

# **Human Resources Handbook**

## **Chancery Offices and Savior Pastoral Center**

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

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

Thank you for choosing to serve the Church as an employee of the Archdiocese of Kansas City in Kansas. Through your labors, you are helping to bring the love of Jesus and the joy of His Gospel to the people of northeast Kansas. Though the purpose of our work is to help make and form disciples for Jesus, we still recognize the need for this Human Resources Handbook to guide the practical concerns of our daily work life.

This Human Resources Handbook embraces the Archdiocese of Kansas City in Kansas Shared Vision Statement:

### OUR SACRED PURPOSE:

*Under our Heavenly Father's providential care, guided by the Holy Spirit and in humble response to the call of Jesus to go and make missionary disciples, we the Catholic Church of Northeast Kansas are committed to embody the life and mission of Jesus through Word, Sacrament, and Service so that all God's people in the Archdiocese may hear and encounter the living Christ and the Joy of the Gospel.*

### OUR TEN YEAR STATEMENT OF VISION:

*The Catholic Church in Northeast Kansas:  
Growing as disciples of Jesus, making disciples for Jesus.*

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

Sincerely yours in Jesus, the Lord of Life,

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

Archbishop Joseph F. Naumann  
Archdiocese of Kansas City in Kansas

## **ABOUT THIS HANDBOOK**

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

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

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

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

## **ARCHDIOCESAN-WIDE POLICIES**

The Archdiocese of Kansas City in Kansas has in place:

- [Harassment Policy](#)
- [Child Protection Policy](#)
- [Code of Ethical Standards](#)

These policies are located in your VIRTUS account and on the Archdiocesan website. Please refer to these policy documents for specific provisions. Any violation of these policies may lead to disciplinary action up to and including termination of employment.

## **EMPLOYMENT OF FAMILY MEMBERS**

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

A relative of a current employee may be employed only if the current employee relative is not a direct supervisor or a supervisor once removed for the position being filled. An exception to this policy is seasonal camp employees, as long as there is not a direct reporting relationship.

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

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

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

## **EQUAL EMPLOYMENT OPPORTUNITY**

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

Employees are assured of equal opportunity in employment with regards to recruitment, placement, training, compensation, discipline, promotions, demotions, layoffs, and all other conditions and terms of employment. Consistent with Catholic teaching, the employer opposes all unjust discrimination in its employment practices and, to the extent required by law and subject to constitutional protections, does not discriminate on the basis of race, color, sex, national origin, age, disability, genetic information, veteran status or any other characteristic protected by law.

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

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

## **EMPLOYMENT CLASSIFICATIONS**

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

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

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

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

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

**REGULAR FULL-TIME** employees are those who are not in a temporary role and who are regularly scheduled to work the full-time schedule. They are fully eligible for Archdiocesan benefits, subject to the terms, conditions, and limitations of each benefit program. A full-time schedule for Chancery office staff consists of at least 30 hours per week.

**REGULARLY SCHEDULED PART-TIME** employees are those who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees who work less than 30 hours per week on a continuous basis are eligible for Archdiocesan some benefits, subject to the terms, conditions, and limitations of each benefit program. Sick and vacation days are prorated according to the number of regularly scheduled hours a part-time employee works per week. Gift days and holidays are paid if they fall in the part-time employees' regularly scheduled work days prorated according to the number of hours worked per day.

**UNSCHEDULED PART-TIME** employees are not eligible for sick, vacation, holidays or gift days.

**UNSCHEDULED PART-TIME/TEMPORARY/SEASONAL** employees are those who are hired as interim replacements, temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are for a limited duration. However, the arrangement can be terminated at any time. Employment beyond any initially stated period does not in any way imply a change in employment status. Unscheduled part-time/temporary/seasonal employees are not eligible for vacation, sick or holiday, or gift day pay, or any Archdiocesan benefits programs.

## **POSITION DESCRIPTION**

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

## **PROFESSIONAL DEVELOPMENT**

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



## **OUTSIDE EMPLOYMENT**

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

## **PERSONAL DATA CHANGES**

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

Legal name changes must be processed by Human Resources prior to changing name in any system, data base or email communications.

## **KEYS AND ACCESS CARDS**

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

## **EMPLOYMENT REFERENCE CHECKS**

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

## **CHANCERY OFFICE HOURS**

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

## **WORK SCHEDULE FOR EMPLOYEES**

To maintain a safe and productive work environment, the Archdiocese expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on office operations. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon

as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness, regardless of the reason, are disruptive. Either may lead to disciplinary action, up to and including termination of employment when lawful.

### **APPOINTMENTS**

As a general rule, employees should try to minimize personal and medical appointments during regularly scheduled work hours. When an appointment needs to be scheduled during the work hours, the employee should consult with the supervisor for approval. For non-exempt employees, the time away may be made up with supervisor's approval within the same work week or applied to other authorized time off (sick or vacation leave, as applicable).

### **EMERGENCY CLOSURES – SNOW AND ICE**

In the event of extreme weather or road conditions (snow/ice), the Chancery Offices may have a delayed opening until 10:00am or a possible closure. In either event, staff will be notified via email and a message placed on the main Chancery line voicemail greeting (913-721-1570) as soon as possible but no later than 7:00am. It is recommended that staff plan ahead in these situations and take appropriate and approved work home with them if conditions are expected to be extreme. If individual circumstances prevent an employee from following the decision for the Chancery offices to remain open during severe weather conditions, it is the employee's option to take the day off and use vacation leave or, with a supervisor's approval, make up the time later in the same workweek. Employees determining that it is necessary for them to stay home must notify their supervisor as soon as possible. If the employee's supervisor cannot be reached, the employee must leave a message on the supervisor's voicemail to ensure that the employee's absence is properly reported.

Please keep in mind that the normal after hours (from 5:00pm-8:00am) voicemail greeting states - 'Thank you for calling the Archdiocese of Kansas City in Kansas. Our offices are currently closed.....etc.' If the offices have a delayed opening or closure due to inclement weather, the voicemail greeting will state the specifics. An example would be - 'Thank you for calling the Archdiocese of Kansas City in Kansas. Today is (date) and the Chancery Offices have a delayed opening until 10:00am due to the current road conditions.....'

### **CLOSURES - OTHER**

The Chancellor or Administrative Services will make the decision regarding other types of emergency issues that may result in the office closing. Information will be relayed to employees as soon as possible after the decision has been made through email and other appropriate channels.

## **TELECOMMUTING POLICY**

### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Chancery considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Chancery wide benefit, and it in no way changes the terms and conditions of employment with the Chancery.

### **Procedures**

Telecommuting can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

### **Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with the Chancery for a minimum of one month of continuous, regular employment and must have a satisfactory performance record. If position requires telecommuting, the one month requirement may be waived.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial

period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Equipment**

On a case-by-case basis, the Chancery will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Chancery accepts no responsibility for damage or repairs to employee-owned equipment. The Chancery reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is intended for business purposes only. The telecommuter must sign an inventory of all Chancery property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Chancery property will be returned to the Chancery.

The Chancery will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Chancery will also reimburse the employee for business-related expenses.

The employee will establish an appropriate work environment within his or her home for work purposes. The Chancery will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the Chancery's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Chancery and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety

hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Chancery's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Chancery's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Chancery.

## **COMPENSATORY TIME**

**Compensatory time off in lieu of pay is not allowed.**

### **Non-Exempt Employees**

Compensatory time is not allowable under federal law for Non-Exempt employees (as described in the Employment Classification section). Non-exempt employees must be paid for all time worked. Any time worked in excess of 40 hours in one week must be paid at one and one half times the employee's normal hourly rate. In order to avoid overtime pay, a supervisor may adjust the work schedule of a non-Exempt employee within that same week. The work week for timekeeping purposes is Sunday through Saturday.

### **Exempt Employees**

Exempt employees (as described in the Employment Classification section) must often work other than the normal work day or work week due to the nature of their position. These employees are responsible for a body of work which may include extended hours, nights and

weekends. When duties demand an extraordinary work schedule, a supervisor may allow an adjustment to the normal work day or week. There is no legal requirement or obligation to grant schedule adjustments for Exempt employees. A supervisor may choose to grant or deny requests for schedule adjustments at the supervisor's discretion. Time off under these circumstances should never be expected on an hour-for-hour basis. Exempt employees must ensure that any time taken off does not interfere with completing their job duties or interrupt the normal functioning of their office.

## **TIME RECORDING**

Altering, falsifying, destroying, and/or tampering with time records may result in disciplinary action, up to and including termination of employment. Employees who fail to submit their time in the HR timekeeping system of record may be paid inaccurately based on the information in the system at the established deadline.

### **Non-Exempt Employees**

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

### **Exempt Employees**

Exempt employees do not track hours for pay purposes. They receive a salary based on job responsibilities and outcomes. While Exempt employees do not report the number of hours they work on their timesheet, they must accurately report any vacation or sick time used during the time period. If no vacation or sick time is used during a pay period, the Exempt employee must review and ensure that their record is correct in the HR timekeeping system for payroll purposes.

## **MEAL BREAKS**

Non-exempt employees with scheduled work days of more than 6 hours must take a meal break and be completely relieved of their work duties during this time. It is best practice that the meal break is away from the employee's desk. Meal breaks may be 30 minutes or one hour in length based on the employee's assigned schedule. The Non-Exempt employee must have supervisor approval if they wish to not take a meal break. This should be infrequent rather than the norm.

## **PAY INCREASES**

The annual budgeting process determines whether or not pay increases are given during a fiscal year. If allowed, pay increases will be effective July 1<sup>st</sup>.

## **REIMBURSEMENT OF EXPENSES**

See Archdiocesan Chatter page for Expense Reimbursement policies.

## **SEPARATION PAY FOR EMPLOYEES NOT UNDER CONTRACT**

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

Eligible employees who have been in a management position that is classified as Exempt under the guidelines of the Department of Labor are eligible for eight (8) weeks of separation pay.

Eligible employees in positions classified as Non-Exempt under the guidelines of the Department of Labor are entitled to separation pay based on their completed years of service to the Chancery. Non-exempt employees are eligible for two weeks of separation pay for the first year of service completed and one additional week after for each additional year of service. The maximum separation pay for a non-exempt employee is six weeks.

Benefit eligible employees who are participating in an Archdiocesan health plan are offered Continuation of Coverage. Continuation of Coverage is effective the first of the month following termination. The employee must elect Continuation of Coverage and complete required paperwork to continue insurance coverage. Employees subject to termination under these conditions will be given separation paperwork that will describe the benefits they will receive and the terms and conditions related thereto. Severance will be paid out in one lump sum.

## **UNEMPLOYMENT INSURANCE**

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

## **BENEFITS**

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

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

## **BENEFIT PLANS**

Please see the Guide to Benefits for the current year, which explains all benefits offered to eligible employees. The Guide can be found on Paylocity under the Enterprise Benefit link and is housed in the Library.

## **TUITION GRANT**

Regular full-time employees of the Chancery offices who have children attending an Archdiocesan Catholic school receive a grant to cover a portion of the cost of tuition for each child. It is the employee's responsibility to submit a completed tuition grant voucher each semester to the Human Resources office. Forms can be found on the Archdiocesan website and reflect the reimbursement limits. Completed forms must be turned in to Human Resources. Grants will not be made retro-actively.

## **WORKERS' COMPENSATION INSURANCE**

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

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

## **VACATION BENEFITS**

Vacation leave is an expression of the Church's appreciation for our employees. Regular full-time employees and regularly scheduled part-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their continuous employment as shown in the following schedule (based on 40 hour work week):

Years	New-4	80 hours
Years	5-14	120 hours
Years	15+	160 hours

- Vacation time is earned each pay period, proportionally to the vacation days allowed for the



year(s) of service. Vacation is based on the anniversary date of employment. The accumulation of vacation begins on the date of hire.

- Increases in vacation accrual rates are effective in the pay period in which the anniversary date falls.
- When determining vacation accrual for an employee who transfers from another employer within the Archdiocese, service credit is given for work with the prior employer. Accrued balances with the other employer are not transferred.
- If an observed Gift Day or holiday occurs during a scheduled vacation period, the employee will not be charged vacation time for the Gift Day or holiday.
- Vacation time off is paid at the employee's base pay rate at the time vacation is taken.
- It is encouraged that vacation time be used within the year it is earned. In the event that available vacation is not used by the end of the year, vacation days may accumulate to a maximum of 240 hours, at which point further accumulation will stop until all or a portion of the vacation days are taken.
- Vacation pay cannot be granted in lieu of taking actual time off.
- Regularly scheduled part-time employees earn vacation according to years of service prorated based on the number of hours worked per week. Part-time employees must use vacation for the same number of hours per day that they normally work.
- Effective 1/1/22, upon termination of employment, eligible employees will be paid for unused vacation time that has been earned through the last day of work, up to a maximum of 120 hours. To receive payment for unused vacation time, the employee must give at least 2 weeks' notice. Terminating employees are not allowed to end their employment on vacation day, holiday or gift day. They must report to work on their final day. An exception is made for the death of an employee.
- Unpaid vacation leave is only available to employees if they do not have paid leave accrued. To receive payment for vacation time beyond the accrued time available, approval from the supervisor and the Director of Human Resources is required. If a negative balance occurs beyond 40 hours, unpaid leave must be taken for missed work until a positive balance is again available.
- For those enrolled in disability insurance, vacation leave pay will be coordinated with short term disability pay. An employee must use vacation pay if sick pay is not available for the seven-day waiting period and begin to receive the disability payments on the eighth day. If a vacation leave balance is available, it may be used to pay the prorated portion of pay not covered by short-term disability.

## **SICK LEAVE BENEFITS**

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

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

## **COORDINATION OF SICK AND VACATION PAY**

An employee must always use paid leave (or disability insurance when applicable) when extended absence from work is necessary. Other policies such as the Family Medical Leave Act may apply in certain situations.

Sick leave pay will be coordinated with short term disability pay for the seven-day elimination period when disability insurance is utilized. If available, an employee must use sick pay or vacation pay for the seven-day waiting period and begin to receive the disability payments on the eighth day. If a sick balance is unavailable or only covers part of the waiting period, vacation accruals will be used for the remainder of the seven days. After the waiting period, if a sick or vacation accrual is available, it may be used to pay the prorated portion of pay not covered by short-term disability.

An employee who does not participate in Disability Benefit or the absence does not apply to Hartford, will be required to use sick accruals for the entirety of your absence from work. Once your sick leave is depleted, you must then use your vacation accruals. Only after all accruals are exhausted may an employee take unpaid leave.

For more information, please see the Archdiocesan policies on sick, vacation leave and Family Medical Leave Act.

## **HOLY DAYS AND NATIONAL HOLIDAYS**

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

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

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

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

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

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

## Feast of the Immaculate Conception, Dec. 8

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

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

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

### **GIFT DAYS**

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

For time keeping purposes, scheduled gift days are treated in the same manner as holidays and Holy Days. Hourly nonexempt staff will be paid for any time worked on a gift day (or holiday). The gift time will be reduced by actual time worked and therefore the employee will be paid for the full day. Salary nonexempt and salaried exempt employees may need to take another day if the demands of the job require working on gift days. However, this practice is not encouraged as employee should take time off on the designated days.

### **FAMILY AND MEDICAL LEAVE**

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

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

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

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

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

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

### **Limitations on Leave**

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

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

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

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

### **INTERMITTENT OR REDUCED SCHEDULE LEAVE**

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to disrupt The Chancery operations.

### **Requests for FMLA Leave**

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

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

### **Paid and Unpaid Leave**

FMLA provides eligible employees with up to 12 weeks of unpaid leave. If an employee has accrued vacation, personal days or sick leave, the employee must first use this leave before any qualifying unpaid leave is awarded. If the employee has accrued vacation or sick leave, the employee must utilize the paid leave concurrently with FMLA leave. Any paid leave including sick pay, vacation pay, workers' compensation pay, or disability pay used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-week FMLA leave period.

### **Return from FMLA Leave**

Upon return from FMLA leave, The Chancery will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms. An employee must submit a doctor's order or release to work letter or form to the Human Resources office before returning to work.

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

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

If an employee incurred a work-related injury, the employee is eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during any leave and will resume when employee returns to active employment

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

### **FUNERAL \ BEREAVEMENT LEAVE**

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

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

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

### **JURY DUTY LEAVE**

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

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

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

### **PAID PARENTAL LEAVE POLICY**

#### **Purpose/Objective**

The Archdiocese of Kansas City in Kansas will provide up to 12 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after March 1, 2021.

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the Archdiocese or one of its entities for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 6-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- In the event of a female employee who herself has given birth, the 12 weeks of paid parental leave will run concurrently with any short-term disability leave/benefit (paid parental leave pay will cover the what short-term disability payments do not) provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 6-month time frame.



- Upon termination of the individual’s employment at the Archdiocese or entity, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

**Coordination with Other Policies**

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees’ accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. Employees are required to make benefit payment arrangements while they are on leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the company offers gift time (known as “gift days”), that time will be recorded as paid parental leave. Gift time will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

**Requests for Paid Parental Leave**

- The employee will provide his or her supervisor and the entity’s administration/ human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required to substantiate the request.
- As is the case with all Archdiocese’s and entities’ policies, the organization has the exclusive right to interpret this policy.

**PAID GRANDPARENT LEAVE POLICY**

**Purpose/Objective**

The Archdiocese of Kansas City in Kansas will provide up to 3 days of paid grandparent leave to employees following the birth of an employee’s grandchild or the placement of a child with an

employee's child in connection with adoption. The purpose of paid grandparent leave is to enable the employee to care for and bond with a newborn or a newly adopted grandchild. This policy will be in effect for births and adoptions of grandchildren occurring on or after March 1, 2021.

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the Archdiocese or one of its entities for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of 3 days of paid grandparent leave per birth or adoption of a grandchild/children. The fact that a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the 3 days of paid leave granted for that event.
- Approved paid grandparental leave may be taken at any time during the 6-month period immediately following the birth or adoption of a grandchild.
- Any unused paid grandparent leave will be forfeited at the end of the 6-month time frame.
- Upon termination of the individual's employment, he or she will not be paid for any unused paid grandparent leave for which he or she was eligible.

### **Requests for Paid Parental Leave**

- The employee will provide his or her supervisor and the entity's administration/ human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required to substantiate the request.
- As is the case with all Archdiocese's policies, the organization has the exclusive right to interpret this policy.

## **WHISTLE-BLOWER PROTECTION**

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

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

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

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

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

### **SMOKING IN THE OFFICE**

All offices observe a smoke free environment.

### **SUBSTANCE AND ALCOHOL ABUSE**

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

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

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

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

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

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

employee is impaired and appropriate disciplinary action will be taken.

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

### **PERSONAL APPEARANCE**

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

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

### **CHILDREN AND OTHER GUESTS IN THE OFFICE**

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

### **PETS IN THE OFFICE**

Pets are not allowed in the offices.

### **TORNADO WARNINGS**

In the event of a tornado in the area, all employees are to quickly and safely move to the designated tornado shelter area.

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

### **FIRE AND OTHER EMERGENCY EVACUATIONS**

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

During a fire or other emergency evacuation, employees must quickly leave the building through the closest exit. Once safely out of the building, all employees must quickly move to the fire refuge area in the parking lot outside the Savior dining hall. Employees must wait in this designated area until everyone has been accounted for and further instructions have been given.

### **INTRUDER PROTOCOL**

When an intruder is found in the building or attempting to gain access at the main door or Savior entrance, the following announcement will come through every phone on the phone system stating “lockdown”. When employees hear this message they should immediately close and lock their office door(s), and seek cover under their desk or behind a solid, sturdy object. Do not delay and do not come out until there is another announcement through the phone system indicating that the building has been secured and it is deemed to be safe.

Supervisors and managers are responsible for ensuring all staff are aware of these procedures. Periodic drills will be conducted to ensure the safety and security of all staff and guests.

### **CONFIDENTIALITY**

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

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

### **COPYRIGHT PROTECTION**

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

### **TECHNOLOGY POLICY**

## **Policy on Technology, New Media and Digital Communication**

The following policy sets forth the expectation of the Archdiocese of Kansas City in Kansas for its employees and agents working or volunteering in the Curia Offices of the Archdiocese located in the Chancery or elsewhere, (hereinafter referred to as ‘staff’), in order to protect valuable assets, confidential and proprietary information, as well as ensure legal use of the technology resources of the Archdiocese. Staff is encouraged to communicate any practices not in compliance with this policy to their supervisor, director, or the Director of Human Resources immediately. While Catholic Charities, parishes and other institutions may develop individual policies, the Archdiocese recommends this policy be used as a base document.

### **Computer and Information Systems**

The Archdiocese grants access to computers, computer files, email, and software to assist staff in promoting the mission of the Archdiocese through the ministries and services of each office. All computer and information systems data is the property of the Archdiocese.

- **Passwords** – For security purposes, staff is required to maintain the confidentiality of individual passwords and bear the responsibility for the data these passwords protect. Staff is also responsible for any actions taken by others using their password. Legal authorities have access to digital records with a court ordered subpoena.
- **Software Use/Licenses**– The Archdiocese procures and obtains licenses for computer software for staff use. In most cases, the Archdiocese does not own the copyright to this software or its documentation. Unless the software developer grants specific authorization, the Archdiocese does not have the right to use the software on more than one computer. Staff may only use software on local area networks or on multiple machines according to the software license agreement. The Archdiocese recognizes that software written for all computers is intellectual property and is protected by copyright rules established by the United States and every effort will be made to uphold the law and respect this intellectual property. All computer software license agreements shall be honored. If a single user license has been procured, it must not be reproduced or installed on more than one computer.
- **Software Downloads** – Other than universally accepted and pre-approved software applications available for free download (such as a PDF Reader or Flash Player), any program or software downloads must be communicated to the IT Support Specialist.
- **Power Off/Log Off** – All equipment including printers, monitors, CPUs, etc. must be logged off or locked when unattended during the day and powered off when staff leave for the day.

### **Internet/Electronic Communication Usage**

The term "Internet," used in this policy, refers to all online means of communication. The Archdiocese may provide Internet access via computers, smart phones, tablets or other equipment to assist in performing the ministerial and service requirements of each office. This policy explains the guidelines for using the Internet.

- **Internet Usage** is intended for job-related activities but short, occasional personal use is allowed as long as it does not adversely impact job performance, has not been prohibited by a supervisor, and is in accord with this policy. The supported equipment, services, and technology used to access the Internet are the property of the Archdiocese. The Archdiocese reserves the right to monitor usage of the Internet and to read any data that is written, sent, or received through online connections or that is stored on any computer equipment or electronic devices.
- **Confidentiality** - There is no guarantee of confidentiality when using electronic communications as a means of communication especially when using unsecured or public Internet connections. This includes computer files, emails, internet, internet access, text messages, instant messages, etc.
- **Secure Websites** - An unsecured website should not be used if the communication contains credit card information, social security information, or other highly sensitive content (secured internet sites are denoted by 'https://' before the website address). The Archdiocese reserves the right to review or monitor electronic communications if the need arises. To ensure all staff follow this policy we may monitor computer and email usage. When staff leaves their ministry, incoming electronic communications will be reviewed to maintain ministry continuity.
- **Email Data and Content** - All Internet data that is written, sent, or received through Archdiocesan computer systems is part of official Archdiocesan records. This means that the Archdiocese can be legally required to show this information to law enforcement or other parties. Therefore, the Archdiocese requires that work-related and personal information contained in Internet email messages and other transmissions are accurate, professional, ethical and legal.
- **Secure Email** – Emails with confidential content (social security number, date of birth, medical information, credit card numbers, personal financials or banking information) should only be sent via secure email with encryption. Please contact the IT Specialist if there is a need within your office for access to a secure email solution.
- **Statement of Confidentiality** - A confidentiality tag should be placed on all outgoing email communications. The content of which should read:  
*The information contained in this communication is privileged and confidential and is intended solely for the use of the individual(s) to whom this communication is directed. If the reader of this communication is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by email. The Archdiocese of Kansas City in Kansas accepts no liability for damage caused by any virus transmitted by this e-mail. Thank you and God bless.*
- **Cloud-based Access of Documents** - It may be necessary at times to complete work-related projects while out of the office. Special care needs to be taken to ensure the

confidentiality and proprietary nature of all files. The Archdiocese strongly discourages the use of flash drives, external hard drives, or personally owned computers to store Archdiocesan data outside of Archdiocesan offices. It is recommended that staff use Archdiocesan approved cloud-based storage technology (Google Apps and Google Drive) to upload any documents that may need to be accessed when away from the office. Staff is responsible and will be held accountable for lost or stolen data. However, the following examples of confidential data are **prohibited** from being stored on flash drives, portable storage devices or personally owned computers: donor records, personnel related files, medical records, credit card information, financial access codes, account numbers, etc.

- **Remote Access** is available on a limited basis to the Archdiocesan network. A request for access shall be completed, approved by the appropriate director or consultant and then submitted to the Chancellor for review on a case by case basis. See **Appendix A** for **Remote Access Request Form**.
- **Unlawful Material** - Staff may not write, send, or store data through the Internet or other electronic communication devices that contains content that the Church considers to be discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include (but are not limited to) sexually explicit comments or images, racial slurs, or other comments or images that could reasonably offend someone on the basis of race, age, gender, disability, or any other characteristic protected by law or which is not consistent with the best interests of the Archdiocese. The Archbishop is the final arbiter of these matters.
- **Copyrighted Material** - The Archdiocese does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not post the material on the Internet unless it is in the public domain. Staff may include a link to the material on another website, but may not publish the material on the Archdiocesan website without authorization from the original source or citing the source. Prior to using material obtained from others, staff is responsible for ensuring the appropriate distribution rights have been obtained.
- **Virus Protection** - The anti-virus software utilized by computers connected to the Archdiocesan local area network is automatically updated daily with the most current definition files and scans are set to run in the background. The scan process is automated and should scan all files during a download. Before downloading or copying a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression. For those not connected to the Archdiocesan network, staff is responsible for ensuring computers have an anti-virus program that automatically updates definition files regularly and that all files are scanned.
- **Additional behaviors prohibited by this policy** include, but are not limited to the following:



- Using the Internet during work hours for personal, non-mission related financial gain
- Stealing, using, or disclosing passwords without authorization
- Engaging in unauthorized transactions that may incur a cost to, or obligate the Archdiocese to unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the image or reputation of the Archdiocese
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not relevant to Church-related ministry purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as official statements of the Archdiocese
- Using email or the internet to promote any political party or candidate
- Using the internet to access pornography, gambling, or any illegal, immoral or illicit activities
- Sending anonymous email messages
- Using email to ask other people to contribute to partisan political causes, entities or causes unrelated to Archdiocesan concerns
- Engaging in any other illegal or immoral activities

### **Procurement of Hardware and Software**

The Archdiocese purchases equipment, software and other tools to assist staff in the performance of their ministry; however, these items remain the property of the Archdiocese. Equipment purchased through budgeted funds, grants, etc. is the property of the Archdiocese. All procurement of any and all technology tools (including, but not limited to, computer hardware, software, peripherals, printers, monitors, laptops, tablets, etc.) must be authorized by the Chancellor prior to purchase. Requests will be received by Administrative Services and routed to the Chancellor for review. This policy is to ensure all purchases are compliant and compatible with existing hardware and software platforms, to eliminate unnecessary purchases of site licensed software or other items, as well as considering future needs and upgrades.

**NOTE:** The authorization process is required for all above-mentioned purchases even if funds are budgeted for purchases. Purchases made by individuals without completing the pre-authorization process may not be reimbursed. See **Appendix B for Procurement of Hardware/Software Request Form.**

### **Proper Use and Care of Equipment**

Computer equipment will last a long time if cared for properly. The following are general guidelines for the care and use of equipment:

- keep away from magnets
- ensure you are not carrying any static electricity when handling
- dust using pressurized air
- cooler temperature environments are recommended (not too cold and not too warm)
- keep drinks and other liquids out of the way to avoid spills
- power cables should be out of the way to avoid being stepped on or causing a trip hazard

- keep laptops on a hard surface (soft surfaces can collect additional lint/dust and may cover the fan grills preventing necessary airflow to components which causes overheating)

It is the responsibility of staff to ensure adequate and prudent security when transporting equipment. When equipment is unattended, care should be taken to ensure equipment is in a securely locked and out of sight location to prevent theft, as well as a temperature controlled environment (not too cold and not too warm).

### **Return and Disposal of Property**

The Archdiocese may issue staff items to assist in the effective performance of ministry such as:

- software
- computer files
- smart and/or cell phones (including SIM cards, battery charger, and related equipment)
- computers (including but not limited to desktops, laptops, etc.)
- equipment (printer, iPad, tablet, monitor, etc.)
- security access cards
- other non-technology related property
- written or electronic materials
- camera, audio visual equipment, etc.

Staff is responsible for protecting and controlling any property issued to them. The property must be returned immediately upon request, and in the event of termination or resignation, no later than the last day worked. If equipment is replaced or use is discontinued for any reason, the equipment must be returned to Administrative Services immediately. Failure to return Archdiocesan property upon request may be treated as theft.

### **MEDIA RELATIONS**

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

### **ARCHDIOCESAN CELL PHONE POLICY**

Rationale:

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

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

**Policy:**

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

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

**VACCINATION POLICY: VOLUNTARY**

**Purpose**

In accordance with the Archdiocese’s ongoing efforts to provide and maintain a safe and healthy workplace, we are adopting this policy to safeguard the health of our employees and their families; our parishioners, students and visitors; and the community at large from infectious diseases, such as flu or COVID-19 that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable.

## **Scope**

All employees are called to be stewards of their own bodies and to protect the health and well-being of others. Employees are encouraged to receive vaccinations as recommended by your doctor, the CDC and local health authorities in accordance with your personal health history and current conditions. Those who choose to receive a COVID-19 vaccine are responsible for communicating to vaccine companies that the companies must develop vaccines that do not use cell lines tied to abortions (see [archkck.org/advocate-for-ethical-vaccines](http://archkck.org/advocate-for-ethical-vaccines)). Employees who choose not to be vaccinated will be asked to continue to take reasonable precautions to prevent the spread of the virus.

Moreover, even though some vaccines might have a closer connection to morally compromised cell lines than others, both Pope Francis and the U.S. bishops have confirmed that all are morally permissible when there is no alternative available to the individual at that time. (For the most current information on vaccines and the coronavirus, see the archdiocesan website at [archkck.org](http://archkck.org).) Important motivations for those choosing to receive the vaccines include protecting one's own physical health as well as concerns for protecting the health of others and promoting the common good. Motivations for not being vaccinated may include health concerns as well as giving prophetic witness against the moral evil of abortion.

## **Procedures**

Employees will be notified by the human resources department or entity administrators as to the type of vaccination(s) covered by this policy and the timeframe(s) for having it/them administered. The Archdiocese will provide either onsite access to the vaccines or a list of locations to assist employees in receiving vaccines on their own (when such locations are opened).

The Archdiocese will pay for all vaccinations covered by this policy for employees if your health insurance or any available government sponsored program does not. If such options are not available, vaccinations expenses should be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations if it is during the normal work day. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

During a pandemic, all employees will be required to wear an appropriate face covering when not in their individual office space until the Archdiocese in consultation with healthcare professionals and the local health deem it no longer necessary.

Please direct any questions regarding this policy to the Human Resources Department or your entity administrator.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

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

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revision to the handbook may occur, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Archbishop, or his designee, has the ability to adopt any revisions to the policies in this handbook.

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

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EMPLOYEE'S SIGNATURE

DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)