



THE ARCHDIOCESE
OF KANSAS CITY IN KANSAS

Human Resources Handbook

Chancery Offices and Savior Pastoral Center

Archdiocese of Kansas City in Kansas
12615 Parallel Parkway
Kansas City, KS 66109

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To my coworkers of the Chancery offices and Savior Pastoral Center,

Thank you for choosing to serve the Church as an employee of the Archdiocese of Kansas City in Kansas. Through your labors, you are helping to bring the message of the Gospel to the people of northeast Kansas. Though the purpose of our work is of a higher calling, we recognize the need for this Human Resources Handbook to guide the practical concerns of our daily work life.

This Human Resources Handbook embraces the Archdiocese of Kansas City in Kansas Mission Statement, founded upon the Gospel of Jesus Christ:

Who we are: We are the people of God of the Archdiocese of Kansas City in Kansas made one in Christ through Baptism. We are a Eucharistic family of faith called to live a personal relationship with Jesus Christ and to witness to His Gospel message.

What we are called to do: Our mission is to pray and worship, to teach and share Christ's message, to nurture communities of faith, and to serve others in Christ's name as we journey with each other to the fullness of eternal life.

Let this handbook guide us to be loving, joyful servants of God who rejoice not only in our holy work but in the companionship of those who serve with us.

Sincerely yours in Jesus, the Lord of Life,

A handwritten signature in black ink, reading "Joseph F. Naumann". The signature is written in a cursive style with a small cross at the beginning.

Archbishop Joseph F. Naumann
Archdiocese of Kansas City in Kansas

ARCHBISHOP NAUMANN'S MAJOR PASTORAL GOALS

1. **Conversion** – One of the essential missions of the Church is to bring individuals into contact with Jesus Christ, allowing them to be transformed by the experience of His Love. The Church accomplishes this in numerous ways but most especially through the sacramental life of the Church. Therefore, the care and the fervor with which the Eucharist is celebrated is critical. Also, the Sacrament of Reconciliation/ Confession is a remarkable tool for Catholics in continuing their ongoing conversion. It is one of my desires to do all that I can to strengthen and renew love for the Eucharist within the Archdiocese, as well as, to renew the practice of Sacramental Confession. Also, retreat programs are an excellent way in which the Church facilitates conversion.
2. **Evangelization** – The mission that Jesus gave the Church was to go and make disciples. It is easy for us as a Church to become internally focused. However, to really accomplish the mission that Jesus has given to the Church we must always be seeking to invite others to know Christ and the Gospel. In parishes this would particularly involve strong RCIA programs, as well as a variety of initiatives to reach out to the unchurched within the community. It also is important for parishes to seek out lapsed Catholics. Part of evangelization also involves making sure our parish communities are inviting and welcoming to strangers.
3. **Catholic education, in all its forms**, has been a very important endeavor within the Archdiocese to promote and support Catholic schools. This remains a huge priority for me. Catholic schools provide environments where students, not only have the opportunity for formal religious instruction, but receive all of their education in an environment that integrates faith into all the other disciplines. One of the great challenges that the Church faces today is keeping Catholic education affordable and accessible to everyone. Another major challenge in this area is the proper formation of teachers for Catholic schools. Catholic education also involves other efforts to pass on the faith beside the Catholic school. This, of course, includes schools of religion, as well as recent initiatives to catechize families together. Under this major goal also is included adult education and formation. It is important to cultivate within adult Catholics a desire to continue to grow in their knowledge of their Catholic faith.
4. **Serving those in need** - An essential part of the mission of the Church is to make the love of Christ visible and tangible to those who are poor, vulnerable and on the margins of society. Under this major goal, the Church's efforts to protect the unborn and to help mothers' experiencing a crisis pregnancy, is included. Also, to reach out to the poor within our communities and to help them receive what they need physically for their well-being but also to attempt to share with them the gift of our Catholic faith. It is a critical issue within the Archdiocese how we, as a Church, welcome immigrants. This is a major opportunity for the Church to bring the love of Christ to those who may feel like they are aliens within our community.
5. **Stewardship** - The fifth goal is stewardship. By this I am not referring to efforts to increase the level of our collections. Stewardship is really a way of life. It is a way of looking at life. Stewardship fosters within us a profound gratitude resulting from our seeing everything as God's gift to us. It is out of this profound gratitude that we inevitably are motivated to want to return some of what God has given us to Him. Stewardship also involves the proper management with the resources that are entrusted to the Church. It is an important responsibility at every level of the Church that we do our best to maximize the resources entrusted to us which have been given at

great sacrifice by our people.

ABOUT THIS HANDBOOK

This handbook is a synthesis of the policies and practices of the Archdiocesan Church. All policies in this handbook apply to all employees who serve in the Chancery offices and Savior Pastoral Center, unless otherwise noted.

This handbook is intended to acquaint employees with the personnel policies, procedures and benefits at the Chancery offices and Savior Pastoral Center. All employees should familiarize themselves with the content of this handbook, for it will answer many common questions concerning their employment.

The policies and/or benefits described in this handbook may be changed, revised, suspended, or eliminated as necessary. Employees will be notified of changes or revisions as they occur. This handbook has been reviewed by legal counsel to be in conformity with applicable state and federal laws that apply to the Church. The only recognized deviations from the stated policies are those authorized and signed by the Archbishop or his designee.

This handbook is not an employment contract, expressed or implied, and is not intended to create contractual obligations of any kind. Neither the employee nor the Archdiocese is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time for any lawful reason. No one other than the Archbishop or his designee has the authority to enter into any legally enforceable contract with an employee or make any legally enforceable promise with such an employee. A legally enforceable contract or promise must be in writing and signed by the Archbishop and/or his designee and the employee.

ARCHDIOCESAN-WIDE POLICIES

The Archdiocese of Kansas City in Kansas has in place:

- **Harassment Policy** - A copy of this policy is given to all new employees and the signed receipt of this policy must be provided to the Human Resources office for the personnel file of each employee.
- **Child Protection Policy** - A copy of this policy is given to all new employees and the signed receipt of this policy must be provided to the Human Resources office for the personnel file of each employee.
- **Code of Ethical Standards** - A copy of this policy is given to all new employees and the signed receipt of this policy must be provided to the Human Resources office for the personnel file of each employee.

Please refer to these policy documents for specific provisions. Any violation of these policies may lead to disciplinary action up to and including termination of employment.

Employment of Family Members

In all Church offices, schools and parishes there is need for a high degree of confidentiality, integrity, objectivity and professionalism. As a result of a supervisor's/manager's responsibilities to supervise, assign work, deal with potential performance problems and conduct performance appraisals, a perceived or potential conflict of interest arises when immediate relatives are within their supervisory scope. Similar problems may arise when related employees share the same work location.

A relative of a current employee may be employed only if the current employee relative is not a direct supervisor or a supervisor once removed for the position being filled.

This policy applies to all employees of the Church in the Archdiocese of Kansas City in Kansas. Employees as of November 2007 are grandfathered. Any exceptions to the above policy must be granted explicitly, in writing, by the Archbishop.

For the purposes of this policy, a 'relative' or 'related employee' means a current or former spouse, parent or step-parent, guardian, child or step-child, sibling, grandparent, grandchild, parent in law, son or daughter-in-law, nieces or nephews or any person sharing the same address as the employee.

If employees become related during their employment with the Archdiocese, every effort will be made to reassign reporting relationships to accommodate the above policy. If this is not possible, both tenure and job responsibilities will be considered in determining a solution, which may include termination of one of the individuals.

EQUAL EMPLOYMENT OPPORTUNITY

The Archdiocese honors the sacredness of every person and values compassion and respect for all people. The Archdiocese is committed, in Christian charity, to justice and fairness in all dealings with its employees. As followers of Christ, all employees have a moral and social obligation to treat everyone fairly and with respect.

The Archdiocese values diversity. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Archdiocese will be based on legitimate, nondiscriminatory criteria, including merit, qualifications, and abilities. Employees are assured of equal opportunity in employment with regards to recruitment, placement, training, compensation, discipline, promotions, demotions, layoffs, and all other conditions and terms of employment without discrimination on the basis of race, color, sex, national origin, age, disability, genetic information, veteran status or any other characteristic protected by law, except religion.

Because the staff assists the Archbishop in fulfilling his role as shepherd to all the Catholic faithful in the Archdiocese, it is expected that all employees be practicing Catholics, in good standing. Any exception must have the approval of the Archbishop or his designee.

Employees with questions or concerns about any type of unlawful discrimination in the workplace must bring these issues to the attention of their immediate supervisor or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, including retaliation, will be subject to disciplinary action up to and including termination of employment.

EMPLOYMENT CLASSIFICATIONS

The following classifications are provided by the U.S. Department of Labor for the purposes of ensuring fair pay. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Archdiocese.

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NON-EXEMPT** employees are entitled to minimum wage and overtime pay under the specific provisions of federal law. **EXEMPT** employees are not entitled to overtime pay.

***Exempt** employees are those whose job duties are primarily executive, administrative, professional or supervisory in nature as defined by federal law. The nature of such jobs will sometimes call for more than a normal work schedule, e.g. some evening or weekend work. The compensation for Exempt employees will be determined on an annual salary basis, and paid on the regular pay schedule regardless of the number of hours worked during a pay period.*

***Non-Exempt** employees are generally employees such as clerical, technical, data entry and secretarial. These employees are covered by wage and hour laws, and will be compensated based on an hourly rate for each hour actually worked. Non-Exempt employees must be paid one and one half times their hourly rate for any hours over 40 worked in a given week.*

The Chancery payroll for Non-Exempt employees is based on 37.5 hours per week. Hours worked more than 37.5 and up to 40 hours must be reported on the timesheet and will be paid at the normal hourly rate in addition to the salary.

The following employment classifications define employment status and determine benefit eligibility.

REGULAR FULL-TIME employees are those who are not in a temporary role and who are regularly scheduled to work the full-time schedule. They are fully eligible for Archdiocesan benefits, subject to the terms, conditions, and limitations of each benefit program. A full-time schedule for Chancery office staff consists of 37.5 hours per week. A full-time schedule for Savior Pastoral Center staff consists of 40 hours per week.

REGULARLY SCHEDULED PART-TIME employees are those who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees who work a minimum of 30 hours per week on a continuous basis are eligible for Archdiocesan benefits, subject to the terms, conditions, and limitations of each benefit program. Part-time employees who regularly work fewer than 30 hours per week are not eligible for most benefit plans. Sick time, vacation time, Holy Day and holiday pay are prorated according to the number of regularly scheduled hours a part-time employee works.

TEMPORARY employees are those who are hired as interim replacements, or temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are for a limited duration. However, the arrangement can be terminated at any time. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change in writing. They are not eligible for vacation, sick or holiday/holy day pay, or any Archdiocesan benefits programs.

POSITION DESCRIPTION

It is important that all offices have a position description for all positions. Employees or their supervisor may contact the Human Resources office at any time to update a position description. Employees should review their position descriptions with their direct supervisor each year at the time of performance evaluations. If job duties have significantly changed since the last review, it is the supervisor's responsibility to contact the Human Resources office for guidance in updating the position description. Additionally, the Human Resources office may periodically request that each office update position descriptions to reflect actual duties of their positions.

PROFESSIONAL DEVELOPMENT

The Chancery supports the on-going professional development of staff members and will provide appropriate time off and funding, within budget and with prior approval of the supervisor. Attending approved professional development is a work commitment requiring participation. Attendance does not excuse an employee from conducting normal, necessary job functions, such as daily communication with coworkers as needed, responding to email and voicemail, etc. Employees may be required to show documentation of their attendance and discuss learning outcomes with their supervisor at the completion of the program.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance and attendance standards of their job. Employees will be judged by performance standards as they apply to their position and are expected to adhere to their prescribed work schedule, regardless of any existing outside work requirements.

ACCESS TO PERSONNEL FILES

A personnel file is maintained on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records. The personnel file also includes signed acknowledgements of the Archdiocesan policies and the background check verification. No medical information is maintained in the personnel file. Additionally, the Human Resources office maintains records of benefits and payroll information. Strict confidentiality is maintained on all employee information.

Employees' personnel files are the property of the employer and are retained in the Human Resources office. Access to the information it contains is restricted and confidential. Generally, only the Archbishop, Chancellor, supervisors and management personnel have a legitimate reason to review information in a file.

If an employee wishes to review his or her own file, they must contact the Director of Human Resources. With reasonable advance notice, an employee may review his or her file in the Human Resources office in the presence of an employee from that office.

PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resources office of any changes in personal data. Legal name, personal mailing addresses, telephone numbers, emergency contacts and beneficiaries should be accurate and current at all times.

KEYS AND ACCESS CARDS

Keys and electronic access cards to the outside doors and keys to individual offices are given to Full-Time Employees and Regularly Scheduled Part-Time Employees as necessary. An acknowledgment form must be signed by the supervisor and employee, and will be kept on file in the Human Resources office. Upon termination of employment, it is the responsibility of the supervisor to return the keys and access cards to the Director of Administrative Services.

EMPLOYMENT REFERENCE CHECKS

All inquiries for references on current or former employees must be referred to the Director of Human Resources for further consideration in determining a response.

CHANCERY OFFICE HOURS

The regularly scheduled Chancery office hours are 8:30 A.M. to 5:00 P.M., Monday through Friday.

WORK SCHEDULE FOR EMPLOYEES

To maintain a safe and productive work environment, the Archdiocese expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on office operations. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor or the Director of Human Resources as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness, regardless of the reason, are disruptive. Either may lead to disciplinary action, up to and including termination of employment when lawful.

VARIATIONS IN INDIVIDUAL WORK SCHEDULES

Any exception to the regular work schedule must meet the business needs of the department and be approved by the supervisor. A change in schedule may be occasional or ongoing. Reasons for having an ongoing exception should be documented and presented by the office director/consultant to the Director of Human Resources and placed in the individual's personnel file. In the matter of scheduling, it may not always be possible for the director to honor an employee's request due to the nature of the work assignment and/or the need to cover office hours, however, it is the intention to give all possible consideration to the individual needs of the employees.

APPOINTMENTS

As a general rule, employees should try to minimize personal and medical appointments during regularly scheduled work hours. When an appointment needs to be scheduled during the work hours, the employee should consult with the supervisor for approval. The time away may be made up as mutually agreed upon or applied to other authorized time off (sick or vacation leave, as applicable).

EMERGENCY CLOSURES – SNOW AND ICE

When the Catholic Schools in Johnson and Wyandotte Counties close because of snow and/or ice, the Chancery offices will automatically have a delayed opening until 10:00 a.m. (Ordinarily these announcements are made before 6:00 a.m. on the local news). If the office is closed all day, the message will be on the Chancery voice mail system by 9:00 a.m.

If individual circumstances prevent an employee from following the decision for the Chancery offices to remain open during severe weather conditions, it is the employee's option to take the day off and use vacation leave or with supervisor's approval, make up the time later in the workweek. Employees determining that it is necessary for them to stay home must notify their supervisor as soon as possible. If the employee's supervisor cannot be reached, the employee must leave a message on the supervisor's voicemail and then contact Human Resources to ensure that the employee's absence is properly reported.

FLEX TIME

In order to provide additional flexibility to employees' work schedules and reduce travel costs, employees are provided with a Flex Time scheduling option. The implementation of this option should in no way negatively impact the service provided to constituents throughout the Archdiocese or to coworkers.

Depending upon specific job duties and the approval of one's supervisor, an employee may choose to work a compressed workweek.

Two schedule options are available, both ensuring that full-time staff members fulfill their workweek obligations:

- 1) One day off per week (3 days @ 9.5 hours, 1 day @ 9 hours and 1 day off)
- 2) One day off every other week (Over a 10-workday period, 3 days @ 9 hours/day, 6 days @ 8 hour/ day and 1 day off)

This policy will be implemented on an individual basis and is only possible with the approval of one's supervisor with the following considerations taken into account:

- All employees are eligible to request a flexible schedule, but specific job duties and the needs of the department and the Archdiocese are to be weighed by the supervisor when approving/denying a flex time request.
- The supervisor must approve an individual's flex time schedule prior to the implementation date.
- Participation in this policy is voluntary; an employee may choose not to participate.
- One member of a department (or designated back-up) is required to be on-site on any given work day.
- Staff must keep their email and voice mail messages current when they are out of the office. Messages should be specific in directing callers/emailers to someone if they need immediate assistance.
- A scheduled holiday/holy day will always be recorded as 7.5 hours for full-time Chancery employees, or for those who work 30 hours or fewer per week the normal number hours that employee works when not on the flex schedule. In order to fulfill a regular work week on weeks when a holiday/holy day occurs, full-time **Non-Exempt** employees must make certain that the balance of work hours are actually worked in the remaining days of the week (or two-week if on 9/75 schedule) work period. **Exempt** employees must keep the regular office hours in mind and ensure that their job responsibilities are met each week.
- In a week when sick and/or vacation time is taken, the reduction in hours will be in accordance with the schedule that the employee has designated (i.e., a 9-hour day missed will result in charging 9 hours against the appropriate leave balance. In the event that time is scheduled off in advance of being taken (i.e., for a scheduled vacation, etc.), the employee may choose to work regular work hours that week, therefore each day missed will reduce the accrued balance by 7.5 hours.
- The number of hours worked each day and the scheduled day off should be consistent and vary only when absolutely necessary. Schedules that are allowed to vary week-to-week may create frustrations for coworkers. The supervisor has the discretion to approve changes in schedules when it is necessary.

COMPENSATORY TIME

Compensatory time off in lieu of pay is not allowed.

Non-Exempt Employees

Compensatory time is not allowable under federal law for Non-Exempt employees (as described in the Employment Classification section). Any time worked in excess of the normal 37.5 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.

Exempt Employees

Exempt employees (as described in the Employment Classification section) 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.

TIME RECORDING

Non-Exempt Employees

Accurate record keeping of time worked is the responsibility of each individual Non-Exempt employee. Federal and state laws require that accurate records be kept in order to calculate employee pay and benefits. Time worked is defined as all the time actually spent on the job performing assigned duties. It is the employee's responsibility to record hours worked on a timesheet provided by the Human Resources office and present it to their supervisor. The employee is also responsible for reporting any vacation or sick leave used. The supervisor must review and certify its accuracy by signing and submitting it for payroll processing.

Exempt Employees

Exempt employees do not track hours for pay purposes. They receive a salary based on job responsibilities and outcomes. While Exempt employees must not report the number of hours they work on their timesheet, they must accurately report any vacation or sick time used during the time period. If no vacation or sick time is used during a pay period, the Exempt employee must submit a blank timesheet indicating that no sick or vacation time was used. The employee's supervisor must review and sign the timesheet before submitting it for payroll processing.

Altering, falsifying, destroying, and/or tampering with time records may result in disciplinary action, up to and including termination of employment. Timesheets should be delivered to the Human Resources office by the deadline established for each pay period, generally three to four days prior to payday. The Human Resources office may delay pay for any employee who fails to submit his or her signed timesheet by the established deadline.

PAYROLL

All new employees are required to sign up for direct deposit at the beginning of their employment. It is the responsibility of the individual employee to submit any bank account changes to the Human Resources office prior to payroll processing. Direct deposit authorization forms are available in the Human Resources office and must be accompanied by a voided check to implement bank account changes.

Payroll is processed by the payroll administrator in the Human Resources office and paydays are on the 15th and the last day of the month or the last work day before those days.

PAYROLL CONFIDENTIALITY

Rates of pay are strictly confidential to the employee, their supervisor(s), and the Human Resources office.

PAY INCREASES

The annual budgeting process determines whether or not pay increases are given during a fiscal year. If allowed, pay increases will be based on an individual's annual performance review. Salary adjustments are effective July 1.

REIMBURSEMENT OF EXPENSES

Employees will be reimbursed for expenses that are incurred as a result of job duties (meals, transportation, lodging, parking, tolls, etc). Automobile mileage, other than the employee's normal commute to and from their home, will be compensated at a rate set by the Archdiocese. Actual expenses incurred in attendance at conferences, conventions, and the like, with prior approval of the supervisor, are reimbursed. Meals during regularly scheduled Chancery office hours are not reimbursable unless directly associated with external business, training or overnight travel. Expense reports with supporting documentation must be approved by the supervisor before being presented for reimbursement to the Accounting office.

SEPARATION PAY FOR EMPLOYEES NOT UNDER CONTRACT

Employees who involuntarily lose their jobs due to a reduction in force or for a reason other than moral or legal misconduct are provided separation pay based upon either their type of position or their years of service.

Eligible employees who have been in a management position that is classified as Exempt under the guidelines of the Department of Labor are entitled to two months of separation pay.

Eligible employees in positions classified as Non-Exempt under the guidelines of the Department of Labor are entitled to separation pay based on their years of service. An individual who has worked 6 months or less receives one week of separation pay. An individual who has completed one year of service receives two weeks of separation pay. Individuals who have worked more than one year receive one week of pay for each year of additional service, not to exceed a total of six weeks of separation pay.

During the separation period, benefits continue at the same rates and levels of coverage as were in place while the individual was employed. At the end of the separation period, the individual will be offered the option to continue benefits under the Continuation of Benefits policy. Employees accepting a separation package for a period greater than two weeks must sign an agreement releasing the Archdiocese of any legal claims related to their employment.

UNEMPLOYMENT INSURANCE

Employees are not covered by Unemployment Insurance. The Church is exempt from contributing to the State of Kansas Unemployment Insurance program.

BENEFITS

Eligible employees are provided a wide range of benefits. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors and is addressed in the section on employment classifications. Details of these programs will be explained to new employees by the Human Resources office and each year during the open enrollment period.

BENEFIT PLANS

Please see the [Guide to Benefits](#) for the current year, which explains all benefits offered to eligible employees.

TUITION GRANT

Employees of the Chancery offices and Savior Pastoral Center who have children attending an Archdiocesan Catholic school receive a grant to cover a portion of the cost of tuition for each child. It is the employee's responsibility to submit a completed tuition grant voucher each semester to the Human Resources office.

WORKERS' COMPENSATION INSURANCE

Employees are provided with a comprehensive workers' compensation insurance program as required by law. This program provides coverage for injury or illness that is sustained in the course of employment. Work-related injuries must not be claimed through the employee's health insurance program.

Work-related injuries or illnesses must be reported to the supervisor immediately, no matter how minor. This ensures that the incident is recorded in the event that medical services need to be accessed. The supervisor must contact the Human Resources office immediately to assist in facilitating the reporting process.

VACATION BENEFITS

The physical and spiritual well being of all employees is of great concern to the Church. Vacation leave is an expression of the Church's concern and appreciation. Regular full-time employees and regularly scheduled part-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their continuous employment as shown in the following schedule:

Year	<1	5 days
Years	1-4	10 days
Years	5-14	15 days
Years	15+	20 days

- Vacation time is earned each pay period, proportionally to the vacation days allowed for the year(s) of service. Vacation is based on the anniversary date of employment. The accumulation of vacation begins on the date of hire.
- Increases in vacation accrual rates are effective in the pay period in which the anniversary date falls.
- When determining vacation accrual for an employee who transfers from another employer within the Archdiocese, service credit is given for work with the prior employer.
- If an observed Holy Day or holiday occurs during a scheduled vacation period, the employee will not be charged vacation time for the Holy Day or holiday.
- Vacation time off is paid at the employee's base pay rate at the time vacation is taken.
- It is encouraged that vacation time be used within the year it is earned. In the event that available vacation is not used by the end of the year, paid vacation days may accumulate to a maximum of thirty (30) days, at which point further accumulation will stop until all or a portion of the vacation days are taken.
- Vacation pay cannot be granted in lieu of taking actual time off.
- Regularly scheduled part-time employees earn vacation according to years of service and are prorated based on the number of hours they work per week. Part-time employees must use vacation for the same number of hours per day that they normally work.
- Upon termination of employment, eligible employees will be paid for unused vacation time that has been earned through the last day of work.
- Unpaid vacation leave is only available to employees if they do not have paid leave accrued. To receive payment for vacation time beyond the accrued time available, approval from the supervisor and the Director of Human Resources is required. If a negative balance occurs beyond two pay periods, unpaid leave must be taken for missed work until a positive balance is again available.

SICK LEAVE BENEFITS

Regularly scheduled full and part time employees are eligible to earn and use sick leave as described in this policy.

- Eligible employees will accrue sick leave benefits, proportionally at the rate of 7 days per year. The accumulation of sick leave begins on the date of hire.
- Regularly scheduled part-time employees receive sick leave benefits prorated by the number of hours they work per week.
- Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member or relative who relies on the employee for care.
- Employees who are unable to report to work due to illness, injury or any health needs should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be advised of any on going absence. If the supervisor is not available, absences should be reported to the Director of Human Resources.
- Absence due to medical or dental appointments should be reported as sick leave unless the missed work time is rescheduled during the same work week. Exempt employees are not required to report sick leave unless they are absent from work for a half-day.
- Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.
- Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 work days of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave will be suspended until the employee's balance falls below the limit.
- Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may only be used for this purpose. Unused sick leave benefits will not be paid to employees. Accumulated sick leave is forfeited upon termination of employment.
- Sick leave pay may be coordinated with short term disability pay. An employee may use sick pay for the seven day waiting period and begin to receive the disability payments on the eighth day. If a sick leave balance is available, it must be used to pay the prorated portion of pay not covered by short-term disability.
- Unpaid sick leave is only available to employees if they do not have paid leave accrued. If a negative balance occurs beyond two pay periods, unpaid leave must be taken for missed work until a positive balance is again available.

HOLY DAYS AND NATIONAL HOLIDAYS

Feast Days in the Church are an important part of all employees' lives as Catholics. National holidays are an important part of employees' lives as Americans.

All employees will be granted holiday time off on the holidays listed below:

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving and Friday after
Christmas (December 25)

If a holiday falls on a weekend, either the Friday before or the Monday after (which ever is closest) shall be granted as the holiday.

Additional Holy Days are granted, recognizing their importance in the life of the Church. When the following Holy Days fall on a work day, they are observed as days off:

Good Friday (Friday before Easter)
Feast of the Assumption, Aug. 15
Feast of All Saints, Nov. 1
Feast of the Immaculate Conception, Dec. 8

No other day is given when these Holy Days fall on Saturday or Sunday.

By decision of the U.S. Bishops, with Vatican approval, when these Holy Days fall back-to-back with Sunday, that is, on a Saturday or Monday, the obligation of Mass attendance is lifted. Therefore, no other day is given as a day off.

Regularly scheduled full-time employees are eligible for all Holy Days and holidays with pay. Regularly scheduled part-time employees are paid for holidays and Holy Days only if they fall on a regularly scheduled work day and are paid for the number of hours they would normally work that day. Temporary employees and employees working irregular schedules do not receive holiday or Holy Day pay.

GIFT DAYS

Gift days are additional days off granted by the Archbishop. Gift days are not listed as regular holidays because they are given at the Archbishop's discretion. Some gift days are added to the listing of scheduled days off provided biannually by the Chancellor.

For time keeping purposes, gift days are treated in the same manner as holidays and Holy Days.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave in a 12 month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. FMLA also allows eligible employees to take up to 26 workweeks of unpaid leave in a single 12 month period to care for a covered servicemember with a serious injury or illness. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has the right to return to the same or to an equivalent position with equivalent pay, benefits and other employment terms.

To be eligible for FMLA, an employee must meet the following criteria:

- Must be employed by the Archdiocese for at least 12 months (which need not be consecutive); and
- Must have worked at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- The birth of a child or to care for a newborn child of the employee;
- The placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- To care for the employee’s spouse, child or parent (but not in-law) with a serious health condition;
- The employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
- Qualifying exigencies arising out of the fact that the employee’s spouse, child, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation; and/or
- To care for a spouse, child, or parent who is a covered servicemember with a serious injury or illness.

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

Limitations on Leave

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless the employer agrees with respect to an individual leave request. Leave to care for a newborn or newly placed child must conclude within 12 months after the birth or placement of the child.

When both spouses are employed by the same employer, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12 month period for the birth and care of a newborn child, adoption or foster care placement of a child with the employees, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule. If the employee takes leave intermittently or on a reduced work schedule basis, the employee must, when asked, attempt to schedule the leave so as not to disrupt the employer's normal business operations. The employer may temporarily transfer such employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Requests for FMLA Leave

An employee should request FMLA leave by contacting the Director or Human Resources either in person or in writing.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health conditions, the employee must provide Human Resources and the employee's supervisor with at least 30 days advance notice. When the timing of the leave is not foreseeable, the employee must provide the employer with notice of the need for leave as soon as practicable.

Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 weeks of unpaid leave. If the employee has accrued vacation or sick leave, the employee must run the paid leave concurrently with FMLA leave. Any paid leave used for a FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek leave period.

Return from FMLA Leave

An employee is entitled to reinstatement only if he or she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in workforce or any other reason the employee would not be employed at the time job restoration is sought.

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. The employer may recover health insurance premiums that it paid on behalf of the employee during any unpaid FMLA leave.

This policy is intended to comply with the provisions of the Family and Medical Leave Act of 1993 and all subsequent amendments. Nothing in this policy should be interpreted to create any additional rights to leave and/or benefits other than mandated by federal law.

FUNERAL \ BEREAVEMENT LEAVE

In cases of death in the immediate family, an employee eligible for benefits is granted up to three working days off with pay as bereavement leave. Immediate family is defined as spouse, child, parent, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, and a relative residing in the employee's home.

For the death of other relatives, including aunts, uncles, cousins and other in-laws, the employee is granted one day off with pay.

Other time off as necessary may be taken as vacation time, or unpaid time, as arranged with the employee's supervisor. If the death occurs during a vacation, adjustments may be made to provide for the bereavement leave.

JURY DUTY LEAVE

Employees are encouraged to cooperate in the civic responsibility of serving in the jury system when requested or when subpoenaed to the court.

An employee who is summoned for jury duty is responsible for submitting to his or her supervisor a letter from the Court (summons) verifying this fact as soon as possible before reporting to court. The employee will be paid the difference between regularly scheduled hours paid and the amount received from the court for jury duty. When attendance in court is not required, the employee should return to their work assignment. On any day that one is excused by the court by noon, he/she is expected to return to work for the remainder of the day.

While on jury duty, the employee continues to accrue all appropriate benefits.

WHISTLE-BLOWER PROTECTION

If any employee knows of or has a suspicion of misconduct, dishonesty or fraud, the Director of Human Resources should be contacted immediately. If the alleged wrongdoing concerns the Director of Human Resources, the Vicar General or Chancellor should be notified instead.

If the Director of Human Resources, Vicar General or Chancellor receives information about misconduct, dishonesty or fraud, they shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of misconduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

For the purposes of this policy, the definition of misconduct, dishonesty and fraud includes but is not limited to:

- Acts which are inconsistent with Archdiocesan policies (including the Harassment Policy, Child Protection Policy and Code of Ethical Standards)
- Theft or other misappropriation of Archdiocesan assets and resources
- Misstatements or other irregularities in records
- Incorrect financial reporting
- Illegal activities
- Forgery or alteration of documents
- Any other form of fraud
- Violation of canon law

SMOKING IN THE OFFICE

The Catholic Chancery offices and Savior Pastoral Center observe a smoke free environment.

SUBSTANCE AND ALCOHOL ABUSE

The Archdiocese has a vital interest in maintaining a safe, healthful and efficient work place for its employees. Substance abuse poses an unacceptable risk to all our employees and is strictly prohibited.

The following activities involving the unauthorized use of alcohol are expressly prohibited:

- The excessive use of alcohol on or off work premises during work hours or while traveling for business.
- Returning to work after the excessive use of alcohol.

Any activities involving illegal drugs or controlled substances are expressly prohibited on or off the job.

The Archdiocese encourages all employees to notify their supervisor of any violation of this policy.

If it is determined that an employee appears to be impaired by alcohol or illegal drugs while on the Archdiocese's premises or while on duty off-site, the employee may be asked to submit to the appropriate testing. A refusal by the employee to submit to testing will be viewed as if the employee is impaired and appropriate disciplinary action will be taken.

If the employee is tested and the results are positive, the employee will be sent home and is subject to disciplinary action up to and including termination. For the purposes of this policy, "illegal drug" refers to any non-prescription drug or abused prescriptions regulated under the Federal Controlled Substance Act.

PERSONAL APPEARANCE

The Chancery office is a professional office building. All employees – men, women, lay and religious - are expected to dress in modest and appropriate business attire. The attire of Chancery office employees reflects the professionalism with which work is conducted. Jeans, shorts, t-shirts, tennis shoes and “flip flops” are not acceptable attire. Additionally, employees are expected to maintain proper grooming and personal cleanliness standards that are consistent with a professional place of work.

Those who work in an environment other than an office should wear clothing appropriate for the safe execution of their duties.

CHILDREN AND OTHER GUESTS IN THE OFFICE

The work environment is never an appropriate place for childcare. Children and other guests are welcome for short visits as long as they are not disruptive to other employees.

PETS IN THE OFFICE

Pets are not allowed in the offices.

TORNADO WARNINGS

In the event of a tornado in the area, all employees are to quickly and safely move to the designated tornado shelter area, as shown on the [attached map](#).

All employees must exit their offices and go to the first floor using the main Chancery staircase. On the first floor, employees must pass the main Chancery lobby and go into the lobby outside the Keleher Conference Center. In the Keleher lobby, employees should turn right and exit through the first door on the right towards the Savior parking garage. At the bottom of the steps, go through the double doors on the right into the safe underground passageway. Staff should remain in the underground passageway until the all clear has been given.

FIRE AND OTHER EMERGENCY EVACUATIONS

In the event of a fire or other emergency that necessitates a full building evacuation, it is important that all employees exit the building in a quick and orderly fashion. In such a situation, it is imperative that all employees meet in a designated area to ensure that everyone is accounted for.

During a fire or other emergency evacuation, employees must quickly leave the building through the closest exit. The small red dots on the [attached map](#) represent all exits in the Chancery office building. Once safely out of the building, all employees must quickly move to the fire refuge area (represented by a large red dot in the attached map) in the parking lot outside the Savior dining hall. Employees must wait in this designated area until everyone has been accounted for and further instructions have been given.

CONFIDENTIALITY

Employees are expected to keep the trust of those they serve and of one another. Often, information received in the routine duties of the offices needs to be handled with confidentiality, in some instances by law. All employees are expected to honor confidential information concerning Archdiocesan matters, other employees, and persons who are served by the various programs of the Archdiocese by keeping such information private. Failure to do so may result in disciplinary action, including termination of employment.

For more detail on confidentiality in professional relationships, please refer to the Archdiocesan Code of Ethical Standards.

COPYRIGHT PROTECTION

Employees are expected to abide by copyright requirements and refrain from illegal reproduction or use of educational materials, computer software, liturgical music, photographs, images, logos or any other copyrighted or restricted material.

TECHNOLOGY POLICY

(Coming soon!)

MEDIA RELATIONS

To assure proper and consistent media inquiries, all requests for interviews or background information should be referred to the Director of Communications and Planning, who serves as the official spokesperson for the Archdiocese and the Archbishop.

ARCHDIOCESAN CELL PHONE POLICY

Rationale:

Personal communication devices in the form of cellular telephones, smart phones and like devices are in many ways useful for serving the mission of the Church, enabling timely communication and access to the internet for information, calendaring and other functions. Certain roles within the local church's administrative and ministerial structure depend heavily on the need for efficient communication and information access in order to effectively carry out the work of the Church.

The Archdiocese deems it prudent to bear the cost of providing cellular telephones or “smart” phones to those employees and ministers of the Church whose positions demand that they frequently minister in places remote from the Chancery or the ministry’s main office, or that they be regularly accessible after normal office hours. The Archdiocese should not provide cellular or smart phones to its employees or ministers merely for the sake of convenience, but rather when their provision is deemed necessary for the good of the Church’s mission.

Policy:

The Archdiocese will provide and pay for the use of cellular telephones, “smart” phones and like devices under the following conditions:

- 1) The device is obtained from an approved provider and/or under an official contract as authorized by the Chancellor of the Archdiocese.
- 2) Devices should be provided only to those employees or ministers who have been authorized by this policy, to include:
 - a) Members of the Archbishop’s Administrative Team
 - b) Lead Consultants or Consultants who regularly conduct ministry outside of their offices (for retreats, talks, parish visits, etc.)
 - c) Other Office Heads who need to be reachable after normal office hours in the event of an emergency (e.g. 24-hr facility Directors, Maintenance Supervisors, etc.)
 - d) Only those support or technology staff members who provide critical support functions and who are “on call” to restore certain functions after normal office hours.
 - e) Communications personnel who are engaged in media relations or critical reporting functions.
- 3) The determination as to whether or not the phone number is made public (published in directory, website, etc.) is made by the employee’s or minister’s supervisor.
- 4) Nature of Use: While the Archdiocese provides communication devices to advance the mission of the Church, given the nature of personal communications devices, it may be used for personal communications as long as additional charges are not accrued and as long as the employee or minister uses the device in compliance with other technology or computer related policies of the Archdiocese (no access to inappropriate websites, no storage of confidential data, no use for harassment, etc.)
- 5) Any deviation from this policy must be approved by the Archbishop or his delegate.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Human Resources Handbook describes important information about employment at the Chancery offices and Savior Pastoral Center. I understand that I should consult my supervisor or Human Resources regarding any questions not answered in this handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revision to the handbook may occur, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Archbishop, 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 reviewed this handbook, and I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)