supporting documentation.

4.7.2 Insurance: Each person driving their personal vehicle for parish or school business must maintain appropriate automobile insurance, according to guidelines issued by the Diocesan Finance Department.

4.7.3 Expenses: Employees, who in the course of authorized business travel, incur expenses for meals, hotels, and airfare are expected to request reimbursements from their parish or school on a monthly basis providing all details and supporting evidence of any such expenditure. All expenditures must be a part of the appropriate approved budget and be approved by the immediate supervisor.

4.8 Compensatory Time

Compensatory time off in lieu of pay is not allowed.

4.8.1 Non-Exempt Employees: Compensatory time is not allowable under federal law for Non-Exempt employees. Any time worked in excess of the normal work week must be paid hour-for-hour at the employee's normal hourly rate. Any time worked in excess of 40 hours in one week must be paid at one and one half times the employee's normal hourly rate. In order to avoid overtime pay, a supervisor may adjust the work schedule of a Non-Exempt employee for a given week.

4.8.2 Exempt Employees: Exempt employees must often work other than the normal work day or work week due to the nature of their position. These employees are responsible for a body of work which may include extended hours, nights and weekends. When duties demand an extraordinary work schedule, a supervisor may allow an adjustment to the normal work day or week. There is no legal requirement or obligation to grant schedule adjustments for Exempt employees. A supervisor may choose to grant or deny requests for schedule adjustments at the supervisor's discretion. Time off under these circumstances should never be expected on an hour-for-hour basis. Exempt employees must ensure that any time taken off not interfere with completing their job duties or interrupt the normal functioning of their office.

SECTION FIVE: EMPLOYMENT RULES

5.0 Attendance

Good attendance and punctuality are important to employees and to the diocese. The diocese recognizes that sometimes there are legitimate reasons for absences and tardiness. However, poor attendance or tardiness may result in services being denied or may place undue hardship on fellow employees. Therefore, frequent or excessive absences or tardiness, without compelling reasons, could lead to discipline up to and including dismissal. If an employee must be absent or tardy, he or she must notify the supervisor as soon as possible.

5.1 Work Hours

Standard hours of work are determined by the pastor, parish life director, administrator or principal. Any changes to these work hours require approval of the supervisor. As a general rule, work hours should not be interrupted by personal or medical appointments.

5.2 Lunch and Rest Periods

Lunch and rest periods are intended to give employees a break from job responsibilities. Thus, breaks should be taken away from the work area. Nonexempt employees are not allowed to work during their lunch hours. Lunch breaks are not paid and do not constitute the paid work day. Employees who work fewer than six hours per day are not required to take a lunch break, if the supervisor agrees.

Two ten minute rest periods and a one hour lunch break are provided each day for nonexempt employees. Supervisors are responsible for scheduling these rest periods in mid-morning and mid-afternoon. Rest periods may not be used to take an extended lunch or to leave early.

Mass and prayer times may also be regularly scheduled, and employees may, at their discretion and using good judgment with respect to their work obligations, attend mass and prayer services.

5.3 Personal Appearance

All employees represent the Catholic Church and should therefore dress and groom accordingly. Employees must be neat and clean in appearance. Clothing must be appropriate for the individual employee's position. Employees should check with their supervisor/department director for clarification about what is appropriate appearance in the work area.

5.4 Confidentiality/Non-Disclosure

During the course of employment with the diocese, employees may gain knowledge of information which is deemed confidential in nature. Employees cannot disclose any confidential information, nor use it for personal gain or for purposes detrimental to the interest of the Diocese

of Boise, its parishes or schools, and/or its employees. Improper disclosure of confidential information may lead to disciplinary action, up to and including dismissal. Such confidential information may include but is not limited to: compensation data, parishioner or family lists or personal information, financial information, tribunal information, misconduct information, etc. See also Section 7.2.

5.5 Personal Telephone Calls

Parish and school telephones are available during work hours to communicate with the public and to conduct official business. Personal calls, when necessary, should be kept to a minimum and limited primarily to emergencies.

5.6 Personal Visitors

Employees should refrain from having personal visitors during work hours.

5.7 Outside Employment

Parish and school employees are not prohibited from employment outside regular working hours as long as they do not use their positions or relationships within the diocese to obtain that employment. This employment must not adversely affect the employees' work for the diocese, or present a conflict of interest.

5.8 Solicitation and Distribution Policy

The diocese prohibits outside persons as well as employees from making non-work related solicitations and/or distributing non-work related materials without prior authorization of the supervisor.

5.9 Personal Property

The diocese assumes no responsibility for personal property that may become damaged or stolen while on diocesan property.

5.10 E-Mail and Computer Policy

The Diocese of Boise respects the individual privacy of its employees. However, no right to privacy exists regarding an employee's work-related conduct or the use of diocesan-provided equipment or supplies.

5.10.1 Access to Computer System: The diocese has installed electronic mail (e-mail) and computer systems to facilitate work-related communications and store diocesan work-product. Although employees may have individual passwords to access these systems, the systems belong to the diocese and the contents of e-mail messages and computer files are accessible at all times by diocesan management for any diocesan

purpose. These systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems.

5.10.2 Computer Passwords: All system passwords and encryption keys must be available to parish and school leaders. Employees may not use passwords that are unknown to the parish or school leaders. Similarly, employees cannot install encryption programs without turning over the encryption keys to their supervisor or the Diocesan Director of Information Technology.

5.10.3 Ownership of Computer Records: All e-mail messages and computer files are diocesan records. The contents of e-mail messages and computer files, properly obtained for legitimate business purposes, may be disclosed within the diocese without employee permission. Backup copies of e-mail messages and computer files may be maintained and referenced for business and legal reasons.

5.10.4 Personal Use of Computer System: Because the diocese provides the e-mail and computer systems to employees to assist in job performance, they should be used for official diocesan business. Incidental and occasional personal use of the e-mail and computer systems is permitted but these messages and files will be treated the same as other messages and files. The diocese reserves the right to access and disclose as necessary all messages received, sent, or maintained with the use of its e-mail and computer systems, without regard to content.

5.10.5 Prohibited Use of Computer System: Because employees' personal messages and files can be accessed by diocesan, parish or school leaders without prior notice, the e-mail and/or computer systems should not be used to transmit or maintain personal or sensitive messages or files. Diocesan, parish or school e-mail should not be used for gossip, including personal information, for forwarding messages under circumstances likely to embarrass the sender or another recipient, or for emotional responses to work correspondence or situations. Employees should not use these systems for soliciting for commercial or similar, non-work related reasons.

Employees may not use diocesan e-mail or computer systems in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be harassment or disparagement of others based on their gender, race, age, national origin, disability or religious beliefs.

5.10.6 Prohibited Access to Computer Files: Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail and computer files.

5.11 Safety and Health

The safety and health of all employees is a vital concern to the diocese. Employees who believe their work environment is hazardous or unhealthy should report it immediately to their supervisor so that appropriate steps can be taken to address the situation. In addition, any accident resulting in an injury or illness, no matter how minor the injury may seem, must be reported immediately to the department director. All employees are expected to comply with safety rules and regulations.

5.12 Injury on the Job

Each employee is responsible for individual safety. Each employee is obligated to report promptly to their supervisor any accident or injury even if the injury does not appear to be serious. If the injured employee requires medical attention, the supervisor should arrange to send the employee to the nearest medical facility designated by the Finance Department.

In the event of an injury on the job, the supervisor must file the Employer's Report of Industrial Injury form within 5 days, whether or not the injury causes time lost from work or requires medical treatment. Contact the Finance Department for further details on how to report an injury.

5.13 Drug and Alcohol Use

It is the diocese's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner.

No employee may use, possess, distribute or sell, illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

5.14 Prohibition against Sexual Harassment

The Diocese of Boise strives to create a work environment where all persons treat each other with dignity, charity, and respect in accord with Christian principles and the social teachings of the church. Therefore, the diocese is committed to provide a work environment that is free from harassment in any form. Harassment on the basis of gender or sex, committed by any clergy, religious or lay employee, of any person working for the diocese is strictly prohibited. Diocesan policies implementing this prohibition are included in the separately promulgated Sexual Misconduct policies and incorporated here by reference, and all Diocesan employees are required to abide by those policies. Employees who feel that they are being subjected to unlawful harassment in violation of Diocesan policies should immediately notify their supervisor, or the Diocesan Director of Human Resources.

5.15 Harassment Based on Other Prohibited Behavior

Harassment occurs when an individual is subjected to treatment or a work environment that is hostile or intimidating because of the individual's race, color, national origin, disability, or age. Harassment can occur any time during work or during work-related business. Behavior prohibited by this policy includes all conduct similar to that described in the Harassment Policy above, where the behavior relates to these other protected classes. Employees who feel that they are being subjected to unlawful harassment in violation of this policy should immediately notify their supervisor or the Diocesan Director of Human Resources.

5.16 Sexual Misconduct

All employees, including clergy and religious, are required to abide by the Diocese of Boise Sexual Misconduct policies separately promulgated.

SECTION SIX: EMPLOYMENT BENEFITS

The diocese provides paid holidays, paid vacations, paid sick leave, and various types of paid and unpaid leaves of absence. A group medical/dental/vision care insurance program is offered to regular full-time and part-time employees who qualify. The following contains a brief review of the general nature of the benefits provided under diocesan plans. The descriptions provided in these Personnel Policies cannot change, alter, or amend the terms of the plan and you should consult the applicable provider of the benefits for the full particulars of your coverage, limitations, and exclusions. The diocese will provide employees with the appropriate department or company to contact to answer any questions and inquiries you may have.

6.0 Holidays

The Diocesan Pastoral Center designates certain national holidays and religious holy days as paid holidays. The week between Christmas and New Year's Day is also designated as a paid Christmas holiday. These paid holidays are determined each year and communicated to all employees well in advance of each calendar year. The diocesan schedule of paid holidays is shared with all parishes and schools as information and to provide support in the event they wish to use it in developing their own calendar. Employees at parishes and schools are governed by the holiday calendar established at their location.

Regular full-time employees (35-40 hours/week) are eligible for paid holiday time. To qualify, employees are required to work the last regularly scheduled work day preceding the holiday and the next regularly scheduled work day immediately following the holiday, unless they are on paid vacation or approved, paid sick time.

Regular part-time employees scheduled to work at least 20, but fewer than 35, hours per week are paid holiday time based on the hours regularly worked each week. Regular part-time employees must be normally scheduled to work on a given paid holiday in order to receive pay.

Employees scheduled to work less than 20 hours per week are not eligible for paid holiday time.

6.1 Vacation

The Diocese of Boise provides paid vacation for all year round (12 month) regular full-time and regular part-time employees for rest and relaxation. If a paid holiday falls within an employee's vacation period, that day is counted as a holiday and not as vacation time.

6.1.1 Vacation Accrual-Regular Full-Time: Regular full-time employees accrue vacation as follows:

6.1.1.1 Less than five years. Regular full-time employees employed for less than five full years are eligible for two weeks (10 days) accrued at .84 day/month.

6.1.1.2 Five to ten years. Regular full-time employees between five and 10 years are eligible for three weeks (15 days) accrued at 1.25 days/month.

6.1.1.3 More than ten years. Regular full-time employees who have completed 10 years of employment with the diocese will be granted four weeks (20 days) accrued at 1.67 days/month.

6.1.2 Vacation accrual-regular part-time employees: Regular part-time employees scheduled to work at least 20 but fewer than 35 hours per week are granted vacation time on a pro-rata basis using the percentage of full-time (35-40 hours) they regularly work each week and years of employment. Regular part-time employees accrue vacation only for hours worked and/or hours for which they are paid. New regular part-time employees begin to accrue vacation time upon date of hire but are not eligible to take paid vacation leave until after 180 days of employment without prior approval of their supervisor.

6.1.3 Accrual of vacation: Regular full-time employees begin to accrue vacation time upon date of hire but are not eligible to take paid vacation leave until after 180 days of employment. Employees accrue vacation only for hours worked and/or hours for which they are paid. If any employee is on leave of absence and does not receive sick or vacation pay, he or she will not accrue vacation time.

6.1.4 Using vacation time accrued: Employees should take their vacation during the year it is earned. Vacation may be scheduled any time during the year depending on each department's requirements and must be approved by the supervisor/department head to ensure that the department is adequately staffed at all times. Written requests must be submitted to the supervisor/department head at least two weeks before scheduled vacation time. Vacation cannot be taken before it is accrued.

6.1.5 Maximum vacation accrual: The maximum amount of vacation an employee may carry over from one year to the next is 20 days. After reaching this maximum, an employee will not accrue any more vacation time until his or her balance is reduced. It is

therefore in the employee's best interest to take vacation time before reaching this maximum.

6.1.6 Payment in lieu of vacation: An employee cannot be paid instead of taking vacation.

6.1.7 Payment of accrued vacation upon termination: Upon termination, any accrued, but unused, vacation time is paid at the regular rate and will not exceed payment for 20 days which is the maximum amount of accrual. Payment for the 20 days is based on the **full time employment** (fte) status of the employee.

6.1.8 Payday during vacation: If payday falls during an employee's scheduled vacation, the employee may request pay in advance by completing a time sheet for the pay period for vacation. The supervisor/department head must sign the time sheet. The request must be made in keeping with normal payroll input procedures.

6. 2 Group Medical, Dental And Vision Insurance

The Diocese of Boise offers all eligible employees and their families the opportunity to participate in the group medical, dental and vision insurance programs. Regular employees who work 30 or more hours per week are eligible to participate (See Attachment E). A waiver must be signed by an employee who chooses not to participate in this program.

Details of the insurance program are provided in a separate booklet, which should be reviewed regularly. These benefits may be modified from time to time and without prior written notice. A Cafeteria Plan is also available (See Attachment C).

6.2.1 Family and Medical Leave: While an employee is on family and medical leave, as described below, the group insurance coverage will continue at the employee's regular premium cost for a period up to 12 weeks, provided the employee submits a physician's notification of disability. The employee must pay the employee portion of the required insurance premiums while on family and medical leave.

If still disabled after completing the maximum leave period, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) may be applicable, and thus the employee may continue the insurance for 18 months but is responsible for the cost of the entire premium plus an administrative fee.

6.2.2 Personal or General Leave: An employee may continue group insurance coverage while on approved personal or general leave of absence of less than 120 days but is responsible for the entire cost of the premium.

6.2.3 COBRA continuation of Benefits: Coverage is provided as available under COBRA. During this period, the terminated employee is responsible for the full cost of the premiums plus an administrative fee. Further information about continuation of group insurance coverage may be obtained from the Finance Department.

6.2.4 Flexible Benefits Program: Under Section 125 of the I.R.S. Code, employees do not have to pay federal, state and Social Security taxes on their contributions for medical insurance. Full details on this program can be obtained from the Finance Department.

6.3 Lay Employee Pension Plan

Employees who regularly and customarily work at least 20 hours a week are eligible for participation in the Diocese of Boise pension plan. In order to be covered under the plan, an employee must complete one year of service. Eligible employees are vested 50% in their pension accounts after five years of continued service and 100% after 10 years. The plan is completely funded by the diocese. No employee contributions are made to this plan (See Attachment D). Employees are also eligible to contribute to a tax sheltered 403(b) plan (See Attachments A & B).

6.4 Life Insurance

The diocese provides, at no cost to the employee, a basic life insurance policy in the amount of \$50,000. This is supplemented with an accidental death and dismemberment rider up to an additional \$50,000. At the time of employment employees are given forms to fill out designating beneficiaries. For employees who feel that they have adequate life insurance coverage in place already, they may designate any charity, including Catholic Charities of Idaho, Inc., as beneficiary to all or part of the policy.

6.5 Long Term Disability Insurance

The diocese provides, at no cost to the employee (who works 30 hours or more a week), a basic long term disability benefit to help offset expenses incurred if the employee becomes disabled. This coverage provides the employee with 60% of his or her regular salary up to a maximum of \$1,500 per month after a 90-day waiting period.

6.6 Leaves of Absence

6.6.1 Paid Sick Leave: The diocese provides 10 days per year paid sick leave, for all regular full-time and regular part-time employees who work at least 20 hours per week, by continuing their pay when they are absent due to illness. Unused sick leave may be accumulated; however, the maximum amount of sick leave carried over from one year to the next is no more than 60 days effective January 1, 2009.

An employee who is absent three (3) or more consecutive working days due to illness or whose job performance is adversely affected by frequent sick leaves of any duration may be asked to present a written certification of illness or injury from his or her physician upon return to work.

Paid sick leave is solely for the purpose of illness, disability (including pregnancy disability) or to provide sick care for an immediate family member (child, parent or

spouse). Unused sick leave is not reimbursed with pay and may not be used to augment vacation time.

6.6.2 Family and Medical Leave: Family and Medical Leave (FMLA) is a leave of absence, taken without salary or wages, for:

- (1) the birth of a child;
- (2) the placement of a child with the employee for adoption or foster care;
- (3) to care for a parent, child or spouse who has a serious health condition; or
- (4) for a serious health condition that makes the employee unable to perform his or her job.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital or continuing treatment by a health care provider.

Note: For Military entitlements and detailed FMLA information refer to Appendix D poster “Employee Rights and Responsibilities” January, 2009, under FMLA (Family Medical Leave Act) in the Human Resource Manual, Revised September, 2009.

6.6.2.1 Eligibility: Regular full-time and regular part-time employees who have worked at least 1250 hours during the previous year, who work at a location within a 75 mile radius of at least 50 diocesan employees, and who have been employed by the parish or school at least 12 months are eligible for family and medical leave.

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

6.6.2.2 Maximum length of leave: The maximum length of family and medical care leave is twelve weeks leave within the defined 12-month period.

6.6.2.3 Spouses both diocesan employees: Spouses who are both employed by the diocese are limited to a total of 12 weeks family leave for the birth, adoption or foster care of a child, or to care for a seriously ill parent.

6.6.2.4 Intermittent leave: Intermittent or reduced leave is permitted if medically necessary for serious health condition of a parent, child, spouse or self as certified by a physician. Only the amount of time the employee takes off can be counted as family leave. An employee on a reduced leave may be transferred temporarily to a different job, with equivalent pay and benefits that would better accommodate recurring periods of leave.

6.6.2.5 Length of leave: The length of the leave is determined and certified in writing by a physician and is not to exceed 12 weeks. The employee is required to inform his or her supervisor of the status of the leave and any changes in the expected date of return. The supervisor should notify Payroll of any changes in the employee’s return date. Employees not returning to work on the date in the

physician's release may be considered to have voluntarily resigned unless other arrangements have previously been made.

6.6.2.6 Procedure to request leave: Employees who are requesting Family Medical Leave should complete a Leave of Absence Request form (available in the Human Resource Manual, Appendix C) and submit to their supervisor for approval at least 30 days in advance of foreseeable leave (i.e., birth of child, adoption) or with as much advance notice as is practicable. Copies of the completed leave request should also be sent to the Department of Human Resources and the Finance Office (Payroll).

6.6.2.7 Physician's certification: In some cases, the diocese may request that a physician certify that the leave is medically necessary. For leave to care for an ill parent, spouse, child or self, employees must provide a written statement from the physician certifying:

- (1) The date on which the serious health condition commenced;
- (2) The duration of condition;
- (3) Appropriate medical facts;
- (4) That the employee is needed to care for the seriously ill individual or the employee is unable to perform the essential functions of the position; and
- (5) An estimate of amount of time employee is needed to care for the family member.

A form to be used for this purpose is available in the Human Resource Manual, Revised September 14, 2009.

6.6.2.8 Benefits: While on family and medical leave, an employee's group insurance coverage will continue at the employee's regular premium cost for a period of 12 weeks. The employee is responsible for making premium payments to the Finance Office.

6.6.2.9 Continued disability after FMLA leave: If still disabled after completing the maximum leave period, COBRA may be applicable and thus the employee may be eligible to continue insurance coverage by paying the entire cost of the premium, plus an administrative fee. Premium payments must be mailed directly to the health insurance administrators as directed by the Finance Office.

6.6.2.10 Substitution of accrued paid leave during FMLA leave: Since family and medical leave is unpaid, employees may apply any accrued vacation or sick time, where applicable, during a family care leave. The parish or school may also require that this leave time be used.

6.6.2.11 Re-employment: Re-employment at the same position or an equivalent position with equivalent pay and benefits is required upon completion of FMLA leave. The parish or school will reinstate the employee to the same position or an equivalent position with equivalent pay and benefits, providing the employee is qualified to perform that position. Employees absent more than 12 weeks cannot be assured of return to their position or similar jobs.

6.6.2.12 Amount of FMLA leave: The maximum time, normally granted for a medical or family leave, is 12 weeks. Under exceptional circumstances, the pastor, parish life director, administrator or principal may approve written requests for medical leave extension. The feasibility of continuing employment is based on parish or school needs and budget constraints. Approval for extended leave must be sent to the employee.

6.6.3 Workers' Compensation Leave: Employees of the Diocese of Boise are covered under a self-insured plan approved by the state, which guarantees that work-related injuries or illnesses which cause employees to be unable to work are covered under Workers Compensation pursuant to the laws of the state.

If an employee is injured on the job and a physician certifies that he or she is unable to perform the essential functions of the job, the employee is eligible for a leave of absence equivalent in length to Family and Medical Leave.

The parish or school will investigate potential accommodations to determine whether a qualified injured worker can perform the essential functions of the job without creating an undue hardship or creating a significant risk to the health and safety of the individual or others. Information about appropriate accommodations can be obtained by contacting the Human Resources Department.

6.6.4 Bereavement Leave: In the event of the death of a member of an employee's immediate family (parent, sibling, spouse, child, grandparent or grandchild) employees are granted a leave with pay of up to five working days. In the event of the death of an in-law, aunt or uncle, niece or nephew, an employee is granted one day of leave with pay. When attending a funeral or burial for a family member which takes place further than 150 miles from an employee's residence, an additional one day leave with pay is granted.

6.6.5 Personal Leave: Short-term leaves with or without pay based upon individual situations are granted at the sole discretion of the pastor, parish life director, administrator, or principal. An employee may continue group insurance coverage while on approved personal leave of absence of less than 120 days but is responsible for the cost of the entire premium.

6.6.6 Education Leave: Supervisors may grant short-term leaves to attend conferences, seminars, institutes and/or courses directly related to an employee's work. Requests for education leave should be submitted prior to the event and include course content descriptions provided by the educational facility.

6.6.7 Military Leave: The diocese provides leaves of absence without pay for benefited employees who enter military service for active duty. For regular full-time employees fulfilling a six-year Reserve obligation, the Diocese pays the difference between the military base pay and the employee's base pay up to two weeks per year. (USERRA)

6.6.8 Jury Duty Leave: The Diocese of Boise considers participation in the judicial system a civic responsibility and encourages employees to perform jury duty when called. New employees (first 180 days of employment) are not eligible to be paid while on jury duty; however, all other benefited employees will receive full pay for up to ten consecutive work days when performing jury duty, but must reimburse the diocese for any jury duty fees they receive during that time. To receive jury duty pay an employee must submit the Certification of Jury Duty form to the Payroll Office. Employees are responsible to notify their supervisor of work availability when not actually serving on a jury and reporting to work whenever the available work time exceeds two hours.

6.6.9 General Leave of Absence: Upon request, a parish or school may grant a leave of absence, without compensation of any kind, to employees with good work performance, a minimum of 2 years of service, and an important reason to be away from work. The granting of a general leave of absence requires written approval of the pastor, parish life director, administrator or principal and is provided for a specific period of time that will generally not exceed one year. Requests for leaves must state the proposed date of return. The parish or school cannot guarantee that an employee's position shall remain open upon the employee's return to work, but the parish or school will make a good faith effort to reinstate the employee to the same position. The parish or school reserves the right in its discretion to reassign the employee to any other position the employee is qualified to perform.

After a leave of absence, the employee will generally be reinstated to previous benefits. However, such reinstatement is subject to any diocesan change in policy coverage and is subject to any terms, conditions, and limitations in the applicable plans, which are to be determined in accordance with the terms of those plans. The employee is to consult the companies and plan administrators to determine their current rights.

SECTION SEVEN: PERSONNEL RECORDKEEPING

7.0 Access to Clergy and Employee Personnel Records

7.1 General Policy Regarding Recordkeeping of Personnel Records

Clergy and employee files maintained by parishes and schools are considered confidential. Access to such files is restricted to those with a need for access.

Employees may review their own files at the discretion of the pastor, parish life director, administrator or principal. When a review of the file is conducted, the employee must be accompanied by a witness. No information can be removed from files.

A pastor, principal, director or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, at the pastor's discretion, with the exception of the medical information file.

Representatives of government or law enforcement agencies, or auditors auditing the Diocese of Boise for insurance, financial or other compliance purposes, in the course of their business, may be allowed access to file information. This decision will be made at the discretion of the Bishop in response to the request, a legal subpoena, or a court order.

7.2 Confidentiality of Personnel Information

Because of a deep respect for rights of reputation and privacy, personal and employment related information about priests, deacons, religious and laity who work for the church is confidential. Such information will be treated confidentially by Diocesan staff, by pastors, principals and other parish leaders. Such information will not be shared with anyone unless there is an overriding need to know the information, because of the position of the individual receiving the information. When information is shared, the scope of the information shared will be determined by the issue involved and the receiver's need to know. All those who supervise staff on behalf of the church are expected to follow these general professional standards, and treat personnel information with the utmost respect and care. Once, a person has received such information in the course of their duties, that information cannot be shared with others without specific permission. Additional guidelines include:

- (1) Problems with performance of church personnel will be discussed between the supervisor and the individual in confidence. The supervisor (pastor, parish life director, administrator, principal, etc.) will meet with the individual in a private setting to discuss the issue.
- (2) The supervisor who is addressing performance issues will not discuss the issue among other staff, parishioners, or other church personnel who are not appropriate consulters. It is appropriate for the supervisor to discuss concerns and appropriate methods of addressing those concerns with the Diocesan Director of Human Resources.
- (3) When a supervisor has personnel information about an individual staff member, it is inappropriate for the supervisor to gossip about that information with those who have no need to know.
- (4) Caution should be used in sharing personnel information with lay boards or other parish staff, such as parish councils, finance councils, school boards, deacons, etc. Such boards, councils and staff may not have a need to know about individual personnel information. If there is a need to know, and the information is appropriately shared, those who receive the information must be cautioned about the need for complete confidentiality of such personnel information. Those who receive the information must be cautioned to keep the information strictly confidential.

SECTION EIGHT: PERFORMANCE

8.0 Performance Evaluations

Annual job performance evaluations should be provided for all employees. The purpose of evaluation is to set goals for future work, evaluate the success with which previously set goals have been met, commend employees for work well done, and determine areas where work improvement is necessary.

Evaluations should be submitted in writing and are to be signed by both the employee and supervisor to indicate that the evaluation has been reviewed and discussed. The employee shall receive a copy for personal retention, and a copy will be filed in the personnel file.

8.1 References/Employee Information Requests

Responses to outside requests for employee information must include only the employee's name, employment dates and position title unless otherwise required by law. Employees who want other information released for the purpose of securing loans, proceeding with business transactions or securing other employment must submit a written authorization for the release of information to the supervisor. A form useful for this purpose is available from the Diocese (See Diocese of Boise Human Resource Manual, Revised September 14, 2009). All requests for reference or credit checks, employment and salary histories, home addresses and telephone numbers, locations of employees not at work, or any other confidential matters must be referred to the supervisor.

Written requests for information from an authorized federal/state entity or legal subpoenas may be answered without the written permission of the employee. Supervisors should contact the Diocesan Director of Human Resources immediately upon receipt of these requests.

Written permission from the Diocesan Director of Human Resources is required in the rare instances when a waiver from this disclosure policy is approved. Waivers will apply only to the specific instance and time covered by the waiver.

SECTION NINE: CONFLICTS IN THE WORKPLACE

9.0 Informal Conflict Resolution Procedure

The diocese is committed to providing the best possible working conditions for its employees. Part of this commitment is to encourage an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's supervisor.

The diocese does try to ensure fair and honest treatment of its employees and thus pastors, parish life directors, administrators and principals are expected to treat each other with mutual respect and consideration during the mediation process. All employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with any established rule of conduct, policies or practices, the employee can express such concern through this conflict resolution procedure which encourages mediation. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using this conflict resolution procedure. Any already pending disciplinary action which may be then pending against an employee will not be postponed or delayed by the filing of a mediation request pursuant to this provision.

If a situation does occur where an employee believes that a condition of employment or a decision creates an unjust or inequitable situation, the employee is encouraged to make use of the following steps. An employee or the parish/school may discontinue the procedure at any step.

1. The employee should present the problem to his or her immediate supervisor as soon as possible after an incident occurs. If a supervisor is unavailable and the problem needs immediate resolution, or the employee believes that it would be inappropriate to contact the supervisor, then the employee may present the problem to the next level supervisor, or the pastor, parish life director, administrator or principal. Absent these circumstances, every effort should be made to allow the supervisor an opportunity to resolve the grievance.
2. The supervisor should respond to the problem by discussion and consultation, and shall, where the supervisor deems it appropriate, consult with the pastor, parish life director, administrator, or principal, concerning the issue if further consultation seems warranted. The supervisor must document all discussions.
3. If the discussion between the employee and the supervisor does not resolve the grievance, then the employee shall have the right to present the problem to the next level supervisor for mediation and resolution. Once all levels of supervision at the parish or school level have been approached for a solution, the employee has the right to present the problem to the Diocesan Director of Human Resources.
4. The Diocesan Director of Human Resources shall counsel and advise the employee, assist in putting the problem in writing for review if appropriate, visit the employee's supervisor, if necessary, and shall attempt in all respects to mediate the issue to a satisfactory conclusion. If the issue is not resolved to both sides' satisfaction, the Diocesan Director of Human Resources will then make a determination on the issue which shall be binding on the employee.

Not every problem can be resolved to everyone's satisfaction through this resolution process, but only through understanding and discussion of mutual problems can an employee and the diocese develop alternative workable solutions to issues impacting the work place. This confidence in the dispute resolution process is important to an efficient and harmonious environment for the diocese's employees and helps everyone to be successful in their work.

The foregoing informal mediation procedure shall not apply to disputes involving the clergy or religious in their strictly internal affairs or other ecclesiastical matters which are specifically reserved by canon law to other processes within the structure of the church.

SECTION TEN: DISCIPLINE

10.0 Disciplinary Action

There may be times when a parish or school, as a responsible employer, will be required to take disciplinary action. At all times the supervisor will strive to be fair and just with employees, and openly communicate about discipline issues. However, there are many reasons why discipline may be necessary. Some examples of behavior or conduct which may lead to discipline are listed below. This list is not intended to be all-inclusive:

- (1) Insubordination
- (2) Vandalism
- (3) Dishonesty
- (4) Theft
- (5) Falsification of records or information
- (6) Falsification of job applications or references
- (7) Working under the influences of illegal drugs
- (8) Harassment
- (9) Threatening or causing bodily harm to others
- (10) Unsatisfactory job performance
- (11) Violation of the Sexual Misconduct Policies
- (12) Unprofessional conduct
- (13) Inability to work cooperatively with supervisors, peers or subordinates
- (14) Violation of diocesan center rules/regulations
- (15) Habitual or excessive tardiness or absence from work
- (16) Violation of any work rules set out in these policies
- (17) Disclosure of confidential information
- (18) Felonious or criminal behavior
- (19) Behavior counter to the moral teachings and standards of the church
- (20) Conduct which is committed outside of work hours, but is contrary to the religious or professional character of the diocesan offices.

Department heads must discuss with the Diocesan Director of Human Resources any disciplinary action that may result in probation, proposed actions, suspension, or termination. Failure to do so may result in loss of insurance coverage.

Imposition of disciplinary action does not change the at will nature of employment. The employer has the legal right to terminate an employee at will without following any of the procedures set forth below. However, the following steps are provided as an outline of procedures that should be used with an employee in imposing discipline. The diocese, as the employer, retains the discretion to determine which of these steps will be followed in each unique circumstance.

(1) Informal counseling (oral): When an employee's conduct adversely affects his or her performance or the performance of other employees, the supervisor meets with the employee to discuss:

- (a) the problem,

- (b) the consequences if it continues, and
- (c) a plan to correct the situation.

(2) Formal counseling (written): If a problem continues after informal counseling or if the nature of a problem is severe, the supervisor will prepare a formal counseling memorandum written on letterhead stationery. Copies of the memorandum are given to the employee and retained by the supervisor/department head. The original is included in the employee's personnel file.

(3) Disciplinary Suspension: Consultation with the Diocesan Director of Human Resources must occur before placing an employee on disciplinary suspension and/or probation. The reason for the disciplinary suspension or probation must be clearly stated in the memorandum.

(4) Investigative Suspension: When an employee incident requires immediate action which could lead to dismissal, the supervisor may temporarily suspend the employee while an investigation is conducted and a final decision is made. Consultation should occur between the supervisor and the Diocesan Director of Human Resources.

The pastor, parish life director, administrator or principal expressly reserves the right and has discretion to determine whether employee performance and related conduct warrants immediate termination without resort to the written or verbal counseling procedures set forth above, after appropriate mandatory consultation with the Diocesan Director of Human Resources.

SECTION ELEVEN: TERMINATION

11.0 Reductions in Work Force

The programs, apostolates, and ministries of the Catholic Church are designed to contribute to the overall mission of the church while responding to local pastoral needs. Because of this, not all programs, apostolates, and ministries are long lasting. Some serve an immediate purpose only, while others may render service for many years. Additionally, much of the work of the church is directly dependent upon the voluntary contributions of the local Catholic community. The availability of financial resources often affects the feasibility of continuing specific projects.

It is important for employees of the diocese to be aware of the changing nature of pastoral work and the fact that it is not possible to guarantee long-term employment in various offices and departments. Shifts in priorities may contribute to changes in personnel and staffing patterns, thus resulting in less predictability than one might find in the business and commercial world. Consequently, there may be times when it is necessary to reduce or eliminate a number of positions. Should this happen, every effort will be made to give at least two weeks notice to employees affected by such reductions in work force.

11.1 Resignation

The Diocese of Boise is an “at will” employer, and employees may resign at any time. The diocese would appreciate that those employees wishing to resign their positions of employment submit written notice of their intent at least two weeks prior to the date they wish to terminate their employment. In addition, the Diocese would appreciate that those employees in an exempt position submit written notice of their intent to resign at least eight weeks prior to the date they intend to terminate their employment.

11.2 Involuntary Termination of Employment

All involuntary employment terminations should be reviewed by the Diocesan Director of Human Resources prior to the termination. Failure to have a review does not mean that the termination of the employee at will was not proper termination.

11.3 Exit Interview

Prior to receiving a final paycheck, all departing employees will be asked to participate in an exit interview with their supervisor or his designee and to sign a termination statement. The purpose of the interview is to discuss the circumstances under which the employee is leaving the employ of the diocese and to answer any questions the employee has about the separation procedure.

11.4 Forfeiture Clause

Employees will forfeit compensation for accrued vacation not taken when guilty of embezzlement.

SECTION 12: POLICY DEVELOPMENT

12.0 New and Revised Policies

Policy revisions or new policies, whether relevant to all Diocesan employees or only those employees at the Diocesan Pastoral Center, should go through a process where need is addressed and then followed by recommendations of the Pastoral Center Cabinet and/or Presbyteral Council for approval by the Bishop. Policy revisions and/or new policies may be tentatively approved by the Bishop prior to formal implementation.

FORMS

ATTACHMENTS

ATTACHMENT A

403(b)/403(b)(7) Plan

Employees of qualifying tax-exempt organizations may contribute to a special type of tax-sheltered retirement plan called a “403(b) plan” (named after the applicable section of the Internal Revenue Code). This retirement plan is completely separate from the diocesan lay employee pension plan; it is also voluntary. The 403(b) plan is funded by the employee. No diocesan contributions will be made. Employee contributions are made on a “pre-tax basis,” meaning the contributions reduce the amount of compensation subject to Federal income taxes. Because of the diocesan sponsored Lay Retirement Plan, full-time diocesan employees, under current regulations may not be eligible for tax deductible IRA contributions.

If an employee is interested in participating in a 403(b) plan they should contact a vendor who can set up a 403(b) account, to determine which option is best for them. A sample list is included on Attachment C. The Diocesan Finance Office will not give advice to an employee on which vendor to use, what option they should choose or how much the employee should contribute to their individual plan. Again, these are issues that should be discussed with a professional.

When an employee chooses a plan and is ready to have withholding done from their paycheck the diocesan Payroll Office should be notified. The employee should complete and sign the Salary Reduction Agreement for 403(b)(7) Custodial Account form and return it to the diocesan Payroll Office.

This description is a general summary of the tax-sheltered retirement plan. For detailed guidance, please contact the diocesan Payroll Office.

ATTACHMENT B

Available 403(b) (7) Vendors

The diocese does not endorse or recommend any particular company as custodian for employee 403(b) plans. Nor does the diocese have any responsibility for the investment results of companies on this list. An employee can participate in any True 403B Plan even those not mentioned below. Please direct any questions to the Finance Office.

American Funds Service Company
Ameriprise Financial Services
Capital Bank & Trust
Edward Jones
Fidelity Investments
Franklin Templeton Investments
ING Annuities
Lincoln Financial Advisors
LPL Financial
Oppenheimer Funds
PALAC-Prudential Annuities
Reliastar Life Insurance Compa
Smith Barney, Inc.
T.ROWE PRICE Trust Company
USAA
Vanguard Fiduciary Trust Compa
Variable Annuity Life Insurance Co
Wachovia Securities
Wiservics (Waddell & Reed, Inc.)
Washington Nat'l. Life Ins. Co

ATTACHMENT C

Cafeteria Plan

Internal Revenue Code Section 125

Cafeteria plans allow employees to pay for certain items pre-tax. The Diocese of Boise currently allows employees, enrolled in the Health Benefit Plan, to deduct the co-pay and any dependent contribution on a pre-tax basis.

The employee receives the benefit election and compensation reduction agreement form at the time of hiring. This form may be obtained at any time when open enrollment and/or change in insurance status occur. This agreement is to be filed with the Payroll Office before the benefit will take effect.

Please direct any questions concerning this pre-tax plan to the Finance Office.

ATTACHMENT D

Lay Pension Plan

The diocese sponsors a Lay Pension Plan for eligible employees. Eligible employees are those that work 20 hours or more per week or 1040 hours per year.

This plan is completely funded by the Diocese of Boise.

Employees are not permitted to make contributions to this plan.

The Diocese of Boise is the plan administrator. When an employee retires from diocesan employment, all applications for pension are initiated through the Diocesan Finance Office.

The Lay Pension Booklet describes all the information you need. Just contact the Insurance Office at the Diocese of Boise.

ATTACHMENT E

Health Benefit Plan

The Diocese of Boise offers health benefits to all employees who regularly work 30 or more hours per week. Current copies of this plan are available from the Finance Office.

Eligibility: All permanent full-time employees of Diocese of Boise parishes or agencies, who work at least 30 hours per week, are eligible for medical/dental/vision coverage.

This plan may be modified without notice.

New employees are eligible for health benefits after 60 days of employment.

ATTACHMENT F

Life Insurance/Long Term Disability

The Diocese of Boise provides a \$50,000 life insurance policy and long-term disability benefits to all employees who regularly work 30 or more hours per week. These benefits are totally funded by the Diocese of Boise.

ATTACHMENT G

Flexible Spending Accounts

The Diocese of Boise provides employees the option of participating in a Flexible Spending Account (FSA). This allows employees to set aside a portion of their wages in order to pay for medical or daycare expenses with pre-tax dollars. The funds set aside do need to be spent annually or the money will be forfeited. You do not have to work a minimum number of hours to participate in the FSA. Call the Diocese of Boise Finance Department if you have any questions on FSA's.

ATTACHMENT H

Supplementary Health Insurance

The Diocese does allow employees the option to purchase supplementary health insurance through AFLAC. This insurance augments coverage you may or may not have through our main health insurance program. Some of the supplementary insurance programs AFLAC offers are Cancer, Intensive Care, Accident, Dental, Vision and Life Insurance.

This insurance is not intended to replace the comprehensive health insurance that is provided through the Diocese but to augment it with additional coverage.

ATTACHMENT I

Unemployment Benefits

The Diocese of Boise does not participate in the Idaho State Unemployment Plan.

ATTACHMENT J

EMPLOYEE ACKNOWLEDGMENT

These Personnel Policies describe important information about Roman Catholic Diocese of Boise, and I understand that I should consult my supervisor or the Director of Human Resources regarding any questions not answered in the policy manual. I have entered into my employment relationship with the Roman Catholic Diocese of Boise voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Roman Catholic Diocese of Boise can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to these policies may occur, except to the Roman Catholic Diocese of Boise's policy of employment-at-will. The Roman Catholic Diocese of Boise shall have the right to alter and amend the personnel policies at any time without prior notice, and I understand that revised guidelines may supersede, modify, or eliminate existing policies. Only the Bishop or his designee has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the Personnel Policies, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)