This handbook and its policies are effective July 1, 2014 and supersede all other personnel manuals and personnel policies previously distributed by the Diocese. To avoid confusion, please discard any copies of previously published employee handbooks.
HISTORY OF THE SYRACUSE DIOCESE

The Diocese of Syracuse was established in 1886 under the leadership of its first bishop, Right Reverend Patrick Anthony Ludden, D.D.  Its services reach the people of 7 counties in Central New York:  Broome, Chenango, Cortland, Madison, Oneida, Onondaga and Oswego counties.

Geographically, the Diocese clusters in four regions each under the pastoral leadership of a Regional Episcopal Vicar.

Each regional vicariate, administrative vicariate, and the judicial department is under the jurisdiction of the Ordinary of the Diocese, Most Reverend Robert J. Cunningham, D.D., J.C.L. with the assistance of the Vicar General, Reverend Monsignor J. Robert Yeazel.

Lay persons, religious sisters and brothers, deacons, and priests serve in and are served through 134 individual parishes and 9 missions, 23 elementary, 5 Jr./Sr. high schools and 1 senior high school, 4 regional offices for religious education, 5 religious education resource centers, and 6 area offices under the direction of Catholic Charities.  In addition, chaplains serve on 10 college campuses, in 12 health care facilities, and in several correctional institutions.

MISSION

We, the members of the Community of the Diocese of Syracuse, in response to our baptismal call and nourished by the Eucharist, seek to continue the mission of Jesus Christ, be welcoming, supporting, and guiding God’s family through prayer, sacramental celebration, service and education.

VALUES

The church of Syracuse VALUES the continuing mission of Jesus Christ by:

- Loving God above all else
- Loving our neighbor expressed through service
- Imitating Christ in our daily lives
- Hearing, sharing, teaching the Good News of the Gospel
- Celebrating sacraments, especially Eucharist
- Practicing prayer
- Strengthening community and family life
- Doing justice
- Promoting peace and unity while honoring diversity
- Practicing stewardship of our resources
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ABOUT THIS HANDBOOK

This handbook summarizes the privileges and benefits provided to employees of the Diocese of Syracuse as well as your responsibilities. If you are a new employee, it will be helpful in acquainting you with our policies. If you are already a member of the Diocese team, this handbook should prove to be a useful reference. A primary objective of this handbook is to promote consistency, fairness and understanding.

In order to maintain the necessary flexibility in the administration of policies and procedures, the Diocese reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this handbook with or without advance notice. After you have read this handbook, please keep it handy for future reference and updating.

We are glad that you have joined us and we hope that you will find working with us to be both challenging and rewarding.
EMPLOYMENT AT WILL

The Diocese adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without cause. Our policy of employment-at-will may not be modified by any written or oral statements except by a written agreement signed by the Bishop of the Roman Catholic Diocese of Syracuse.

NON-DISCRIMINATION

The Diocese is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment. The Diocese prohibits discrimination against qualified employees and applicants in all aspects of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, discipline, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs. This policy prohibits discrimination against all legally protected classes including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, predisposing genetic characteristics, and any other status protected by law.

However, in some cases, ordination, religious belief and practice or promotion of Roman Catholic principals, is relevant and will be considered a bona fide occupational qualification (BFOQ).

Employees who have questions on the administration of this policy or a complaint regarding Equal Employment Opportunity should contact Human Resources at 315-422-9091.

If not satisfied with the resolution, appeals will generally follow the steps outlined in the Open Communication policy.

INDIVIDUALS WITH DISABILITIES

The Diocese is fully compliant with the Americans with Disabilities Act (ADA) and New York State Human Rights Law which make it unlawful to discriminate in employment against a qualified individual with a disability. The Diocese’s commitment to this policy includes making reasonable accommodations.
Qualified individuals with disabilities should make the appropriate supervisor aware of the need for an accommodation. The supervisor will work with each individual to define their job-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

“Qualified individuals with disabilities” is defined as persons with disabilities who have the required education, skills and experience for the job and who can perform the essential functions of the job with reasonable accommodation. The term Disability is defined by applicable law.

“Reasonable accommodation” is defined as any change or adjustment to a job, the work environment or the way things usually are done that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Diocese or create a direct threat to health or safety. Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon.

RECRUITMENT AND PLACEMENT

The Diocese recruits and selects individuals for employment on the basis of qualification, competency and salary without regard to all legally protected classes, including, but not limited to: race, color, sex, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, predisposing genetic characteristics, and any other status protected by law. All job offers are contingent upon the applicant providing proof of legal authorization to work in the United States and successful completion of the Diocese of Syracuse Child and Youth Protection program, which includes a mandatory criminal background check.

JOB POSTING

Whenever possible, job openings will be filled with qualified applicants from within the Diocese. Notices of job vacancies will be posted on the Diocesan website. Employees should notify Human Resources if they would like to be considered for a different position. Employees must complete at least six (6) months in their current position and must be in good standing in their current position before being eligible to apply for another position.

HIRING PROCESS

The hiring procedure includes recruitment, interviewing and reference and criminal background checks of all applicants considered for the opening. In some cases, ordination or religious belief and practice or promotion of Roman Catholic
principles is relevant to hiring and is a bona fide occupational qualification (BFOQ).

INTRODUCTORY PERIOD

The performance of new employees will be evaluated at the end of a ninety (90) day introductory period. Successful completion of the introductory period does not guarantee employment for any period of time thereafter and it does not affect the employee’s employment-at-will status. During the introductory period you will not accrue vacation or personal time however, you will granted one paid medical day which will be rolled over into your accruals if it is not used during the introductory period.

BACKGROUND AND REFERENCE CHECKS

Prior to making an offer of employment, the Diocese will conduct a job-related background check. A comprehensive background check may consist of prior employment verification, reference checks, education confirmation, and criminal background check.

Providing false or misleading information by an applicant on the application form or during the interview process is cause for automatic disqualification of the applicant from further consideration, or for termination if the knowledge about false information is discovered after the applicant has been employed by the Diocese.

EMPLOYMENT OF RELATIVES

In order to avoid the possibility of conflicts, claims of favoritism and other issues that may arise when family members work for the Diocese, Human Resources will approve employment of immediate family members of other employees under specific conditions.

Immediate family members may be employed only where they are not directly or indirectly supervised by another immediate family member. In addition, the responsibilities of the employed relative may not influence work, salary or other factors of the immediate family member.

EMPLOYMENT CLASSIFICATIONS

Employees of the Diocese are employed on either a full-time or a part-time schedule based on the needs of the Diocese.

FULL-TIME - Employees in this category are regularly scheduled to work a minimum of thirty-five (35) hours per week and 52 weeks per year.

PART-TIME, BENEFIT ELIGIBLE - Employees falling into the following categories are considered Part-Time, Benefit Eligible:

- Work at least 30 hours per week and 52 weeks per year
- Non contract parish school employees working at least 30 hours per week but less than 52 weeks per year

PART-TIME - Employees falling into the following categories are considered Part-Time and are eligible for statutory benefits only (short term disability, worker’s compensation, social security and unemployment):

- Work less than 30 hours per week

TEMPORARY/SEASONAL - Employees in this category perform a job for a specified period of time and their employment is limited due to the nature of the job or availability of the individual. These employees receive statutory benefits only.

NON-EXEMPT AND EXEMPT CLASSIFICATIONS

In addition to the above classifications, each position is classified as either exempt or non-exempt based on the nature of the duties. The Fair Labor Standards Act (FLSA) is a federal law which requires that employees be paid at least the federal minimum wage for all hours worked, and that non-exempt employees receive overtime pay at time and one-half the regular rate of pay for all hours worked over forty (40) hours in a workweek.

The FLSA provides an exemption from overtime pay for employees employed as bona fide executive, administrative, professional, outside sales and certain computer employees. To qualify for exemption, positions must meet certain tests regarding job duties and under most circumstances must be paid on a salary basis at the minimum rate established by law. Employees in positions classified as exempt are not eligible for overtime.

ORIENTATION PROGRAM

Orientation begins the first day of employment. New employees will be scheduled to meet with Human Resources who will explain benefits, answer
questions and help employees complete the payroll and benefit forms. Supervisors will introduce the new employee to co-workers and begin training them for their new job.

It is important for employees to read the Employee Handbook. It will answer many questions about our policies.

Throughout the first few weeks, employees will be given on-the-job training by their supervisor. During this time, employees should gain a full understanding of their job responsibilities and our standards for their position.

**WORKING HOURS**

The Diocese normally observes a thirty-five (35) hour workweek. Time records are kept for all employees showing the hours worked each week.

Because of the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of seven (7) hours per day, generally Monday through Friday, although there may be times when it is necessary to work on weekends. For purposes of calculating overtime, the Diocese’s workweek starts on Sunday and ends on Saturday.

**TIME RECORDS**

Employees are responsible for recording hours worked and/or any absences on a timesheet each week, signing it and submitting it to their supervisor the last day of each pay period, unless otherwise notified.

**MEAL BREAK**

A one (1) hour, unpaid meal break is standard, unless otherwise stated for an employee’s position and/or department. The noonday meal period extends from 11:00 a.m. to 2:00 p.m. Employees who work six (6) or more hours, which extends over the noonday meal period, are required to have an unpaid meal break. Supervisors are responsible for scheduling meal breaks.

**PAY PRACTICES**

The Diocese is committed to a policy of fair and equitable compensation for work performed. The rate of compensation assigned to each job is based on the nature of the position as well as economic conditions within the Diocese and the community.

Employees are paid biweekly on Thursday. If the payday falls on a holiday, employees ordinarily will be paid on the day before or the day after the holiday.
Employees may elect direct payroll deposit, and should contact Human Resources for the applicable form.

When an employee fails to make prompt payment of personal debts, a court may order the Diocese to garnish amounts directly from the employee’s paycheck. The Diocese must withhold the amount indicated in the garnishment from the employee’s paycheck in accordance with federal and state law.

**DEDUCTIONS FROM WAGES**

The Diocese does not permit wage deductions except those permitted under state and federal law. Employees who believe that they have been subjected to an improper wage deduction should immediately report this information to their supervisor. Supervisors shall immediately advise Human Resources of the alleged improper wage deduction. Reports of improper wage deductions will be promptly investigated. If it is determined that an improper wage deduction has occurred, the employee will be promptly reimbursed for that amount.

**OVERTIME**

Occasionally the Diocese may require longer-than-normal hours of its employees in order to meet the needs of the Diocese. It is necessary and requested that each employee comply with overtime needs so that deadlines established by the Diocese can be met.

Non-exempt employees are paid one and one-half times their regular hourly rate of pay for overtime hours worked in excess of forty (40) hours in a workweek.

All overtime must be authorized in advance by each employee’s supervisor.

Paid absences, including, but not limited to: holidays, vacation days, medical time and personal time, are not counted as hours worked when calculating overtime. Only actual hours worked are counted when computing weekly overtime.

Violations of this policy will be subject to disciplinary action, up to and including termination of employment.

**TRAVEL/EXPENSE REIMBURSMENT**

Employees will be reimbursed for pre-authorized expenses, such as Diocesan-related travel, mileage, hotel expenses, airfare, or other business expenses incurred on behalf of the Diocese. The employee must complete a copy of the Diocese’s Expense Report/Reimbursement Form, attach all receipts, obtain supervisor’s approval and submit the request to Finance.
POSITION DESCRIPTIONS

A position description is written for each position at the Diocese and maintained on file with Human Resources. The purpose of these position descriptions is to identify job standards, essential job functions, as well as other duties, and to define reporting relationships.

Position descriptions are designed to promote a better understanding of the total job for both the employee and the supervisor. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions.

Position descriptions are updated periodically to reflect changes in job duties and organizational structure.

PERFORMANCE APPRAISAL

To help employees grow in their job, supervisors will evaluate each employee’s performance in writing annually. The purpose is to provide a basis for better understanding between employees and their supervisors regarding performance, potential for advancement and development at the Diocese.

ATTENDANCE

Each employee’s position and the work done at the Diocese is important. It is essential that employees be at work on time and ready to work in order to serve the Catholic Community and operate the Diocese in an efficient manner.

Employees who are going to be late or absent from work must personally call their supervisor within thirty (30) minutes of the start of their workday. Employees who are absent for more than one (1) day must call back each day they are absent, unless other arrangements have been made with Human Resources for disability or FMLA leave.

Employees who are absent for three (3) days without contacting their supervisor will be considered to have voluntarily resigned from their position and their employment may be terminated.

CONFLICTS OF INTEREST AND OUTSIDE BUSINESS

We expect our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Diocese and the conduct of its affairs.
Business dealings that represent, or appear to represent, a conflict between the interest of the Diocese and an employee are unacceptable. Employees should not engage in any activity which is detrimental to the Diocese. Employees should not improperly use their position in order to benefit themselves, relatives or friends.

Employees should also avoid personal interests, or other investments, which would influence the objectivity and independence of their judgment or conduct in carrying out their duties and responsibilities to the Diocese. Diocesan related outside business ventures must be approved by the Diocese.

The Diocese encourages involvement in community activities. It is important to recognize that such activities should not interfere with your work. If participation in such activities involves time away during your normal workday, you should seek prior approval from your Vicar / Supervisor.

FRAUD, WHISTLEBLOWER AND FRAUD RESPONSE PLAN

The revised Code of Canon Law, effective November 27, 1983, addresses extensively the responsibilities of bishops and their delegates as administrators of the Church’s temporal goods. Ultimately, the Bishop has the duty to ensure that no abuses exist in the administration of Church goods within the Diocese. This policy is promulgated to support and assist the Bishop in that responsibility.

The Diocesan Finance Council provides review, oversight and counsel to the Bishop at the Diocesan level. At the local level, the parish finance council is to provide the pastor or administrator with similar advice and counsel. The Diocesan internal auditors also serve a vital role in the review and monitoring of various internal controls at the parish level. This document should be made available to all parish and school employees and volunteers and studied together for sound parish stewardship in this matter.

The Diocese of Syracuse is committed to the highest possible standards of accountability in all its affairs. It is determined to develop a culture of the Gospel, one of honest and accountable stewardship and opposition to fraud and embezzlement. An environment, which allows any embezzlement or fraud, is not acceptable, and all criminal, civil and canon laws will be strictly enforced and obeyed.

In line with that commitment, this document outlines the principles we are committed to in relation to reporting and investigating fraud and embezzlement. The principles for preventing fraud and safeguarding assets are outlined in the Diocese of Syracuse Business Administration Best Practices Manual that can be found on http://parishsop.syrdio.org. This document in no way supersedes those requirements, but is intended to reinforce them. It will outline the steps that are to be taken in the event of suspicion of fraud or actual fraud and communicate how
it will be dealt with. These actions apply to priests, religious, lay employees, volunteers, parishioners or any person suspected of fraud or embezzlement.

The Diocese encourages all clergy, religious, lay leaders, employees, parishioners and volunteers to come forward on a timely basis and report instances of fraud and embezzlement and provides assurance against recrimination or retaliation.

Fraudulent activities at the parish, school or any other level at the Diocese represent a unique problem which must be responded to in an appropriate manner. The problem is unique in so far as, an inappropriate or premature response may allow the suspected offender to cover-up or hide the suspected activity.

**COURSE OF ACTION**

1. All suspected or documented fraud or embezzlement should be immediately reported to the office of the Chief Financial Officer. An initial report of the incident must be documented in writing by the complainant and provided to the Director of Internal Audit. All complaints and reports of suspected embezzlement or fraud will be kept confidential, other than the timely reporting by the Diocese of the suspected activity to law enforcement, in order to protect both the complainant and the suspected embezzler. The complainant will be notified of the action taken by the Diocese within fourteen days.

2. The Director of Internal Audit will coordinate closely with the Pastor, as necessary, during the investigative process until final resolution.

3. The suspected embezzler should not be approached or apprehended. No personnel action shall be taken without prior consultation with legal counsel and the Director of Internal Audit.

4. The premature approach might jeopardize the gathering of necessary evidence, result in a needless lawsuit or cause physical harm to the persons involved. The clergy, religious, lay employee or volunteer, reporting the suspected activity to the Diocese, shall not communicate with any other priest, lay person, employee, parishioner, volunteer or finance council member concerning the suspected embezzlement until he/she is notified by the Director of Internal Audit. All information regarding the incident should remain confidential by the complainant, unless the complainant is contacted by law enforcement, in which case the complainant should cooperate fully.

5. Neither the pastor, associate pastor, parish finance council nor any person at the parish level has the authority to release the suspected person from liability or agree to terms of restitution. There should be no attempt to contact law enforcement agencies or a lawyer at the parish level, or to deal with the suspected embezzler at the parish level. The office of the Director of Internal Audit will coordinate contact with appropriate law enforcement agencies on behalf of the Diocese.

6. The Director of Internal Audit will consult with the proper Diocesan officials and consultants to discern appropriate actions to pursue in light of canonical, civil and criminal statutes, the nature of the allegation and other significant circumstances.
7. In order to protect the innocent and secure the evidence, no internal control procedures or other operating controls, or employees, should be changed until requested or instructed by the Director of Internal Audit. The parish must contact the Director of Internal Audit immediately upon suspicion of fraud or embezzlement. In all instances the parish shall work in conjunction with the Director of Internal Audit and the Diocese to resolve the fraudulent financial situations. The matter must not be handled at the parish level in any way. The parish should not attempt to conduct its own investigation. This could lead to erroneous information being obtained, improper allegations being leveled or the inability of the Diocese to properly pursue the matter in line with canon, civil and criminal law.

8. The Director of Risk Management shall notify the appropriate insurers.

FRAUD RESPONSE PLAN

The Bishop, Vicar General, Chief Operating/Chief Financial Officer and Director of Internal Audit, in consultation with the Diocesan Finance Council and any other consultants deemed necessary, will make the determination of how fraud and embezzlement is handled. This includes decisions regarding when criminal and civil authorities and insurers are to be notified. All civil, criminal and canon laws will be strictly adhered to.

General guidelines are as follows:

- Once sufficient facts have been uncovered to determine that a fraudulent activity has occurred, the Director of Internal Audit or his designee shall contact appropriate law enforcement authorities. The Director of Risk Management shall notify the insurers.
- In all instances the offender will be removed from the situation in which the fraud occurred. At the direction of the Director of Internal Audit, administrative leave may be invoked on a temporary basis during the investigative process.
- As a matter of justice and vigilance in preventing the creation of an environment which allows for fraud, restitution will be sought in all cases, regardless of the amount of the embezzlement, theft or fraud.

TYPES OF FRAUD

The following list includes fraud and embezzlement to be aware of and watch for. While several types are listed below, others may happen that are not included in the list.

Collusion

Two or more individuals overriding the control system can collectively perpetrate and conceal actions from detection. This could include collusion between an employee and a vendor or customer, or another employee.
Lapping

This is one of the most common types of fraud. It is the postponement of entries for the collection of receivables to conceal a cash shortage. The fraud is perpetrated by a person who records cash in the cash receipts journal and the accounts receivable journal. The employee defers the recording of the cash receipts from one source and covers the shortage with receipts from another source.

Theft

Theft is the diversion of cash, checks or other assets before they are recorded by the accounting system of the parish or school. It can take the form of removing cash from the collections basket or mail, taking cash or goods donated to the parish or school or diverting checks to another bank account.

Forgery

Occurs when a person passes a false or worthless instrument, such as a check, with the intent to defraud or injure the recipient.

Inappropriate use of Endowed Funds

Occurs when a parish or organization intentional uses endowed/restricted gifts for purposes other than designated by the donor.

Accounts Payable

An employee may create payments to false vendors or create phony addresses to which payments are sent. Invoices could also be overpaid, with the refunds pocketed by the employee.

Payroll Ghosts

Another common form of fraud is to create false employees. Paychecks are then issued to the false employee and diverted into a bank account. Unauthorized pay charges and not recording vacations taken are other frequent forms of fraud.

Kickbacks

An employee may take bribes or kickbacks from suppliers or vendors. This is more difficult to document because they are usually in cash.

Supplies or Inventory Embezzlement
An employee may purchase, with the parish or school’s funds, supplies or equipment for personal use. Inventory or supplies may also be stolen from the parish or school.

Other Types of Fraud or Embezzlement

Individuals may come up with other methods of fraud or embezzlement. These include inflating personal expense reimbursement amounts, using the parish sales tax exemption for personal purchases, stealing stamps or other office supplies, falsifying time cards, misappropriating petty cash, or other theft.

OPEN COMMUNICATION

The Diocese is committed to the principle of open communication between employees and their supervisors concerning any aspect of the employment relationship.

In every work environment there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Employees should not keep concerns to themselves.

Employees who have a problem, complaint, question or suggestion about any aspect of their work are encouraged to discuss the issue with their immediate supervisor. Most matters should be satisfactorily resolved by such discussions.

Employees who are not satisfied with the outcome of this first session or are not comfortable raising a particular issue with their immediate supervisor, are welcome to discuss the issue with Human Resources, who will meet with the employee and/or their supervisor and attempt to reach a satisfactory solution. The resolution to a problem, complaint, question or suggestion may be appealed to the Chancellor, whose decision will be final and binding on all parties.

SOLICITATION AND DISTRIBUTION

Soliciting employees or distributing material to employees or visitors on Diocesan property is prohibited.

Likewise, individuals who are not employed at the Diocese may not solicit and/or distribute material to employees or visitors at any time on Diocese property. Any violation of this policy should be reported to the administration immediately.

BULLETIN BOARDS

The Diocese maintains official bulletin boards at the Chancery and Chancery Annex for the posting of official notices relating to federal and state regulations.
The official bulletin board is for administration use only. Employees may not post or remove any items on it without approval from Human Resources.

STANDARDS OF BEHAVIOR AND PERFORMANCE

In order for the Diocese to operate efficiently and safely, it is necessary for all employees to observe the policies and procedures governing our work environment. If an employee’s conduct interferes with orderly and efficient operations, corrective disciplinary action will be taken. Corrective discipline may also be used when an employee’s job performance is unacceptable.

Grounds for corrective discipline, up to and including immediate termination of employment, may include, but are not limited to:

- Behavior contrary to Roman Catholic teachings and/or principles;
- Breach of confidentiality;
- Violation of Diocesan policies or safety rules;
- Insubordination;
- Poor performance;
- Excessive absenteeism and/or tardiness;
- Possession of firearms or other weapons;
- Theft or dishonesty;
- Willful destruction of Diocesan property;
- Physical, verbal or sexual harassment of anyone;
- Possession, use or sale of illicit drugs or alcohol on Diocesan property;
- Reporting to work under the influence of drugs or alcohol;
- Direct violation of a Diocesan policy.

DISCIPLINARY POLICY AND PROCEDURE

Depending upon the severity of the matter, disciplinary measures may include a verbal warning, written warnings, suspension, or termination of employment. The supervisor and Human Resources will determine the appropriate corrective action. The Diocese does not guarantee that one form of action will necessarily precede another.

The following describes the process for various steps:

FIRST WRITTEN WARNING

A supervisor may find it necessary to take this step if, after appropriate verbal coaching and counseling, a performance or behavior problem continues.
Your supervisor will discuss the performance problem with you and set a plan of action to correct the problem. At the end of this discussion, it is your responsibility to understand your supervisor’s expectations and the time frames established for meeting those expectations. You will be asked to sign the warning form to show that you have received the warning. You may provide a written response to the warning if you do not agree with it. (A warning creates a 6 month period of time during which you may not transfer to another department, apply for a new job, or receive a promotion.)

FINAL WRITTEN WARNING

If the performance or behavior problem does not sufficiently improve or if another performance problem develops, you may be given a final written warning, again, with a plan of action and time frame to correct the problem.

RECOMMENDATIONS FOR DISMISSAL

Under these corrective action guidelines, if your performance or behavior does not improve to an acceptable level or if a new problem develops during the time periods outlined above, your supervisor may recommend to Human Resources that you be dismissed.

IMMEDIATE DISMISSAL

Although the Diocese has a corrective action process that may be applied and that may involve some or all of the previous steps, immediate dismissal may occur at any time without any prior warnings if, in the judgment of the Diocese, the situation calls for such action. Examples of behaviors that may call for alternate or abbreviated corrective action or immediate dismissal include insubordination, misconduct, breach of trust, dishonesty and negligence.

PROBLEM RESOLUTION

The Diocese strives to maintain a work environment that promotes open communication and provides channels to help you resolve problems on the job. If you have a concern or a workplace problem, you should discuss your concern with your immediate supervisor. Supervisors have a responsibility to address job-related problems and discuss your situation with you. Your supervisor will review the facts involved, consider any Diocesan policies and practices that may be applicable, and respond to your concerns. If your concern is not resolved at this level or if there is some reason you feel the situation cannot be discussed with your immediate supervisor, you may wish to take the issue to your next level supervisor or to Human Resources. The Diocese will not retaliate against an
employee who in good faith reports problems such as unlawful activity, serious misconduct, violation of safety practices or activities in violation of Diocesan policy.

HARASSMENT

The policy of the Diocese is to provide employees with a work environment free from all forms of harassment.

Harassment includes, but is not limited to, the creation of an intimidating or hostile working environment, behavior that is not welcome, behavior that is offensive or abusive and behavior that interferes with work effectiveness. This policy prohibits harassment for any reason based on another’s race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, predisposing genetic characteristics, and any other status protected by law. Specific types of harassment include, but are not limited to:

- Physical harassment: this may include pushing, hitting or other offensive behavior of a physical nature;

- Verbal abuse: this may include derogatory or degrading verbal comments regarding or made because of an individual’s membership in one of the categories listed above. Specific examples include, but are not limited to, unwelcome jokes, gestures, epithets, and teasing.

- Written harassment: this may include derogatory or degrading written comments including, but not limited to, emails, memos, notes, graffiti or other visual depictions made because of, an individual’s membership in one of the protected categories listed above.

- Sexual harassment refers to sexually oriented acts or sex-based conduct. All employees must refrain from sexual harassment of anyone. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to, vulgar remarks, jokes, teasing and uninvited touching.
Employees who believe they have been the subject of harassment should report their charge immediately to Human Resources. Complaints of harassment will be investigated promptly and confidentiality will be maintained to the highest degree possible, consistent with the Diocese's obligation to thoroughly investigate the allegation. Employees will not be retaliated against for filing a complaint.

In cases where a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. Any employee who has violated the harassment policy will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

**TERMINATION OF EMPLOYMENT**

Termination refers to either voluntary resigntions initiated by the employee or involuntary terminations initiated by the Diocese.

Employees resigning voluntarily are expected to give a minimum of two (2) weeks advance written notice for non-exempt employees and four (4) weeks for exempt employees, so the proper replacement can be found.

Employees, whose employment with the Diocese ends, will be paid for earned but unused vacation time.

Earned but unused personal time and medical time are not paid upon termination.

Diocesan contributions for health insurance will be paid through the last day of the month in which employment terminates. Employees, who have health and dental insurance through the Diocese, have the option of continuing these benefits for a specified period of time at their own expense. Dental insurance may be continued only if Health insurance is continued.

Upon termination of employment, life insurance coverage ceases on the day of termination. Employees may have the option of converting their group insurance policy to an individual policy. Contact Human Resources for more details.

Upon termination, employees are required to return all Diocesan issued items, including but not limited to: keys, tools, uniforms, employee handbooks, manuals, computers, cellular phones, computer disks, credit cards issued by the Diocese, access cards and any other Diocesan information.

**EMPLOYEE BENEFITS**

The following are brief descriptions of benefits offered to eligible employees of the Diocese. Additional information regarding these plans is contained in plan documents that are available from Human Resources / Benefits. The Diocese reserves the right to modify, revoke, suspend, change or terminate any
non-statutory employee benefit, in whole or in part, including contribution levels, at any time within the Diocese’s sole discretion.

**HEALTH BENEFITS**

All eligible employees may enroll in health insurance coverage from the first of the month following the date of hire. Employees are required to contribute toward the cost of health insurance for single or family coverage. Contributions toward health insurance are made on a pre-tax basis.

You must enroll within thirty (30) days of becoming eligible for coverage. If you do not enroll on a timely basis, you will not be able to enroll until the next open-enrollment period. The open-enrollment period for insurance through the Diocese of Syracuse is normally held in May. All changes indicated during Open Enrollment are effective July 1st.

**DENTAL BENEFITS**

Dental benefits are also available to eligible employees. Enrollment in the dental plan is offered for two full years. Premiums for dental coverage are paid for by the employee and are made on a pre-tax basis.

**VISION BENEFITS**

Vision benefits are also available to eligible employees. Enrollment in the vision plan is offered for two full years. Premiums for vision coverage are paid for by the employee and are made on a pre-tax basis.

**CONTINUATION OF INSURANCE COVERAGE**

In accordance with applicable provisions of the New York State Insurance Law, if you are an employee of the Diocese covered by the Diocese’s Health Insurance Plan, you have a right to a temporary extension of your health coverage (called “Continuation Coverage”) at group rates in certain instances where coverage under the plan would otherwise end. Dental coverage may also be continued, but only if health coverage is continued. Continuation coverage is available if you cease to be in the class or classes eligible for coverage under the plan, or because of termination of your employment.

If you are a spouse of an employee covered by the Diocese’s Health Insurance Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the plan for any of the following reasons:

1. The death of your spouse;
2. The termination of your spouse’s employment or if your spouse ceases to be a member in the class or the classes eligible for coverage under our plan;
3. Divorce or legal separation from your spouse; or
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the Diocese’s Health Insurance Plan, he or she has the right to continuation coverage if group health coverage under the plan is lost for any of the following reasons:

1. The death of a parent;
2. The termination of a parent’s employment or if the parent ceases to be a member of the class or classes eligible for coverage under the plan;
3. Parents’ divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent ceases to be a “dependent child” as defined by the plan.

It is the employee’s or family member’s responsibility to inform the Diocese Personnel Department of a divorce, legal separation, or a child losing dependent status under the Health Insurance Plan. The Diocese will assume responsibility to notify the health insurance administrator of the employee’s death, termination of employment or failure to be a member in the class or classes eligible for coverage under the plan, or where Medicare eligibility is established. When the insurance administrator is notified that one of these events has happened, the administrator will in turn notify you that you have a right to choose continuation coverage. You will then have sixty (60) days, from the date COBRA notification paperwork is sent, to inform the administrator that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end at the end of the month in which the termination occurred.

If you choose continuation coverage, the Diocese is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for 18 months. However, the law also provides that continuation coverage may be cut short for any of the following reasons:

1. The Diocese no longer provides group health insurance coverage;
2. The premium for your continuation coverage is not paid;
3. You become an employee or dependent covered under another group health plan;
4. You become eligible for Medicare; or
5. You are divorced from a covered employee and subsequently remarry and are covered under your new spouse’s group health plan.
You do not have to show that you are insurable to choose continuation coverage. However, as permitted by state law, you are required to pay all the premium for your continuation coverage.

If you have any questions about the right to health insurance continuation coverage, please contact the Diocese Benefit Department.

**FLEXIBLE SPENDING ACCOUNT**

All employees are eligible to participate in the Flexible Spending Account Plan (FSA) upon hire.

The FSA allows employees to save taxes on the money paid toward qualified dependent care expenses, and qualified unreimbursed dental, vision and medical care expenses. With the FSA, employees may designate how much of their salary will be used to pay for these benefits during the calendar year. The designated amount is deducted from gross pay before taxes are taken out. By lowering gross wages, employees end up paying fewer taxes on the money that they earn; however, employees will also pay less in social security tax which may negatively affect future social security benefits.

**LIFE INSURANCE**

A group term life insurance policy is provided for eligible employees. Enrollment is required.

The premium for the basic insurance coverage is fully paid by the Diocese.

The amount of life insurance coverage is equal to one times the employee’s annual salary, rounded up to the next highest thousand. The plan also includes an Accidental Death and Dismemberment benefit equal to the same amount. Employees may elect to enroll in additional life insurance coverage at their own expense.

**403(b) PLAN**

The Diocese provides eligible employees with a 403(b) plan that allows tax-deferred savings for retirement.

All employees are eligible to join our 403(b) plan immediately upon hire.

Enrollment can occur at any time during the year.

Plan participants may elect to contribute either a percentage of their compensation or a flat dollar amount on a pre-tax basis through payroll deduction, subject to the terms of the plan and certain established federal limitations.
Once enrolled in the plan, contributions remain the same until an employee elects to stop, increase or decrease savings. Election can be changed at any time.

If an employee is hired before July 1, 2011, they may contribute to the 403(b) on a contributory basis only and will not be eligible for the company match. Employees hired July 1, 2011 and later are eligible for an employer match on their contributions. The employer match is 50% of the first 6% of pay contributed by the employee. To be eligible for the match the employee must complete a year of eligibility service within which they have worked at least 1,000 hours. Ongoing eligibility for the match requires that 1,000 hours be worked within the plan year.

Employees are provided with a significant number of investment options. Contact Human Resources or the Plan Administrator for additional information.

PENSION PLAN

For employees hired before July 1, 2011, on the first July 1st following 12 months of continuous service to the Diocese of Syracuse, Lay employees who regularly work 1,000 hours or more during a fiscal year, may be eligible for participation in the Diocesan Pension Plan. The plan booklet contains further details regarding plan eligibility provisions. Normal retirement age for the plan is 65, and you may elect an early retirement if you have attained age 55 and have completed 20 or more years of continuous service. If you become totally disabled while still working, the benefits which you have earned to date are frozen. If you remain totally disabled, these benefits will be payable to you starting at your normal retirement date. If a participant’s employment with the Diocese terminates, they may be entitled to vested benefits from the plan. These are explained in more detail in the plan booklet.

EMPLOYEE ASSISTANCE PROGRAM

The Diocese provides an Employee Assistance Program (EAP) to employees and family members who may need help with personal or behavioral problems. Our EAP is available to all employees, family members and others living in the employee’s household.

Through this program, confidential advice and short-term counseling up to a maximum of six visits are provided for any employee or member of an employee’s family who requests it, or for an employee who is referred by his or her supervisor. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.
The privacy of employees and their family members is protected at all times. The Diocese is not informed when anyone seeks assistance, unless the Diocese mandates an employee to the program as a requirement of continued employment.

The Diocese pays the full cost of the EAP. Employees are responsible for the cost of outside referrals.

Employees may contact Human Resources for more information.

**DISABILITY BENEFITS**

The Diocese of Syracuse provides disability benefits to lay employees. Benefits are payable according to New York State Disability regulations. They are available for up to 26 weeks for non-work related disability within any 52 week period. Weekly benefits are 50% of the average weekly earnings up to the maximum weekly benefit as provided by law.

Disability benefits and full weekly salary may not be collected at the same time. However, partial accrued medical days are paid on a weekly basis, to supplement the weekly disability in order to provide full pay for as long as medical days last.

**WORKERS’ COMPENSATION**

The Diocese provides Workers’ Compensation coverage which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job. Benefits are paid for lost wages and medical expenses.

Benefits for lost earnings begin after the seventh day of disability. If the disability continues beyond two (2) weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

Reports of work related accidents or injuries, even if minor, must be reported within twenty-four (24) hours to the employee’s supervisor. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize an employee’s eligibility for medical benefits.

The Diocese strictly prohibits discrimination of any kind against employees who apply for or receive workers’ compensation benefits or who are otherwise protected under the New York State Workers’ Compensation Law. If any employee believes that they have been subjected to such discrimination, they should immediately contact Human Resources who will promptly conduct an investigation and take corrective action as needed.

**SOCIAL SECURITY**
During your employment, you and the Diocese both contribute funds to the Federal government to support the Social Security program. This program is intended to provide you with monthly benefits and medical coverage once you reach retirement age. Benefits may also be available in the event you become disabled or die. If you would like to receive an estimate of what you will receive, you can contact the Social Security Administration.

UNEMPLOYMENT

This program covers all employees and provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law. The Diocese pays for the cost of these benefits.

HOLIDAYS

The Diocese observes the following paid holidays each year:

New Years Day
Martin Luther King, Jr.
President’s Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day and the Friday after Thanksgiving
Christmas Eve
Christmas Day

A holiday falling on a Saturday will be observed on the previous Friday; a holiday falling on a Sunday will be observed on the following Monday. If an employee is not regularly scheduled to work on the holiday, the employee does not receive holiday pay for that day.

If your department supervisor finds it necessary to maintain regular office hours on any of the above holidays, you are required to work at your normal rate of pay during the holiday(s); however, you will be given a compensatory day off within that same biweekly pay period.

VACATIONS
The Diocese provides eligible employees with an annual paid vacation to give time for rest and relaxation. Following the introductory period, of ninety (90) days, all full-time employees accrue one vacation day per month in the first fiscal year, (July 1 through June 30) of employment; not to exceed 10 days. At the beginning of the next fiscal year, after the introductory period, the vacation benefits are as follows:

- Employed up to 3 years as of July 1st: 10 working days per fiscal year;
- Employed 3 to 9 years as of July 1st: 15 working days per fiscal year;
- Employed 10 years or more as of July 1st: 20 working days per fiscal year;
- Employed 11 years or more as of July 1st: 21 working days per fiscal year;
- Employed 12 years or more as July 1st: 22 working days per fiscal year;
- Employed 13 years or more as of July 1st: 23 working days per fiscal year;
- Employed 14 years or more as of July 1st: 24 working days per fiscal year;
- Employed 15 years or more as of July 1st: 25 working days per fiscal year;

Part-time employees, who have completed 10 months of employment, are entitled to the equivalent of one week’s hours paid vacation and one week’s hours without pay each fiscal year. Following 5 fiscal years of employment, part-time employees are entitled to the equivalent of two weeks’ hours of paid vacation.

Vacation days are earned through the fiscal year and may be taken at any time they have been earned but should be scheduled so as to avoid conflicts and to maintain sufficient staff at all times to carry on the operation of the organization. However, all vacation days must be taken by the December 31st following the close of the fiscal year during which they were earned or they are forfeited. Unused vacation days are not accrued from year to year nor is payment made for unused vacation days except as explained below.

Should a holiday fall within the vacation period of an employee, the employee will not be charged for a vacation day. If an employee is eligible for disability benefits due to illness or injury during vacation, Human Resources should be notified and vacation benefits will be handled on an individual basis. If the disability occurs prior to scheduled vacation and is expected to last into the vacation period, the vacation may be rescheduled.

Every effort will be made to permit employees to take their vacation as requested. However, due to the nature of our work, coordination within and between departments is essential. All vacations are subject to approval by the employee’s supervisor.

Employees who change their vacation request must receive approval from their supervisor. Approval will depend on workload and the number of people who are scheduled for vacation at that time.
If employment with the Diocese terminates prior to the end of the fiscal year, employees will be paid at their regular salary for those days earned but not taken on a pro-rata basis. If the employee has taken current year vacation days not earned, the Diocese will require reimbursement of those used but not earned days. If an employee is absent from work within a fiscal year for a period of time in excess of one month, vacation time will not be accrued for the period of that absence.

An employee’s vacation pay is based on the number of hours they are regularly scheduled to work at their straight time hourly rate.

Employees may not receive pay in lieu of taking the actual time off.

**MEDICAL TIME**

Following the introductory period of ninety (90) days, all full-time and part-time employees accrue one (1) paid medical day per month, up to a total of eight (8) days, for the first fiscal year of employment. During each fiscal year following the introductory employment, eight (8) paid medical days are allowed for legitimate illness for full-time and part-time employees. The Diocese reserves the right to request a physician’s statement verifying an employee’s inability to perform job duties. If the employee fails to submit sufficient proof of illness when required to do so, such absence may be considered time off without pay.

Unused (accrued) medical days may be carried over from year to year up to a maximum of sixty (60) days. In case of frequent absence or prolonged illness, you may be asked to present a physician’s statement.

The use of medical days for an extended medical leave should be for the purpose of serious illness, maternity or paternity leave, or for family emergency due to serious illness. If an employee adopts a child, maternity or paternity leave is also granted upon request for a time mutually agreed upon with the supervisor.

Medical leave, using accrued medical days, is a benefit to lay employees - An accurate record of medical days must be kept, and it is the responsibility for your immediate supervisor to see that this record is kept on a weekly basis. This record is then submitted to Human Resources and maintained in your personnel file. A statement of your accrued medical days is readily available from this file.

Accrued medical days are to be used on a partial basis in combination with disability insurance, for medical leave due to illness or injury. The purpose of using partial medical days is to provide a level of full pay to the employee as long as the medical days last.

Medical days must be used by an employee who is on an approved Family Medical Leave for their own medical condition. Unused medical days are not
paid to an employee at year end or when employment terminates regardless of the reason for termination nor may they be used as extra vacation time.

**PERSONAL TIME**

Each regular, full-time employee is entitled to 21 hours (3 days) personal days during each fiscal year (July 1st through June 30th) after completion of their ninety (90) day introductory period. Ordinarily, they are to be used as necessary for personal or family needs which cannot be dealt with on non-working time.

Personal days are paid and are normally taken in increments of ½ day or more. Time less than ½ day may be taken with the permission of, and at the discretion of the appropriate supervisor. All time taken will be kept track of in your personnel file by your supervisor.

If, in extraordinary situations due to family crisis or death in an employee’s family, personal leave is needed beyond 3 days, the employee will discuss necessary arrangements, when each need occurs, with your department supervisor who will determine if paid or unpaid leave is to be granted. Personal days are not carried over from year to year. Unused personal days are not paid to an employee upon termination of employment.

Part-time employees are not entitled to personal days. In the case of personal or family emergency, arrangements are to be discussed with the department supervisor, who will determine if paid or unpaid leave is to be granted.

**BEREAVEMENT**

In the event of a death in an employee’s immediate family, the employee may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

Employees will receive up to three days off with pay in the event of the death of an immediate family member. For the purposes of this policy, members of the immediate family include spouse, parents, children, stepchildren, sisters, brothers, parents-in-law, sons/daughters-in-law, brother/sister-in-law, stepparents and stepparents-in-law.

Employees will be granted one day off with pay in the event of the death of other close relatives.

**JURY DUTY**
An employee must notify his supervisor no later than the first scheduled work day following receipt of notice of selection for jury duty or examination. The Diocese may request that the employee be excused, exempted or rescheduled from such jury duty if, in the opinion of the Diocese, the employee’s absence for the purpose of jury duty would create an operational hardship for the Diocese.

Any employee who is absent from work due to jury duty or jury examination shall be paid at their normal straight time hourly rate or salary for each day they are regularly scheduled to work but have jury duty or jury examination for a maximum of 10 days per fiscal year.

Commencing on the fourth day of the jury duty, the employee will be paid the difference between any amount paid by the court and their normal, straight time rate or salary. Such time shall not exceed eight (8) hours in any one day, or forty (40) hours in one (1) week or ten (10) days in a fiscal year.

Employees are expected to work all available, reasonable hours outside of those actually required for jury duty or jury examination. This shall include “on-call” time.

MILITARY LEAVE

The Diocese recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status at the Diocese is protected by the Uniform Services Employment and Reemployment Rights Act of 1994 and state military leave provisions.

Employees who serve on active or reserve duty will be granted an unpaid leave of absence up to the maximum time required by law.

Employees will receive one (1) paid day if they need time off for a health physical related to military duty. Employees will be paid the difference between their normal weekly compensation (base rate) and total military duty pay for two (2) weeks if they are called to serve on military duty. After two (2) weeks of paid military service, employees will receive unpaid time off for military service. Employees on unpaid military leave may choose to apply vacation or personal time benefits to their absence.

Employees on military leave can continue health insurance for up to the number of months permitted by law if they choose to pay the full premium for the coverage. For more information on health care continuation contact Human Resources.

Employees are expected to inform their supervisor of military leave as far in advance as possible. Prior to taking paid or unpaid leave under this policy employees must submit a copy of the military orders to their supervisor. To
receive paid military leave, employees must provide Human Resources with a complete copy of the most recent Leave and Earnings Statement (LES) so that the Diocese may properly determine the amount, if any, owed to the employee under this policy.

**FAMILY AND MEDICAL LEAVE ACT POLICY**

The Diocese of Syracuse (“Diocese”) complies with the provisions of The Family and Medical Leave Act (“FMLA”) which was initially effective on August 5, 1993, amended on April 6, 1995 and then again in 2008 and 2010 by the National Defense Authorization Act (“NDAA”). The following is the Diocese’s policy with respect to the Family and Medical Leave Act.

**A. GENERAL POLICY STATEMENT**

FMLA gives eligible employees of the Diocese the right to a maximum of twelve (12) workweeks (defined by the employee’s normal week) of job protected unpaid leave, based on a rolling twelve (12) month period measured forward from the first date the leave is used.

Eligible employees will, subject to final approval from the Diocese, be afforded leave of up to a maximum of twelve (12) workweeks under FMLA under the following circumstances:

1. Upon the birth of the employee’s child and to care for the newborn child;

2. Upon the placement of a child with the employee for adoption or foster care, with such leave concluding within 12 months of the birth or placement of the child;

3. To care for the employee’s family member (child, spouse or parent) who has a serious health condition;

4. When an employee is unable to work because of the employee’s own serious health condition; or

5. For certain qualifying exigencies that arise out of the fact that the employee’s spouse, son, daughter, or parent is either 1) on active duty or call or active duty status as a member of the National Guard or Reserves who is deployed to a foreign country; or 2) is a member of the regular Armed Forces who is deployed to a foreign country.

In addition, FMLA provides eligible employees who are the spouse, son, daughter, parent or next of kin of a “covered service member” up to a total of twenty-six (26) workweeks of special job-protected leave during a single rolling 12-month period to care for the service member (“military caregiver leave”).

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At the conclusion of any of the FMLA leave periods described above, the employee, provided that he or she returns to work immediately following such leave, will be restored to the position he or she held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions.

B. **ELIGIBILITY:**

1. Employees are eligible for FMLA leave if they have worked for at least twelve (12) months for an employer before the leave request (such time needs not be consecutive, and also worked for at least 1,250 hours during the previous fifty-two (52) weeks prior to the date leave commences). Employment periods prior to a break in service of seven (7) years or more need not be counted unless the break is occasioned by the employee’s fulfillment of a National Guard or Reserve Military Obligation, or a written agreement or collective bargaining agreement concerning the employer’s intention to rehire an employee after a break in service. In addition, an eligible employee must be employed at a work site where fifty (50) or more employees are employed within a seventh-five (75) mile radius of each work location.

2. As long as accrued paid leave is permitted to be used for the purpose of the specific FMLA leave under the terms of a collective bargaining agreement, policy or practice, such accrued leave must be used first by an employee and will be considered as part of the maximum amount of leave provided under FMLA. The remaining days of a qualified FMLA leave will be unpaid.

3. Under certain conditions, employees may choose to “substitute” (run concurrently) accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the Diocese’s normal leave policies.

4. If the employee and spouse are both employed by the Diocese and are entitled to a leave for the birth and care of a newborn child, adoption or placement of a child for foster care, or to care for a parent with a serious health condition, the aggregate number of workweeks of leave to which both employees are entitled will be a maximum of twelve (12) workweeks during any twelve (12) month period; or twenty-six (26) weeks if leave to care for a covered service member with a serious injury or illness is used.

C. **DEFINITIONS:**

1. **Serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either:
• Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or

• Continuing treatment by a health care provider, which includes:

  (1) A period of incapacity lasting more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

      ▪ treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or

      ▪ one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or

  (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or

  (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

  (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or

  (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

2. Military Caregiver Leave
This new leave entitlement allows eligible employees to take up to 26 weeks of covered service member leave under the FMLA in a single 12-month period to care for a covered service member. “Covered service member” means 1) members of the regular Armed Forces (including the National Guard or Reserves) who are undergoing medical treatment, recuperation, or therapy, and who are in outpatient status or on the temporary disability retired list, as a result of a serious injury or illness as defined by the FMLA; or 2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five (5) years before the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

**Serious Injury or Illness**

Military Caregiver leave is available to care for either 1) a member of the Armed Forces (including the National Guard or Reserves) who sustained a serious injury or illness in the line of duty on active duty, or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty, which renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating; or 2) a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five (5) years before the date on which the veteran undergoes medical treatment, recuperation or therapy, who sustained a qualifying injury or illness (as defined by the Secretary of Labor) in the line of duty on active duty, or that existed before the beginning of the veteran’s active duty and was aggravated by service in the line of duty, and that manifested itself before or after becoming a veteran.

**Eligible Employee**

An employee who meets the normal service requirements to be eligible for FMLA leave and is the spouse, parent, son, daughter or next of kin of a covered service member is eligible for leave for this purpose. The regulations define next of kin of a covered service member as the nearest blood relative other than the covered service member’s spouse, parent, son or daughter in the following priority: blood relatives who have been granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the service member has specifically designated in writing another blood relative for purposes of military caregiver leave under the FMLA.

**Amount of Leave to be Granted**
Eligible employees are entitled to up to 26 weeks of leave in a single 12-month period per covered service member per injury. Additional periods of up to 26 weeks of leave may be taken in subsequent 12-month periods to care for a different service member or to care for the same service member who has a subsequent serious illness or injury.

To determine the single 12-month period, the regulations require that the 12-month period must be measured forward from the date an employee’s first covered service member leave begins.

During the designated 12-month period, employees are limited to a combined total of 26 weeks of military caregiver leave and other FMLA leave for any qualifying reason. Employees continue to be limited to 12 weeks of FMLA leave per calendar year for reasons other than to care for a covered service member. A husband and wife employed by the same employer are limited to a combined 26 week military caregiver leave in a single 12-month period per service member per injury.

Leave that qualifies as both covered military caregiver leave and leave to care for a family member with a serious health condition should be designed as covered military caregiver leave in the first instance.

Leave is available in a continuous block of time or on an intermittent or reduced schedule basis as required.

3. **Qualifying Exigency Leave.** A covered employer must grant an eligible employee up to a total of 12 workweeks of leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter or parent is on covered active duty. “Covered Active Duty” includes means 1) in the case of a member of the regular Armed Forces, duty during the deployment of the member of the Armed Forces to a foreign country; and 2) in the case of a member of the National Guard or Reserves, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

Qualifying exigencies include:
• Issues arising from a covered service member’s short notice deployment (i.e., deployment on seven (7) or less days of notice) for a period of seven (7) days from the date of notification;

• Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;

• Certain childcare and related activities arising from the active duty or call to active duty status of a covered service member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;

• Making or updating financial and legal arrangements to address a covered military member’s absence;

• Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;

• Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;

• Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member;

• Any other additional event that the employee and the Diocese agree is a qualifying exigency.

FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member.
4. **Health Care Provider** – is defined by FMLA regulations as:

   a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or

   b. Any other person (defined in the FMLA regulations) capable of providing health care services.

5. **Family Member** – is defined by FMLA regulations as:

   a. Spouse – husband or wife as defined or recognized under State law for purpose of marriage in the State where the employee resides, including common law marriage where it is recognized.

   b. Parent – biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter as defined in (c) below. This term does not include parents “in law”

   c. Son or daughter – biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or who is age 18 and older and “incapable of self-care because of a mental or physical disability”. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for or financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

D. **NOTICE AND CERTIFICATION**

1. **Employee Notice**

   a. All requests for FMLA leave must be made through the employee’s department head. The employee or responsible party must complete the FMLA request form.

   b. Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If the leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day.
When the need for leave is not foreseeable, the employee must provide notice to the Diocese as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the Diocese’s usual and customary notice and procedural requirements for requesting leave.

c. Employees must provide sufficient information for the Diocese to reasonably determine whether the FMLA applies to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.

d. When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Diocese has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

2. **Employee Notice (Covered Military Related FMLA Leave)**

a. Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable – generally, either the same or next business day.

b. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. When the need for military caregiver leave is not foreseeable, the employee must provide notice to the Diocese as soon as practicable under the facts and circumstances of the particular case. Generally, notice for unforeseeable leave within the time prescribed by the Diocese’s usual and customary notice requirements is acceptable.

c. An employee does not need to specifically assert his or her rights under FMLA, or even mention FMLA, when providing
The employee must provide sufficient information to make the employer aware of the need for FMLA leave and the anticipated timing and duration of the leave. Depending on the situation, such information may include, as applicable:

- That the requested leave is for a particular qualifying exigency related to the active duty or call to active duty status of a covered military member and the anticipated duration of the leave;

- That the leave is for a qualifying family member who is a covered service member with a serious injury or illness and the anticipated duration of the leave.

d. When an employee seeks leave due to an FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

3. **Employer Notice**

   a. The Diocese must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Additionally, the Diocese will either include this general notice in employee handbooks or other written guidance to employees concerning benefits, or distribute a copy of the notice to each new employee upon hiring.

   b. When an employee requests FMLA leave or the Diocese acquires knowledge that leave may be for a FMLA purpose, the Diocese must notify the employee of his or her eligibility to take leave, and inform the employee of his/her rights and responsibilities under FMLA. This includes giving specific written information on what is required of the employee and a reason for non-eligibility if the employee is determined not to be eligible. Such eligibility notice may be oral or written and should, generally, be given within five (5) business days of the request for FMLA leave.

   c. When the Diocese has enough information to determine that leave is being taken for a FMLA-qualifying reason, the Diocese must designate the employee that the leave is designated and will be counted as FMLA leave. The employer must designate leave that qualifies as both leave to care for a covered service member with a serious injury or illness and leave to
care for a qualifying family member with a serious health condition as leave to care for a covered service member in the first instance. The designation notice must be in writing and, generally, must be given within five (5) business days of the determination. An employer also must notify the employee of the number of hours, days, or weeks that will be counted against the employee’s FMLA entitlement.

4. **Certification (Non-Military Related Leave)**

The Diocese may require that:

a. An employee’s request for leave due to a serious health condition affecting the employee or a covered family member must be supported by a certification from a health care provider.

b. Except for military family leave, the Diocese may require second or third medical opinions (at the Diocese’s expense) and periodic recertification of a serious health condition. The Diocese may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious health condition.

c. The Diocese may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, the Diocese may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

5. **Military-Related Family Leave Certification**

a. An employee’s request for military family leave must be supported by an appropriate certification.

b. Specifically, the Diocese may require that leave for a qualifying exigency be supported by a copy of the covered military member’s active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

c. In addition, the Diocese may require that military caregiver leave be supported by a certification completed by an authorized
health care provider, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member’s family.

d. Second and third opinions and recertification are not permitted for certification of a covered service member’s serious injury or illness of a qualifying exigency.

e. The Diocese may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious injury or illness, or an ITO or ITA.

f. Additionally, the Diocese may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

E. IMPACT OF EMPLOYEE BENEFITS DURING FMLA

1. As long as accrued paid sick time is permitted to be used for the purpose of the specific FMLA leave policy or practice, such accrued sick leave must be used first by an employee and will be considered as part of the maximum twelve (12) weeks of leave provided under FMLA. The remaining days of qualified FMLA leave will be unpaid.

2. Accrued paid time off such as vacation, personal and sick days will accumulate while on FMLA leave only for the paid portion of the FMLA leave. The employee will only be paid for holidays that occur during the paid portion of the FMLA leave.

3. During the FMLA leave period, the Diocese will continue employee benefits such as health and dental insurance. However, all employee contributions must be paid by the employee on a timely basis in order to maintain the continuous coverage of benefits. Contributions are at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty (30) day grace period of the due date. Premium payments or policy coverage are subject to change.

4. If an employee fails to return to work after the leave period has expired, the Diocese may recover the premium that it paid for maintaining the coverage during any period of the unpaid leave except for the following circumstances:
a. The continuation, recurrence, or onset of a serious health condition of the employee or the employee’s family member with proper medical certification.

b. Circumstances beyond the employee’s control. (i.e., parent chooses to stay home with a newborn child who has a serious health condition; an employee’s spouse is unexpectedly transferred to a job location more than 75 miles from the employee’s work site; a relative or individual other than an immediate family member has a serious health condition and the employee is needed to provide care; the employee is laid off while on leave).

c. Each individual circumstance of an employee not returning to work at the end of a qualified FMLA will be reviewed based on the then current FMLA regulations.

F. EMPLOYMENT RESTRICTIONS DURING FMLA

An employee may not be employed by another employer during the same hours that he or she was normally scheduled to work for the Diocese while on an approved FMLA leave.

G. RETURN TO WORK:

1. Before resuming employment, the employee must submit a statement from his or her health care provider indicating whether he or she can return to work, with or without restrictions. Failure to return to work when required will be considered grounds for disciplinary action.

2. An employee who wishes to return to work earlier than anticipated or, conversely, wishes an extension of the leave previously requested, must notify the Diocese within two (2) business days, or as soon as practicable, from the date the change occurred which necessitates the change in leave time.

PERSONAL LEAVE WITHOUT PAY

An employee may request a leave of absence without pay for the following reasons:

1. Degree granting education program or prolonged institutes related to job performance; or
2. Personal or family emergency.
Leaves of absence must be approved by both your Department Director and your Administrative Vicar. At the time of approval, an agreement is formulated as to the length of time your particular job may be held for you or your eligibility for a similar position if available, as well as other issues related to your Diocesan employment.

During leaves of absence which do not extend beyond 6 months, certain Diocesan benefit plans will be continued provided you are not covered by any other similar benefit plan and provided you pay the monthly premium. For further information about these plans and which benefits you may be entitled to continued coverage under, consult with Human Resources / Benefits.

Depending upon staffing needs and business requirements, the Diocese will make reasonable attempts to place an employee who returns from an authorized personal leave of absence in the same or equivalent job. However, the Diocese does not guarantee the position or any other position will be available upon an employee’s return from a personal leave of absence.

**MILITARY SPOUSE LEAVE**

Eligible employees who have a spouse serving in the military, who is on leave from deployment, may request an unpaid leave of absence for up to ten (10) days.

**BONE MARROW LEAVE**

Employees who work an average of twenty (20) hours or more each week may request unpaid leave of up to 24 hours per year to seek or undergo a medical procedure to donate bone marrow. Employees must provide Human Resources with written verification by a physician confirming that the purpose of the requested leave is to donate bone marrow and stating the length of the requested leave. When possible, employees should provide reasonable notice of their desire to take leave for this purpose. Additional information regarding this policy is available from Human Resources.

**BLOOD DONATION LEAVE**

Employees who work an average of twenty (20) hours or more per week may request unpaid leave of up to 3 hours in a calendar year to donate blood. The Diocese requests a minimum of three (3) working days’ notice from the employee. Notice should be provided to the supervisor. In some instances the Diocese may require a longer notice period not to exceed ten (10) working days. In the case where an employee experiences an emergency requiring that he/she donate blood for his or her own surgery or that of a family member, the Diocese shall provide a reasonable accommodation for a shorter notice period. Additional information regarding this policy is available from Human Resources.
WITNESS OR VICTIM LEAVE

Eligible employees may request unpaid time to appear as a witness, consult with the District Attorney, or exercise other legal rights in connection with criminal procedure law or Family Court.

NURSING MOTHERS

Reasonable unpaid break time or meal time will be provided each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The Diocese will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. Questions regarding this policy and additional information regarding New York State requirements may be obtained from Human Resources. Employees who have a need to use this policy should notify their supervisor or Human Resources.

VOTING TIME

The Diocese believes that each employee should have the opportunity to exercise the right to vote in elections. If an employee does not have sufficient time outside of regular working hours within which to vote at any election they may request time off which will enable them to vote. The time off, up to a maximum of two (2) hours, will be paid. Any additional time off needed to vote is without pay. Generally, the time off shall be granted either at the start or end of the employee’s regularly scheduled work day. Employees anticipating a need for time off to vote must submit a time off request to their supervisor at least ten (10) working days in advance.

DIOCESE POLICY REGARDING LEAVES OF ABSENCE

The Diocese has a zero tolerance policy regarding discrimination or harassment towards, or discouragement of a covered employee’s ability to take leave under the provisions of the above policies. Should anyone believe or if anyone observes, harassment, discrimination or retaliation against an employee who has, or wishes to utilize this policy, please bring the complaint immediately to the attention of Human Resources.

SAFETY POLICIES

Safety is a high priority at the Diocese. The Diocese accepts responsibility for providing employees with a safe working environment and expects employees to take responsibility for performing their work in accordance with established safety standards and practices. Everyone is responsible for promoting safety and
taking every reasonable measure to assure safe working conditions exist throughout the Diocese.

Employees who notice an unsafe condition must notify their supervisor. If warranted, immediate action will be taken to correct the situation.

Employees must report any injury received at work to their supervisor immediately, even if it appears minor, and explain how the injury occurred.

An unsafe worker is a danger to the worker and co-workers. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each employee is responsible for safety. To accomplish this, employees should:

- Know and apply safety measures at all times;
- Know the locations, contents and use of first aid and firefighting equipment;
- Understand their job fully;
- Seek guidance from their supervisor when unfamiliar conditions are encountered;
- Report any accident to their supervisor promptly;
- Cooperate in the application of improved work measures;
- Report any damaged or defective equipment or other unsafe condition to their supervisor promptly;
- Be aware of the location of Material Safety Data Sheets as they may apply to treatment of contact with chemicals, if any.

Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

**ALCOHOL/DRUG-FREE WORKPLACE**

As a condition of employment with the Diocese, all employees are required to fully comply with the provisions of this policy.

The unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances or alcohol on Diocese property, in Diocese vehicles or while on Diocese business is strictly prohibited. Likewise, employees are strictly prohibited from arriving to work under the influence or otherwise being under the influence at any time during working hours, of alcohol or any controlled or illegal substance. Employees who are taking drugs prescribed by a physician, dentist or other licensed practitioner which may affect their ability to safely perform their job must obtain a written
statement from their attending physician. This statement must specify any work restrictions and must be given to Human Resources prior to starting work under the influence of the drug(s).

Further prohibited is the unauthorized use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled or illegal substances on non-working time off of Diocese premises to the extent such actions impair an employee’s ability to perform his or her job or otherwise adversely affects the Diocese.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

BUILDING SECURITY

The security of the Diocese property and our employees is of the utmost importance. To control building security, all visitors who require access to our facilities must be clearly identified and accompanied by an authorized employee.

Visitors requiring access to the Diocese offices are to be met in the reception area by an authorized employee, escorted while in the building and accompanied back to the reception area when leaving the building. Visitors should only have access to the areas/offices within the building needed to conduct business.

The following articles may not be brought onto Diocese premises:

- Firearms, weapons, explosives; or
- Narcotics and/or alcoholic beverages.

USE OF DIOCESE PROPERTY/VEHICLES

Employees who regularly drive Diocese vehicles must be provided with a copy of the Motor Vehicles Policy and must be aware of and adhere to the policy requirements.

Diocese property may not be removed from the premises and may not be used for personal use without the approval of the employee’s supervisor.

SMOKE-FREE WORKPLACE

In accordance with New York State law, smoking is not permitted in any Diocese buildings or in any Diocese-owned vehicles. In addition, employees should refrain from smoking any closer than fifty (50) feet from Diocese buildings or near any building entrance or parking lot where other employees and/or visitors would be exposed to second-hand smoke.
Employees and visitors are required to comply with this smoking policy while on Diocese premises. Violations of this policy are subject to disciplinary action, up to and including termination of employment.

BLOODBORNE PATHOGENS

Blood borne pathogens are microorganisms that in human blood can cause disease in humans. They include, but are not limited to: the hepatitis B virus and the human immunodeficiency virus (HIV). The OSHA standards mandate work practices, controls and personal protective equipment that, combined with training, will reduce the risks for all employees who may be exposed to blood.

The following precautions should be followed:

- Gloves should be worn whenever there is a possibility of contact with blood or body fluids.
- Hands should be washed immediately if they come in contact with blood or other body fluids.
- Spills of blood or body fluids should be cleaned with a solution of household bleach and water in a 1:100 solution for smooth surfaces and 1:10 for porous surfaces.

MEDIA RELATIONS

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, contact with the media may be handled only by the Diocesan Director of Communication or a designee.

Any telephone calls or visits from members of the media should be directed to the Diocesan Director of Communications. Employees may not discuss any Diocesan-related matters with the media without approval from the Diocesan Director of Communications. Employees must not represent themselves as an agent of the Diocese in public communication venues such as letters to the editor, blogs or social media networks. The Diocese will not tolerate negative comments made by an employee regarding the Diocese.

PERSONAL TELEPHONE CALLS
It is important that our telephone lines be free during working hours for Diocese-related calls.

Our telephone lines are maintained for business purposes only. The Diocese recognizes that employees may occasionally need to use business telephones for non-business related matters. Employees are requested to limit these calls to an absolute minimum and place calls only during non-working periods. The abuse of this privilege would negatively impact the already heavy demand on our telephone lines and interfere with the efficiency of our operations.

Diocesan telephones may not be used to make non-business long distance calls.

Personal cellular phones may be used for personal use only during non-working periods.

**HOUSEKEEPING**

Employees are responsible for keeping their own work area neat and orderly.

Employees are encouraged to make their work space an organized, comfortable and professional place to work. This needs to balance common sense and teamwork to maintain the building in a neat and clean state at all times. Offices should be neat and free from clutter. The Diocese reserves the right to exercise judgment as to what is or is not acceptable.

Since all visitors pass through the reception area, it must present a professional impression of orderliness. The reception area should not be used for employee gatherings.

The Diocese provides kitchen facilities for refrigeration. Beverage cans and bottles should be disposed of in recycling containers and not left to accumulate.

**PROFESSIONAL ATTIRE**

The impression that employees make at the Diocese is important.

Employees are asked to wear clothing that is appropriate for their position and the work that they do. Generally business casual attire is appropriate. Clothing should be neat, clean, and in good taste.

The following are examples of what is considered to be inappropriate. This list is not all-inclusive:

- Any clothing displaying logos, pictures or words that are distasteful.
- Shorts, athletic, exercise or gym-wear including sweatpants and sweatshirts.
- Revealing clothing i.e. see through blouses, plunging necklines, crop tops, etc.
- Torn, tattered or soiled clothing.
- Excessive colognes or heavy perfumes.

**CHANGES IN PERSONAL INFORMATION**

Employees are responsible for notifying Human Resources when there is a change in personal data. This information needs to be kept up-to-date so benefit plans and payroll withholdings are properly administered.

Notify Human Resources in writing of any of the following changes:

- Name
- Address
- Telephone Number
- Number of Dependents
- Change in familial status and/or beneficiaries
- Emergency Contact
- The automobile parked on Diocesan property
- Change in income tax deductions
- Completion of education or training course

**SEVERE WEATHER**

Inclement weather is to be expected during the winter months.

Except in cases of severe storms, regular work hours will be observed. Any alteration in the regular schedule will be determined by the Chancellor. If the weather is severe, employees are asked to call into the switchboard for a message regarding office closings. The switchboard message would be on no later than 7 a.m. If the offices close, it will also appear as a closure of the Syracuse Diocesan Offices on your local television stations, WSTM, WTVH5, YNN and NewsChannel 9.

If the Diocese closed, employees will receive regular compensation.

If the Diocese is open, absence due to poor weather must be taken as vacation, personal, or unpaid time.
VOICE MAIL, EMAIL & COMPUTER FILES

The Diocesan telephone and computer systems permit employees to receive, send and transfer voice mail messages and email messages. The purpose of these systems is to facilitate business communications. The Diocese reserves the right to access, retrieve, read, and/or delete any communication or other document that is created, received, or sent via the Diocese’s computers, computer network, telephones, voice mail machines or services, or any other communication or electronic systems owned, operated or maintained by the Diocese. Use of said systems or communication tools by the employee constitutes consent to this accessing and monitoring.

Employee communication on Diocese computers, computer networks, telephones, voice mail machines or services, or email is not private or confidential. Security codes utilized on computers, electronic accounts and voicemail do not alter, limit or waive any of the Diocese’s rights under this policy.

Computer and phone systems are maintained for Diocesan business purposes. Employees should not use the Diocese systems to conduct personal business or maintain personal files.

As with all Diocesan communications, messages of a discriminatory or harassing nature may not be transmitted on Diocesan networking systems. Employees are expected to use professional and respectful language when communicating over Diocesan computer or phone systems.

Employees are prohibited from downloading any software from the internet. Employees must respect copyright and license agreements for software, digital artwork and other forms of data. Employees may not use other employee’s passwords to access Diocesan data.

Employees may not disclose their passwords or allow others to use their access to Diocesan systems. Employees must protect data from unauthorized use or disclosure and respect the integrity of computing systems. Employees must take care not to introduce viruses into Diocesan systems by not opening messages or documents sent by unknown users.

The Diocese systems utilize anti-virus software and The Information Technology Department should be notified immediately if there is reason to believe a virus has been introduced into our computer system or that any person may have accessed data which they were not authorized to view.

Employees are responsible for maintaining files and messages on these systems. Messages should be accessed, acted upon, filed or deleted on a regular basis.
CONFIDENTIALITY STATEMENT

By their nature, some aspects of the Diocese’s work are confidential. These include but are not limited to:

1. Correspondence and contributions
2. Personnel and salary
3. Relationships with businesses and benefactors

Employees should not discuss these matters outside the office without authorizations from those responsible for this information. Employees should not participate in any media interviews regarding their work and/or the work of the diocese without prior approval of the Office of Communications. If you have a question about the confidentiality of any information, ask your department head. Abuse of confidentiality is cause for disciplinary action up to and including termination.

TECHNOLOGY POLICY

Information technology is essential to the day to day operations of the Roman Catholic Diocese of Syracuse. It is the policy of the Diocese to provide its employees and volunteers with access to information technology including various communication systems and/or equipment for purposes of fulfilling job responsibilities and Church related ministry or business. The Diocese’s information technology, communication systems and equipment include, but are not limited to, telephones, voice mail system, cell phones, fax machines, in coming/outgoing mail, e-mail and computer systems (e.g., computer networks, laptops, hardware, software, intranet, Internet, and computer files).

The Diocese encourages its employees and volunteers to utilize Diocesan information technology, communication systems and equipment to conduct research, contact others in Church related ministry, and explore educational topics relevant to their work. The Diocese anticipates that access to these resources will both expedite and enhance the performance of these tasks.

This Policy applies to all users of Diocesan information technology, communication systems and/or equipment including employees, volunteers, as well as other authorized individuals in Diocesan offices, parishes, agencies and/or other entities sponsored by the Diocese (collectively referred to herein as “Users”).

Information technology, communication systems and equipment are the property of the Diocese and are to be used only for Diocesan purposes consistent with the mission and goals of the Church. As such, Users should have no expectation of privacy with respect to their use of any form of Diocesan information technology, communication systems and/or equipment.

This Policy authorizes the Diocesan Office of Information Technology to issue additional guidelines, consistent with this Policy, regarding the use of information technology,
communication systems and/or equipment. All Users must abide by the terms of this Policy as well as any guidelines developed hereunder. All questions regarding this Policy or related guidelines should be addressed to the Diocesan Director of Information Technology.

The following provisions will direct the use of Diocesan information technology, computer systems and/or equipment.

1. **Diocesan Property:** In addition to the above, all electronic files and storage areas shall also be deemed Diocesan property. This includes, but is not limited to, the messages and images created, transmitted, stored, and downloaded on such IT communication systems and equipment. Users must consider such electronic files and storage areas to be Diocesan property and expressly waive any right of privacy in anything created, stored, sent or received using the Diocese’s information technology, communication systems and/or equipment. Users further consent that all communications via e-mail and the Internet/intranet are subject to access, review, and random audit by any officer of the Diocese, or the designee of any officer, subject only to considerations of corporate confidentiality. This Policy also extends to privately-owned communications and computer equipment used in any office, parish, agency or other entity sponsored by the Diocese which either engages with or otherwise utilizes the Diocese’s information technology, communication systems and/or equipment.

2. **Standards of Conduct:** The same standards of acceptable conduct that apply to any aspect of job performance shall apply to the use of Diocesan information technology, communication systems and/or equipment. Employees, volunteers, and other authorized users will communicate in a professional manner consistent with Diocesan policy, (i.e., not contrary to or detrimental to the religious and/or professional character of the Diocese).

Because e-mail and the Internet/Intranet are business tools, all communication should be businesslike and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through e-mail or the Internet/intranet is forbidden. This list is meant to be illustrative and not exhaustive and includes, but is not limited to, the following:

- Transmitting confidential or proprietary information or trade secrets;
- Any form of slander or defamation;
- Verbal or written obscenities, profanities, or vulgarities, including graphic representations;
- Verbal or written remarks that are discriminatory, offensive, demeaning, intimidating, insulting, threatening, or harassing;
- Statements or graphic representations that may be construed as discriminatory or offensive to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria;
- Displaying, writing, transferring, e-mailing, or storing obscene or sexually suggestive messages or graphic images;
• Jokes of any nature;
• Communications that violate the personal privacy of, or are disrespectful of, any individual; and
• Communications in furtherance of any illegal activity, including, but not limited to, “football pools” and other forms of illegal gambling.

Users may not send e-mail to non-authorized recipients that may contain sensitive or confidential information such as social security numbers, or financial data.

3. **Copyright and Licensing:** Diocesan employees, volunteers and authorized users shall adhere to the laws, policies and rules governing computers, including but not limited to copyright law and license agreements, rights of software publishers, and rights of privacy created by federal and state law. Software for Diocesan-wide usage will be purchased and licensed through the Diocesan Information Technology Department. Software for departmental use, parishes, agencies and other entities sponsored by the Diocese will be purchased and licensed by the respective department, parish, agency or entity, upon review for system compatibility by the Diocesan Information Technology Department. Copyright materials may not be placed on any individual computer or any computer connected to a Diocesan computer with the exception of IT staff specifically authorized by the Department Head/Vicar who may upload copyrighted material to Diocesan computer systems.

4. **Monitoring of Computer and Internet Use:** The Diocese encourages the exploration and research on the Internet for business related or professional activities. Users should not “browse the web” during work time to access sites and communications unrelated to business or professional activities. The Diocese reserves the right to define and/or limit specific categories of Internet access of Users in conjunction with the appropriate Department Head and/or designee. The Diocese reserves the right to monitor, log, record, and/or conduct random audits of any and all aspects of its information technology, communication systems and/or equipment. This includes, but is not limited to, all Internet activity, chat rooms, newsgroups, file downloads, and all communications sent and received by users. Access to traffic logs may only be reviewed at the discretion of the Bishop, Vicar General and/or Pastor.

5. **Social Media or Social Networking Internet Sites.** In general, what employees and volunteers do on their own time is a personal decision. However, activities in or outside of work that affect job performance, the performance of others, or Diocesan business interests are a proper focus for Diocesan policy. Diocesan officials, department heads, and/or pastors may implement specific guidelines for their respective employees, volunteers and authorized users regarding use and access to social media (i.e., Facebook, MySpace, Twitter, blogs, etc.). All Users should exercise their professional judgment and take the most prudent action possible when considering that social networks are considered public property and therefore your online presence may reflect upon the Diocese.
6. **Inappropriate Web Sites and Computer Files.** If a User of the Diocese’s information technology, communication systems and/or equipment unintentionally becomes connected to an inappropriate or sexually explicit web site, the employee, volunteer and/or authorized user should disconnect from the web site immediately and contact his/her supervisor and the Diocesan Office of Information Technology to report the incident.

7. **Blocking Sites with Inappropriate Content.** The Diocese has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate. Following Diocesan approval, the Diocesan service provider shall be responsible for installation and management related to any firewall programs.

8. **Investigative Protocols Relating to Misuse.** Information technology, communication systems, and/or equipment may be subject to search and/or seizure as well as internal and/or external IT reviews by the Diocese or its designee under the following circumstances:

   - Upon the receipt of technology related complaints involving child pornography, pornography, or copyright violations;
   - Technology which contains evidence of other misconduct complaints, including but not limited to improper relationships and/or theft; or
   - In circumstances where a professional assessment has suggested or directed such a search.

9. **Right of Inspection/Process for Investigation.** The Roman Catholic Diocese of Syracuse reserves the unqualified right to inspect and examine any Diocesan owned or operated communication system, computing resources and/or files or information, including computers, cell phones, listservs, networks, applications, and electronic communications, including e-mail, contained therein at any time. Users possess no privacy right to any data, information or documents received or disseminated on the network or through e-mail. By utilizing Diocesan information technology, communication systems and/or equipment, Users consent to the Diocese’s right to inspect and examine all data, information, documents and e-mail. When a User acts inappropriately through the information technology, communication system, or equipment, the Diocese reserves the right to report such actions to any outside authorities and/or take appropriate internal Diocesan disciplinary action.

When sources outside the Diocese request an inspection and/or examination of any Diocesan owned or operated information technology or communication systems or equipment, computing resource and/or files or information contained therein, the Diocese
will treat the information as confidential unless any one or more of the following conditions exist: When approved by the appropriate Diocesan official(s); when authorized by the owner(s) of information; when required by federal, state or local law; or when required by a valid subpoena or court order.

Note: When notice is required to be provided by law, court order or subpoena, Users will be notified accordingly.

10. Virus-Free Network: Each file server and individual computer in the Diocese will run virus-free software to ensure a virus-free system. Individuals who introduce software (via disk or download) to any Diocesan system, (in accordance with #3 stated above), are required to have all disks checked for viruses that may contaminate the system. Anyone who intentionally introduces such viruses into the system or distributes infected e-mail messages will be subject to disciplinary procedures in accordance with Diocesan policy or any applicable law.

11. Password Protection: Some users of Diocesan information technology and computer networks will be assigned a password to allow access to the system. Allowing other individuals access to a user’s password is a violation of Diocesan policy and may be subject to disciplinary measures as well as possible legal recourse.

12. Portable Computers: Some employees, volunteers and/or authorized individuals may be issued a portable computer (laptop, notebook, PDA). All of the above policies apply to these devices as well. Users are required to exercise due diligence to protect such devices against damage and theft when off premises. This includes but is not limited to: not leaving said equipment in a car for extended periods, transporting in an appropriate protective case, and ensuring that the equipment is either locked away or safely checked when traveling. Any malfunction or software problem on such devices should be reported to Diocesan IT staff immediately. It is the responsibility of the user of such device to ensure that any information contained on it is secure and backed up.

13. Violations. This Policy applies to all Users of Diocesan information technology, communication systems and/or equipment regardless of the nature of the personal or employment relationship to the Diocese. Use of these resources constitutes acceptance of this Policy. Violations of this Policy may result in actions ranging from denial of access to Diocesan information technology resources to disciplinary action, up to and including termination of employment, as well as refusal or withdrawal of volunteer status. Violations may further include civil and/or criminal penalties under state and federal laws. Illegal use of computers and information technology shall be reported to pertinent law enforcement agencies.

Required Action: Diocesan Officials, Department Heads, and Pastors will distribute a copy of this Policy to all employees and volunteers with access to Diocesan information.
technology, communication systems and/or equipment. These individuals will be required
to sign an “Information Technology, Communication Systems and Equipment Use
Agreement” (copy attached), which will be kept in their personnel file.

PERSONNEL FILES

The Diocese maintains an official personnel file for each employee that contains
necessary job-related and personal information. These files are confidential.

As an active employee, you may see information which is kept in your own
personnel file, except for confidential materials such as job references or
information relating to other employees. Employees may review their personnel
file by making an appointment with Human Resources.

Internal availability and access to personnel files is limited to those with proper
authorization and a business need to know.

All inquiries or requests for information about employees (active or inactive)
from people outside the Diocese should be referred to Human Resources. This
applies to all requests, whether written or verbal.

OPERATION OF VEHICLES FOR DIOCESAN BUSINESS

The use of Diocesan vehicles is limited to authorized employees. It is the
responsible for every employee operating a Diocesan vehicle or operating their
own vehicle for official business, to drive safely and obey all traffic, vehicle
safety and parking laws or regulations. Under no circumstances may an employee
drive, or permit another to drive, a Diocesan vehicle while under the influence of
alcohol or any controlled substance. Employees are obligated to immediately
report any violations, or potential violations, of this policy to Human Resources.

All employees authorized to drive Diocesan or personal vehicles for use in
conducting official business must possess a current, valid driver’s license and
their driving record must meet the qualifications set by the Diocese’s insurance
carrier. A log of mileage for the vehicle is required to be kept by employees using
the vehicle.

Diocesan vehicles must only be used in work-related activities and may not be
used for personal business or activities without the approval of management. In
accordance with New York State law, smoking is not allowed in Diocesan-owned
vehicles. Employees may not use cellular telephones, without a hands-free device
while operating a Diocesan vehicle. Cell phone use, texting, or any use of a
handheld computer or any handheld communication device is prohibited while
driving. All state and local laws in this regard are to be followed.
In some instances, employees may be required to drive their own personal vehicle for the purposes of conducting Diocesan business. Employees must maintain adequate personal automobile liability insurance. The Diocese is not responsible for any damages or fines incurred while conducting official business in a personal vehicle.

**EMPLOYEE HANDBOOK RECEIPT**

I acknowledge receipt of the Employee Handbook for the Roman Catholic Diocese of Syracuse (Diocese) which describes Diocesan policies, current employee benefits and my obligations as an employee.

I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a Diocesan representative, either expressed or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Bishop of the Roman Catholic Diocese of Syracuse.

I understand that this handbook is not a guarantee of employment for any set period and that either the Diocese or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this handbook may be added to, revised or deleted at any time by the Diocese.

I agree to read and study the contents of this handbook. It is understood that the Diocese retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Diocese.

Print Name
Employee’s Signature

Date