

*This model employee handbook is presented as a guide for parishes. Bracketed and italicized sections may not be applicable to every parish.*

## **ABOUT THIS HANDBOOK**

This Employee Handbook is a summary of the personnel and office policies of \_\_\_\_\_ Parish (the “Parish”) regarding your employment and the benefits provided for you and your family. It is designed to be a resource and guide for employees. Employees should bring the Handbook home so that their family can become more familiar with the Parish. If any questions arise regarding the implementation or interpretation of any benefit plan, please refer to the actual plan documents and summary plan descriptions maintained in the Human Resources Office of the Diocese of Manchester, as they will control any provision contained in this Handbook.

This Employee Handbook governs the employment of all lay employees and religious and/or permanent deacons assigned to ministry in the Parish. Separate policies govern the assignment of priests by the Bishop of Manchester to the Parish.

The policies, benefits, and rules contained in this Handbook may be changed from time to time as Parish or diocesan policy, business, employment legislation, and economic conditions dictate. The Handbook and other plan documents are not contractual in nature and do not guarantee any continuance of benefits.

If and when provisions are changed, the Parish will, as soon as possible, provide you with replacement pages for those policies that have become outdated. If any employee has any questions regarding the policies, benefits, and rules of the Parish, they should feel free to contact the Pastor.

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## **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

The Employee Handbook and its appendices are important documents intended to help you become acquainted with the Parish. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Employee Handbook. Return one copy of this document to the Pastor. The second copy should remain in your handbook.

- I have received a copy and understand it as my obligation to read the Employee Handbook. I understand that the policies described in the Handbook are subject to change at the Parish's sole discretion at any time.
- I acknowledge that I have the right to terminate my employment with the Parish at any time without notice. In turn, I acknowledge that while the Parish generally will follow a progressive discipline system, the Parish has the right to terminate my employment at its sole discretion.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of the Parish premises or with non-Parish employees.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Employee Handbook and its appendices.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Name of Employee (please print)

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Date

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Signature of Employee

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Name of Employee (please print)

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## **I. THE WAY WE WORK**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Parish is committed to a policy of equal employment opportunity to all persons based on individual merit, competence, need, and the teachings of the Roman Catholic Church. The Parish therefore will not discriminate against any applicant or employee because of military or veteran status, physical or mental disability, race, age, color, sex, pregnancy, genetic information, or national origin. This policy applies to all terms and conditions of employment including but not limited to, hiring, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

There are certain positions in the Parish for which it is necessary to be Roman Catholic, and some positions for which preference in hiring is given to those who are practicing members of the Roman Catholic Church. Practicing members of the Roman Catholic Church are expected to be registered and active members of a parish community. Likewise, practicing Roman Catholics agree to adhere to and uphold the teachings of the Roman Catholic Church in what they say and do.

It is also the policy of the Parish to prohibit harassment of employees on the basis of any of the classifications discussed above. While it is not easy to identify precisely what conduct constitutes prohibited harassment, prohibited conduct certainly includes slurs, epithets, derogatory comments, unwelcome jokes, teasing, sexual advances, or other similar verbal or physical conduct. Any employee who harasses another employee on any of those bases may be subject to discipline, up to and including discharge.

Any employee who believes that s/he has been a victim of such harassment or discrimination or retaliation for making a good faith complaint of discrimination or harassment should follow the Reporting Procedure for sexual and other unlawful harassment detailed in the Serving Christ, Serving Others Code of Ministerial Conduct (Appendix I). In addition, all employees are free to discuss any equal employment opportunity-related questions with the Director of Human Resources for the Diocese of Manchester.

### **SEXUAL HARASSMENT POLICY**

It is the goal of the Parish to promote a workplace that is free of sexual misconduct. In this regard, the Diocese of Manchester has established The Promise to Protect, Pledge to Heal Policy for the Protection of Children and Young People ("Policy") and the Serving Christ, Serving Others Code of Ministerial Conduct ("Code"), copies of which are provided in the Appendix I of this Handbook. The Code is intended to provide a broader context in which to view ministerial relationships by church personnel, while the Policy is solely focused on preventing, investigating, and remedying sexual abuse of minors.

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Sexual harassment of employees is a form of sexual misconduct and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes, and other sexually-oriented statements and unwelcome emphasis of sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

An individual who believes that s/he has been subjected to sexual harassment or retaliation for making a complaint should report the incident in accordance with the Reporting Procedure for Violations of the Code of Ministerial Conduct (Appendix I).

## **WHISTLEBLOWER POLICY**

Employees are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Diocese of Manchester, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Employees must also report violations or suspected violations of ethics or civil law in accordance with this Whistleblower Policy.

### **Reporting Procedure**

1. Employees with concerns about ethics violations or violations of the law should speak with the Pastor. If the employee prefers not to discuss the matter with the Pastor, s/he may report the incident directly to the Delegate for Ministerial Conduct for the Diocese of Manchester. Reports can be submitted anonymously, and confidentiality will be preserved to the extent possible to complete an accurate and thorough investigation.
2. Pastors who become aware of concerns about violations of ethics or civil law should report the conduct and/or complaint to the Delegate for Ministerial Conduct.
3. The Delegate for Ministerial Conduct will conduct an investigation in a discreet manner and will make any necessary or appropriate reports to the civil authorities.

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4. Any employee, including the complaining employee, who participates in good faith in any investigation under this policy has the assurance that no reprisals will be taken as a result of a report. It is the policy of the Parish to encourage the reporting of violations. If an employee believes that retaliation has occurred following a report, s/he should report the retaliation in accordance with the Reporting Procedure for violations of the Code of Ministerial Conduct (Appendix I).

### **VICTIMS OF DOMESTIC VIOLENCE POLICY**

The Parish will not refuse to hire an otherwise qualified individual or discharge, threaten to discharge, demote, suspend, or in any manner discriminate or retaliate against an individual with regard to promotion, compensation or other terms, conditions, or privileges of employment because the individual is a victim of domestic violence, harassment, sexual assault, or stalking. An individual who believes that the School has violated this policy should report the matter to the Pastor or the Diocese of Manchester Director of Human Resources.

### **IMMIGRATION LAW COMPLIANCE**

The Parish complies with the *Immigration Reform and Control Act of 1986* by employing only individuals who are authorized to work in the United States. All employees will be asked on or before their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law. The law requires that if an individual cannot verify his or her right to work within three days of hire, the Parish must terminate the employment relationship.

### **THE AMERICANS WITH DISABILITIES ACT**

The Parish complies with Title I of the *Americans with Disabilities Act of 1990 (ADA)* which prohibits any form of discrimination in hiring as well as in all terms and conditions of employment against individuals with disabilities. The Parish will make every effort to make reasonable accommodations to ensure equal opportunity in the application process, to enable employees to perform their essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as those enjoyed by employees without disabilities. Please notify the Pastor if, because of a disability, you require an accommodation to perform the functions of your job. The Parish will maintain all medical information in a confidential manner in accordance with the ADA.

### ***[SAFETY AND HEALTH POLICY***

*The Parish is committed to providing a safe and healthy working environment for its employees. With the assistance of all employees, the Parish can use its resources to*

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*identify and control work-related hazards. All employees are required to bring known and potential hazards and safety issues to the attention of the Pastor or an employee who serves on the Joint Loss Safety Committee for the Parish. Failure to bring a known safety hazard to the attention of the Pastor may result in an injury to others.*

*The cooperative effort of each employee in the awareness, acceptance, participation, and preservation of a functional Health and Safety Program is essential and welcomed. Employees are asked to bring any suggestion they may have to improve safety to the Pastor or an employee representative on the Joint Loss Management Committee.]*

## **II. EMPLOYMENT STATUS**

### **EMPLOYMENT AT WILL**

Parish employees are considered to be employees at will. Employees of the Parish therefore can resign from their employment at any time, for any reason. Likewise, the Parish can terminate the employment relationship at any time, with or without cause or reason. Neither the policies contained in this Handbook, nor any other written or verbal communication by the Pastor or other supervisor, are intended to change the at-will relationship or create a contract of employment.

### **EMPLOYMENT CLASSIFICATIONS**

At the time of hire, employees are classified as full-time, part-time, or temporary and informed as to whether they qualify for overtime pay. Unless otherwise specified in writing or as required by law, the benefits described in this Handbook apply to all employees, with the exception of certain wage, salary, and time off limitations. If employees are unsure of the job classification into which their position fits, they should ask the appropriate department head.

**FULL-TIME EMPLOYEES:** Individuals who work thirty (30) or more hours per week.

**PART-TIME EMPLOYEES:** Individuals who work fewer than thirty (30) hours per week. Part-time employees are not eligible for benefits described in the Handbook except where noted or to the extent required by state or federal law.

**TEMPORARY EMPLOYEES:** Individuals who are hired for specific periods of time or for the completion of a specific project. Temporary employees are not eligible for benefits described in this Handbook except to the extent required by state or federal law.

**NON-EXEMPT AND EXEMPT EMPLOYEES:** *Exempt Employees* are those who, because of the nature of their job, are not entitled to overtime pay and minimum wage in accordance with the *Fair Labor Standards Act* (FLSA). *Non-exempt Employees* are entitled to be paid one and one-half (1 ½) times their regular hourly wage for any time worked over forty (40) hours per week. Time away from work (including, but not limited

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to, time away related to a job-related injury, bereavement leave, vacation, or sick time) are not counted as hours worked for the purpose of computing eligibility for overtime pay. You will be advised when you are hired if you are entitled to overtime pay.

### ***[ENTRY PERIOD***

*The first ninety (90) days of employment with the Parish are considered to be an entry period during which the Pastor will meet with new employees frequently to discuss their performance. During the entry period, employees will earn but will not be eligible to take vacation or personal days and will be ineligible for short-term or long-term disability income benefits.]*

### ***[TRANSFER EMPLOYEES***

*Employees who are hired for a position with the Parish and are leaving the service of another Diocese of Manchester entity (e.g., a parish, school, institution, or New Hampshire Catholic Charities) will retain their years of service from inception of employment by the entity. Thus, an employee who leaves a diocesan Catholic school after five years of employment to become employed with the Parish begins his or her employment with the Parish with five years of service.]*

## **III. TIME AWAY FROM WORK AND OTHER BENEFITS**

### **HOLIDAYS/HOLY DAYS**

Employees are entitled to certain paid Holy Days and holidays designated each year by the Pastor. Holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on that day. If a Holy Day or holiday occurs on a day when an employee would not be scheduled to work, s/he is not entitled to be paid for the day.

When a particular Holy Day or holiday falls on a weekend, the Parish reserves the right to determine whether the preceding or next regular workday will be observed as the Holy Day.

If a holiday or Holy Day occurs during an employee's vacation leave, the employee is entitled to an additional day of vacation leave.

### ***[VACATION***

*Vacation is a time to rest, relax and pursue special interests. The Parish provides paid vacation to express appreciation for the loyalty and dedicated service of employees and to ensure that everyone has an opportunity to rest from their labor.*

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*Full time and part time employees are eligible for paid vacation. Part time employees must work a scheduled minimum of ten (10) hours per week to accrue vacation time. Temporary employees, because of the nature of their employment, are not eligible for paid vacation time. Vacation time is granted to eligible employees based upon length of service and employment anniversary date. If there is a break in service that exceeds six (6) months, eligibility for vacation will be based on the subsequent hire date.*

*Employees earn vacation time based on date of hire. Requests for vacation time should be submitted to the Pastor at least ten (10) days in advance. It is preferable that at least thirty (30) days notice be provided to enable adequate planning for an employee's absence. The Pastor reserves the right to require an employee to schedule paid vacation and/or limit paid vacation to no more than ten (10) consecutive workdays. An employee may not take more than five (5) weeks of vacation time during any one fiscal year, except under unusual circumstances and only with the approval of the Pastor.*

*Employees may not convert any part of a scheduled vacation to sick leave. Vacation pay will be based on your regularly scheduled work hours. Vacation time may be used in ½ day or whole day increments.*

*Employees accrue hourly vacation time on a monthly basis in accordance with the schedule below and as dictated by their anniversary date. Employees are eligible to use vacation time as soon as it is earned (other than in the entry period; i.e., first 90 days of employment). The accrual rate of employees with fewer than ten (10) years of service will advance to the next step on the first of the month following their anniversary date. At the end of every fiscal year (June 30), employees may carry up to the equivalent of 15 accrued days of vacation.*

<b>Completed Yrs of Service based on hire date</b>	<b>Days/Month Baseline Accrual Rate Based on 7 hr work day</b>	<b>Days Equivalent Baseline</b>	<b>Monthly Hours Earned based on 7 hr workday/35 hr workweek</b>	<b>Monthly Hours Earned based on 8 hr workday/40 hr workweek</b>	<b>Monthly Hours Earned based on 5 hr workday/25 hr workweek</b>
<b>less than 1 yr</b>	<b>0.83</b>	<b>10</b>	<b>5.83</b>	<b>6.67</b>	<b>4.17</b>
<b>1</b>	<b>0.92</b>	<b>11</b>	<b>6.42</b>	<b>7.33</b>	<b>4.58</b>
<b>2</b>	<b>1.00</b>	<b>12</b>	<b>7.00</b>	<b>8.00</b>	<b>5.00</b>
<b>3</b>	<b>1.08</b>	<b>13</b>	<b>7.58</b>	<b>8.67</b>	<b>5.42</b>
<b>4</b>	<b>1.17</b>	<b>14</b>	<b>8.17</b>	<b>9.33</b>	<b>5.83</b>
<b>5</b>	<b>1.25</b>	<b>15</b>	<b>8.75</b>	<b>10.00</b>	<b>6.25</b>
<b>6</b>	<b>1.33</b>	<b>16</b>	<b>9.33</b>	<b>10.67</b>	<b>6.67</b>
<b>7</b>	<b>1.42</b>	<b>17</b>	<b>9.92</b>	<b>11.33</b>	<b>7.08</b>

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<b>8</b>	<b>1.50</b>	<b>18</b>	<b>10.50</b>	<b>12.00</b>	<b>7.50</b>
<b>9</b>	<b>1.58</b>	<b>19</b>	<b>11.08</b>	<b>12.67</b>	<b>7.92</b>
<b>10+</b>	<b>1.67</b>	<b>20</b>	<b>11.67</b>	<b>13.33</b>	<b>8.33</b>

*Upon separation from employment, employees will receive earned, unused vacation pay if (1) they have been actively employed for at least six (6) months prior to their termination; and (2) in the event of resignation, they have given two weeks notice of intent to resign, or in the event of involuntary discharge, their termination was not “for cause” as determined by the Parish. ]*

***[PERSONAL DAYS***

*The Parish will provide two (2) personal days to all full-time and part-time employees at the start of each new fiscal year. Personal days may only be taken after completion of the ninety (90) day entry period. Part-time employees will be paid for personal days on a pro-rated basis. Personal days may not be carried to the next fiscal year, and employees will not be paid for unused personal days during employment or upon separation from employment. All personal days must be approved in advance by the Pastor.]*

***[SICK LEAVE AND DISABILITY***

*The health and wellbeing of the employees of the Parish is of paramount concern. When illness, short-term or long-term disability prevent an employee from working, the Parish must balance this concern with the requirement to proceed with its work and ministry. The following policies recognize the value of employee health and the requisite stewardship of the Parish.*

*Full-time and part-time employees are eligible for sick pay from the date of hire. Full-time and part-time employees are eligible for short-term disability income benefits after one (1) year of employment with the Parish. Full-time employees are eligible for long-term disability insurance after the first ninety (90) days of employment with the Parish. There are no sick pay, short-term, or long-term disability income benefits for temporary employees.*

**Sick Pay**

*The Parish provides up to ten (10) paid sick days to all full-time and part-time employees at the start of each new fiscal year. Sick time must be used in full or half day increments, and employees will be paid at the normal straight time rate for the number of hours regularly scheduled to work. Sick pay may not exceed the employee’s regular workday and/or workweek hours. The Parish may require that you provide certification from a healthcare provider regarding the necessity for taking a sick day and/or authorization to return to work.*

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*Sick pay is available to all eligible employees from date of hire. Sick days may not be accumulated from year-to-year, and employees will not be paid for sick days not taken during employment or upon separation from employment.*

*Employees who are unable to work due to illness must contact their department head or Cabinet Secretary on a daily basis relative to the need for and status of their absences, unless otherwise directed. Reporting an absence to any employee other than the Pastor will not be accepted as compliance with the daily reporting requirement. Employees who fail to report to work or call the Pastor for three (3) consecutive work days will be considered to have voluntarily resigned from employment.*

### **Short-Term Disability**

*A short-term disability is defined as a medical condition that necessitates the absence of an employee from his/her work or ministry for eight (8) consecutive calendar days to ninety (90) consecutive calendar days. When an eligible employee's medical condition rises to the level of short-term disability, the Parish will require that the employee provide certification from a healthcare provider regarding the necessity for taking short-term disability leave.*

*Eligible employees whose illness exceeds eight (8) consecutive calendar days must contact the Pastor on the eighth (8<sup>th</sup>) day and on a weekly basis thereafter relative to the need for and status of their absence, unless otherwise directed. Reporting of the absence to any employee other than the Pastor will not be accepted as compliance with the daily or weekly reporting requirement.*

*Full-time and part-time employees who have completed one (1) year of employment with the Parish are eligible for short-term disability income benefits. Short-term disability income benefits are not available for leaves resulting from elective or cosmetic surgery. In addition, short-term disability income benefits will be reduced by the amount of Workers Compensation indemnity benefits paid, if applicable. The short-term disability income benefits are as follows:*

- 1) 60% of regular full-time or part-time wages;*
- 2) 100% of employer-funded benefits.*

*Upon the eighth consecutive calendar day of illness, the Parish will administratively invoke the Family and Medical Leave Act (FMLA) provisions for eligible employees. The specific rights and responsibilities of employees under the FMLA are detailed in the FMLA Policy, a copy of which is found in Appendix II of this Handbook.*

### **Long-Term Disability Income Insurance**

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*A long-term disability is defined as a medical condition that necessitates the absence of an employee from his/her work or ministry for more than 90 consecutive calendar days. Only full-time employees who have completed their 90 day entry period are eligible for long-term disability income insurance.*

*When an eligible employee's medical condition rises to the level of long-term disability, the Parish will require the employee to provide all requisite documentation to the insurance carrier with whom the Parish contracts for coverage in this regard. Failure to comply with the conditions of the long-term disability insurance policy voids the employee's right to all long-term disability income benefits.*

*Eligible employees whose illness exceeds 90 consecutive calendar days must contact the Pastor on a weekly basis relative to the need for and status of their absence, unless otherwise directed. Reporting an absence to any employee other than the Pastor will not be accepted as compliance with the weekly reporting requirement.*

*Long-term disability income insurance benefits are as follows:*

- 1) equivalent of 60% of regular weekly wages to a maximum of \$3,000.00 per month;*
- 2) opportunity to continue health and dental insurance coverage at employee expense;*
- 3) applicable disability rights for retirement benefit(s).*

*Upon the initiation of a long-term disability, the Parish will initiate the process for coverage continuation of health and dental insurance (at employee expense). Likewise, the applicable disability provisions for retirement benefit(s) will be evaluated and appropriately executed. In certain circumstances, an employee may retain the right to return to his/her previous position following a period of long-term disability in accordance with any applicable state or federal law.]*

## **FAMILY AND MEDICAL LEAVES OF ABSENCE**

### General Provisions

Employees are eligible for a Family and Medical Leave of Absence ("FMLA") if they have been employed by the Parish for at least one year and worked at least 1,250 hours in the year preceding the leave. Under the FMLA, an unpaid leave of absence for up to 12 weeks in a 12 month period may be taken by eligible employees for the following reasons:

- (a) The birth of a child, in order to care for the child (leave must be taken within twelve (12) months of the birth of an employee's child);

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- (b) An adoption or foster care placement of a child, in order to care for the child (leave must be taken within twelve (12) months of the adoption or placement in the employee's home);
- (c) A serious health condition of the employee's spouse, child or parent when the ill person is incapable of self-care and the employee is needed for such care;
- (d) A serious health condition of the employee which results in the employee's inability to perform his or her job;
- (e) Any "qualifying exigency" that stems from the fact an employee's spouse, child or parent is on or has been called to active duty in the Armed Forces in support of a contingency operation; or
- (f) The serious injury or illness of a "covered service member" who is undergoing medical treatment, recuperation, or therapy, or is on outpatient status or on the temporary disability retired list and who is the employee's spouse, son, daughter, parent, or next of kin ("nearest blood relative"), in order to care for the service member.

FMLA may run concurrently with other types of leave. Further information about the FMLA policy, including the specific rights and responsibilities of employees and a sample request form, is provided in the Family and Medical Leave of Absence Policy (Appendix II).

### **MATERNITY LEAVE**

The Parish provides female employees with a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. This leave of absence may be paid or unpaid in whole or in part. The employee is required to use all earned, unused personal and vacation days before taking any unpaid leave. *[An eligible full-time or part-time female employee of the Parish who has completed one year of service will be paid short-term disability income benefits for the period of physical disability related to pregnancy, childbirth, or related conditions.]* If eligible for FMLA, FMLA will run concurrently with maternity leave.

When the employee on maternity leave is physically able to return to work, she will be reinstated to her original job or a comparable position unless business necessity makes this impossible or unreasonable. An employee who cannot be returned to her former or comparable position remains eligible to apply for any available position with the Parish. An employee on maternity leave who states she will not return to work will be considered to have resigned her position as of the date her leave was commenced.

### ***[DISCRETIONARY LEAVE OF ABSENCE***

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*Full time employees may apply for an unpaid, discretionary leave of absence of up to six (6) months if they have used their vacation time and either have exhausted all other leave time or are not eligible for any other leave of absence. Requests for such unpaid leaves are granted at the sole discretion of the Parish.*

*Discretionary leaves of absence will not ordinarily be granted to employees with less than one (1) year of continuous service. In determining whether to grant a discretionary leave, the Parish will consider, among other factors, the employee's length of service, the employee's work record, the reason(s) for the leave, and staffing needs.*

*Discretionary leaves will be unpaid, and the employee on discretionary leave does not earn or accrue any benefits, including vacation, sick leave, holidays, and/or personal days. The period of discretionary leave will be considered a suspension of employment for the purposes of calculating years of employment. In addition, participation in any medical or dental insurance coverage must be entirely paid by the employee during the leave. The employee must make arrangements with the Pastor to make the insurance premium payments.*

*If a vacancy exists at the time of the expiration of the approved discretionary leave, the employee will be reinstated to his/her prior position or a comparable position unless business necessity makes reinstatement impossible or unreasonable. If a vacancy does not exist, the employee will be considered for the next available position for which s/he qualifies. Failure to return to work on the workday following expiration of the approved leave is equivalent to a voluntary resignation.*

*Requests for discretionary leave should be submitted to the Pastor at least thirty (30) days prior to the requested date of leave. The request should be made in writing, stating the length of the leave, and a brief description of the reason for the request. All considerations and approval for discretionary leave are handled on a case by case basis.]*

## **MILITARY LEAVE**

The Parish observes all laws and regulations governing military service. The Parish will grant leaves of absence without pay to full-time and part-time employees who enlist, are drafted, commissioned, or recalled to active service in the armed forces of the United States in accordance with the provisions of the *Universal Military Training and Service Act* and the *Uniformed Services Employment and Reemployment Rights Act of 1994*. In addition, as discussed above, eligible family members of military personnel may have certain leave benefits under the Family and Medical Leave of Absence policy (see FMLA policy in Appendix II).

If any employee is in the military reserve, s/he will receive the required time off to complete the annual two-week military training. The employee must present a copy of official orders or instructions to the Pastor. This information shall be made a part of the

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employee's personnel record. If an employee's military pay is less than regular pay, s/he will be paid the difference for up to two (2) weeks per twelve (12) months for the period of reserve service.

If an employee is involuntarily called to active military duty for a time period beyond normal annual training, the employee has certain reemployment rights as prescribed by laws with which the Parish will comply. These employees must notify the Pastor of their availability to return to work.

The Parish reserves the right to replace an employee's position with another employee for the duration of the leave of absence. Every effort will be made to place the employee on leave in his/her previous position. If this is not possible, the employee will be placed in a position with comparable status, pay and responsibility.

### **BEREAVEMENT LEAVE**

The death of a loved one is a time of particular grief. Full-time and part-time employees bereaved by the death of an immediate relative will be granted time off from work without loss of pay in accordance with the following policy.

*[If the event of the death of a member of a full-time or part-time employee's immediate family, the Parish provides up to three (3) days paid leave.]* The three workdays usually include the day before the funeral and a day after. "Immediate family" includes spouse, children, step-children, parents, brothers, sisters, step-parents, step-brothers, step-sisters, mother-in-law, father-in-law, grandparents, and grandchildren of the employee.

*[Additional unpaid time off due to bereavement may be granted for a specified and limited period of time with the approval of the Pastor. Employees seeking such additional unpaid time off must demonstrate a need for this situation.]*

In the event that an employee is on paid vacation at the time of the death of a relative, the bereavement leave will not be charged against vacation credit. Additional vacation days may be granted to compensate for those days used as bereavement leave.

### **JURY DUTY LEAVE**

The Parish considers it a civic duty to serve on a jury if summoned and will grant employees leave in order to serve on a jury. *[Employees summoned for jury duty will be paid the difference between their regular rate of pay and the pay provided by the government for jury service. An employee must show a jury summons to the Pastor as soon as such notice is received. In order to receive jury duty pay, employees will be required to furnish the Pastor with copies of the checks received for jury duty pay.]*

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While serving on a jury, employees are expected to call the Pastor to advise him of their status. In addition, employees are expected to return to their job if they are excused from jury duty during regular work hours.

### **CRIME VICTIM LEAVE TIME**

Any employee who is the victim of a crime (felony or misdemeanor) may be entitled to unpaid leave time to attend court or other legal or investigative proceedings associated with the prosecution of the crime. An employee who leaves work pursuant to this provision may elect to take accrued paid vacation time or personal leave time. Employees who seek crime victim leave time shall provide the Pastor with a copy of the notice of each scheduled hearing, conference, or meeting that is provided to the employee by the court or agency responsible for providing notice to the employee. Leave time may be denied if it causes the Parish undue hardship.

### **STATE OF EMERGENCY LEAVE**

When the Governor of the State of New Hampshire or the General Court declares a state of emergency under NH law, any employee who is also a member of a fire department, rescue squad, or emergency medical services agency who is called into service of the state or a political subdivision may take leave without pay from the Parish to respond to the emergency. An employee who takes State of Emergency leave may elect to take accrued paid vacation time or personal leave time, but is not required to do so.

### ***[EDUCATIONAL LEAVE***

*At the sole discretion of the Pastor, full-time employees may be granted paid or unpaid leave to attend workshops related to their work or ministry. All considerations and approval for educational leave are handled on a case by case basis.]*

### **WORKERS COMPENSATION**

The Parish provides Workers Compensation coverage for all employees. This insurance coverage protects employees from a loss of income and pays medical expenses clearly resulting from a workplace accident or injury. All employees are required to report work-related injuries to the Pastor immediately.

Employees with work-related injuries may be entitled to temporary alternative duty in accordance with the New Hampshire Workers Compensation law. Employees with non-work-related injuries or other physical or mental impairments who require accommodations to perform their jobs should make any accommodation requests to their department heads. The Parish will consider the request in accordance with the *Americans With Disabilities Act*.

### ***[SECTION 125 FLEXIBLE BENEFIT PLAN***

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*The Parish has a Section 125 Flexible Benefit Plan on file in compliance with the Internal Revenue Service regulations. This plan allows for employee contributions for certain employee benefits to be paid prior to the calculation of employment taxes. Details concerning the Section 125 Plan may be obtained from the Pastor.]*

## **MEDICAL AND DENTAL INSURANCE BENEFIT PLANS**

The Parish provides all full-time employees who have met the eligibility requirements of the selected insurance plan with health insurance coverage. The terms of coverage and co-payment for the employee are available upon application and are subject to change. An agreement for payroll deduction(s) of the appropriate premium by the employee must be signed either at date of hire or subsequent annual open enrollment period(s). Details concerning the health and dental insurance plans may be obtained from the Director of Human Resources for the Diocese of Manchester.

## **CONTINUATION OF GROUP HEALTH AND DENTAL INSURANCE**

The federal Consolidated Omnibus Budget Reconciliation Act of 1985 (“COBRA”) requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health insurance at group rates in certain circumstances when coverage would otherwise end. The Catholic Church is exempt from the federal COBRA law. In addition, the plans offered by the Diocese of Manchester are also exempt from New Hampshire’s insurance laws regarding continuation of health coverage. However, the Diocese voluntarily offers continuation of health insurance under certain circumstances for a limited period. Please refer to the Continuation of Health and Dental Insurance Policy in Appendix III of this handbook.

### ***[TERM LIFE INSURANCE***

*The Parish provides all full-time employees who have completed the ninety (90) day entry period with term life insurance in an amount equal to the employee’s annual regular wages but not to exceed \$75,000. Employees may also elect additional life insurance for themselves and their dependents at their own expense through payroll deductions. Details of this program may be obtained from the Pastor.]*

### ***[403(b) RETIREMENT PLAN***

*The Parish provides and funds a retirement plan for all lay employees who work 1,000 or more hours per year to assist in planning for retirement. The retirement assets are held and all benefits are paid by the Roman Catholic Bishop of Manchester 403(b) Retirement Plan. Employees will be 100% vested after five (5) years of continuous employment of 1,000 or more hours worked each year. In addition to receiving the 3% Employer*

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*Contribution, each employee can voluntarily contribute from their wages on a pre-tax basis (provided it does not exceed the maximum amount allowed annually by the IRS). Details of this program may be obtained from the Director of Human Resources for the Diocese of Manchester.]*

#### **IV. PAY AND PROGRESS**

##### **PERSONNEL FILES**

The Parish maintains certain records containing job-related information on all employees to ensure compliance with state and federal law and to keep a record of your progress as an employee. The personnel file is a continuous record of information relative to employment. The Parish will provide a reasonable opportunity for employees to inspect their own personnel files. However, an employee may not be permitted to review his or her personnel file if the employee is subject to an investigation at the time of the request and disclosure of such information would prejudice law enforcement. File inspection must be done on the employee's own time, and must be arranged through the Pastor. Employees may read their personnel files but are not permitted to remove any portion of the files. Upon request, employees will be provided with a copy of all or part of their personnel files.

If, upon inspection of the personnel file, an employee disagrees with any of the information contained in such file, the employee may submit a written statement explaining his/her version of the information together with evidence supporting such version. Such statement shall be maintained as part of the employee's personnel file and will be included in any transmittal of the file to a third party.

It is important that an employee's personnel file includes accurate information regarding who should be contacted in case of emergency. Please notify the Pastor as soon as possible of any changes in name, address, telephone number, marital status, dependents, an appropriate emergency contact, or alternate contact.

##### ***[PERFORMANCE APPRAISALS***

*In order for employees to improve performance and better understand the Parish's expectations, the performance of employees will be periodically reviewed. Employees generally receive performance appraisals from the Pastor during or at the expiration of the entry period and yearly thereafter on or about the time of their employment anniversary. Job coaching is a continuing process throughout the course of employment, and employees may meet with the Pastor to discuss performance more frequently.*

*After a formal written performance appraisal is prepared, employees will meet with the Pastor to discuss their performance review as well as additional opportunities for*

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*professional growth within the Parish. Employees will have the opportunity to comment on and sign the formal performance appraisal document. The employee's signature on the performance appraisal form indicates that he or she has seen the appraisal; it does not indicate agreement or disagreement with the content of the review.*

*A performance appraisal or review is not a contract or a commitment to provide a compensation adjustment, a bonus, or continued employment. Appraisals are only one of a number of factors that the Parish uses in connection with compensation, promotion, and retention decisions.]*

### **[PROMOTION & TRANSFERS**

*Employees interested in promotions or transfers to other vacant positions within the Parish should submit requests for such promotions or transfers to the Pastor. Requests generally will be considered only after the employee has been continuously employed by the Parish for at least six (6) months.*

*In determining whether to grant the request for promotion or transfer, the Parish will consider, among other factors, the following: general ability; performance; efficiency; attendance; educational preparation; responsibility; fitness for the vacant position; and overall past job performance. If a current employee and an outside candidate are equally qualified for the position (as determined by the Parish), preference for the position will be given to the current employee. If two or more current employees are equally qualified for the position (as determined by the Parish), the Parish will consider seniority as one of the factors in making the decision.]*

### **PAY AND PAY PERIODS**

Employees are informed in writing as to their rates of pay and pay period at the time they are hired and any time the rates or pay period changes. Rates of pay are reviewed periodically and may be adjusted. Employees with questions regarding their rates of pay should see the Pastor.

Employees are paid on a [*bi-weekly* basis for all hours worked during the two calendar weeks prior to the payday.] All **non-exempt** employees must complete and submit a timesheet on a [*bi-weekly*] basis. All **exempt** employees must complete and submit a Statement of Paid Time Used on a [*monthly basis*].

Please review each paycheck for accuracy. If an employee finds a mistake, including an improper deduction from pay, s/he should report it to the Pastor immediately, so that the mistake can be corrected.

Employees with questions or concerns about their rates of pay or pay discrepancies or discrimination based on gender should notify the pastor or the Director of Human Resources for the Diocese of Manchester. Employees who inquire or complain about pay

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discrepancies or who participate in investigations or formal proceedings regarding the same will not be subject to retaliation.

Paychecks may be distributed only to the employee. Only in the case of an employee's absence may a previously authorized individual receive the paycheck. The employee must write, sign, and date a note to authorize pick-up of the paycheck by an alternate. *[The Parish encourages participation in the direct deposit plan.]*

### **WORK WEEK/HOURS OF WORK**

Parish employees are informed of their hours and days of work when hired. Because of the nature of our ministry, work in addition to these hours may be required on occasion. *[Generally, the Parish offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday.]*

### **BREAK AND MEAL PERIODS**

Employees who work more than five (5) consecutive hours will receive a minimum thirty (30) minute and maximum sixty (60) minute unpaid meal break. Meal break times are scheduled by the Pastor. *[In addition to a meal break, the Parish provides all full-time employees with one (1) fifteen (15) minute paid break each work day morning. An additional fifteen (15) minute break may be provided each afternoon and/or for any scheduled overtime period of at least two (2) hours or more.]* Part-time employees will receive breaks consistent with their work schedules and duties. Break times are also scheduled by the Pastor.

### **PAYROLL DEDUCTIONS**

The Parish is required by law to make certain deductions from an employee's paycheck each time one is prepared. Among these are federal income taxes and contributions to Social Security as required by law. The Parish may also be required to make deductions from an employee's paycheck pursuant to a federal or state agency or court order, such as child support. These deductions are itemized on the paycheck.

With the written authorization of the employee, the Parish may make additional deductions for insurance and other purposes that benefit the employee in accordance with New Hampshire Department of Labor regulations. Arrangements for these voluntary deductions can be made with the Pastor.

No deductions that are prohibited by state or federal law will be made from an employee's paycheck. Employees with a question about a payroll deduction or concerns about an improper deduction should immediately contact the Pastor. Any improper deductions from pay will be corrected as soon as possible.

### **OVERTIME**

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Periodically, it may be necessary for non-exempt employees to perform overtime work. Overtime (time worked in excess of forty (40) hours in a work week) by non-exempt employees must be approved in advance by your department head and the appropriate Cabinet Secretary. To the extent possible, the Parish will attempt to provide advance notice of the necessity for overtime work. **Non-exempt** employees are entitled to be paid one and one-half (1 ½) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Sick days, holidays, vacation time, leaves of absences, and other time off benefits are not counted as time worked for purposes of overtime.

## **V. ON THE JOB**

### ***[EMPLOYEE ASSISTANCE***

*The Parish understands that some people may experience stress and other personal difficulties because of family, financial, and other problems. In order to help you address such problems, the Parish maintains on file and, upon request, will provide employees information on drug, alcohol and other counseling and assistance programs available in the community. Your conscientious efforts to seek such help will not jeopardize your employment or be noted in your personnel record. Your health insurance policy may pay for the services. Contact the Director of Human Resources for the Diocese of Manchester for more information.]*

### ***[SMOKING POLICY***

*The Parish is committed to providing a safe, healthy, and smoke-free work environment for our employees, visitors, and vendors. Consistent with this commitment, a no smoking policy has been instituted within all Parish buildings and vehicles.*

*Anyone wishing to smoke must do so only during authorized breaks outside the Parish building(s) and in the designated area. The Parish hopes and expects its employees will comply with the no-smoking policy. In this regard, the Parish will provide one (1) smoking cessation program for any employee interested in assistance to cease smoking. If an employee fails to comply with these rules, the employee will be subject to disciplinary action.]*

### ***[INCLEMENT WEATHER DAYS***

*Inclement weather can make commuting to work difficult. Only on the rare occasion of severely inclement weather will the Parish buildings be closed entirely. The voice mail systems will be activated with an appropriate announcement of building closure no later than 7:00 a.m. on days when severely inclement weather is predicted. Should an employee choose to not travel to work on a day when the weather is poor and Parish buildings are open, s/he should contact the Pastor no later than 10:00 a.m. on the day in question to exercise the right to a personal or paid vacation day.*

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*If the Parish buildings are closed due to inclement weather on a day that an employee is scheduled to work, s/he will be paid for the hours they were expected to work that day.]*

## **PERSONAL DRESS**

Discretion in style of dress and behavior is extremely important to the Parish. Employees are therefore required to dress in appropriate business attire that is safe for their positions. Work clothing worn by employees must be not torn, must meet safety requirements, and must not contain inappropriate language or graphics.

All employees should use good judgment in the choice of business attire and hygiene and remember to conduct themselves at all times in a way that best represents them and the Parish.

*[The following are guidelines of what attire is considered to be appropriate and inappropriate. (Please note that these guidelines do not apply to the maintenance staff.) Any questions regarding appropriate dress should be addressed to the Pastor.*

### *Appropriate:*

- *Dresses and skirts (length no more than 3 inches above the knee)*
- *Suits/pantsuits/ties*
- *Blouses/shirts*
- *Blazers*
- *Pants in business suitable fabrics*
- *Any type of business shoe (including dress shoes with or without heels, loafers, slides, open-toed shoes, boots, dress sandals.)*

### *Inappropriate:*

- *Any type of denim in any color (including jean/denim dresses, shirts, pants, skirts)*
- *Casual/sport t-shirts*
- *Shorts*
- *Flip-flops, hiking boots, hiking sandals, athletic shoes (unless needed due to a medical condition.)]*

## **CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT**

Employees must not use their positions with the Parish for private gain for themselves or for persons with whom they have personal, business, or financial ties. As representatives of the Parish, employees must avoid any actions that could reasonably be expected to adversely affect, or to give the appearance of adversely affecting, the independence and

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objectivity of their judgment, interfere with the timely and effective performance of their duties and responsibilities, or discredit the Parish and the Roman Catholic Church.

Consistent with this conflict of interest policy, employees are permitted to engage in outside employment, consulting, or business activities, provided that no actual or potential conflict of interest or appearance of such conflict exists, and the activity does not adversely affect their ability to perform their jobs with the Parish.

## **WORKPLACE VIOLENCE**

Unfortunately, violence in the workplace has become a reality for many employers. We hope that we never have to face this growing problem. [*The Parish therefore prohibits employees from bringing weapons on its premises, including its parking lots.*] Moreover, violence and verbal and physical threats of violence of any kind on or off Parish property will not be tolerated. Employees engaging in such conduct will be subject to discipline, including separation from employment. Any employee who becomes aware of any violence or threat of violence must immediately report the matter to the Pastor.

## **COMMUNICATIONS**

Good communications are vital for efficient and effective operations. Bulletin boards are maintained within the facilities of the Parish to bring to the attention of employees any matter relating to federal and state regulations, safety and health, diocesan policies, and announcements. No notices, posters, or other material may be displayed on these boards without the approval of the Pastor. All employees are urged to check these boards daily. Failure to read bulletins will not serve as an excuse for violations of posted policies.

Electronic communications are governed by the Electronic Communications Policy (Appendix IV) and the use of equipment for these communications is detailed below under **Parish Equipment, Telephones, Facsimiles and Computer Hardware and Software**.

## **DISTRACTED DRIVING POLICY**

Employees of the Parish are prohibited from engaging in behaviors that distract them while driving during the course of their duties. In order to avoid distracted driving, employees are prohibited from using hand-held devices to place calls or send text messages or email messages while operating vehicles in the course of ministry. Such calls or messages may be sent using a hands-free device in an urgent situation. Conversations should be as brief as possible, and employees should refrain from making unnecessary calls or sending unnecessary messages. Where possible, even with a hands-free device, phone calls and messages should be made when the vehicle is parked in a safe location.

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## **ATTENDANCE**

Every employee is a valuable and contributing member of the Parish. Regular attendance is important to the success of any organization. The Parish must be able to depend on the fact that employees will report to work regularly and on time

Every employee is expected

- 1) to work all scheduled hours;
- 2) to report for work on time; and
- 3) to work until the end of the work period.

Excessive absence, tardiness, and/or leaving early, are grounds for disciplinary action, including separation from employment. If an employee is absent or late for work, s/he must contact the Pastor either verbally or in writing, within one (1) hour before and no later than thirty (30) minutes after starting time, to explain why they will be absent or late and how long they expect to remain absent. An employee who fails to call in on the day of an absence, or does not have an excuse for calling in late, may be subject to discipline, up to and including discharge. If an employee is absent from work for more than one day, s/he may be required by the Pastor to call in on each day of absence.

Unless there are proven extenuating circumstances, an employee will be considered to have resigned from the Parish if no notification is received within three (3) consecutive working days from the beginning of the absence. Before returning to work, an employee who is absent five (5) or more consecutive workdays due to illness must obtain and submit to the Pastor certification from a healthcare provider that authorizes the employee to return to work.

## **SOLICITATIONS**

No solicitation of any kind is permitted during work hours, unless first approved by the Pastor. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, membership in organizations, attendance at events, or other similar conduct. "Work hours" is defined as time during which the employee is scheduled to be working, exclusive of established break periods, meal times, or time before or after work hours and only in designated break areas. This rule applies to solicitation for both charitable and non-charitable causes.

No distribution of any non-work-related materials is permitted in any work area at any time, unless first approved by the Pastor. "Work areas" are defined as any Parish office or facility, other than designated break areas. Without prior approval by the Pastor, employees may solicit or distribute materials only during break time or outside of scheduled work hours in the cafeteria. Persons not employed by the Parish are prohibited from distributing materials or soliciting employees on Parish premises at any time, unless

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authorized by the Pastor. Any employee who violates these rules will be subject to disciplinary action.

### **PARKING FACILITIES**

*[There is limited space for parking in the Parish Building lot. Only those employees with assigned parking spaces may use the parking lot.]* The Parish assumes no liability to any person or employee for any damage to or by any motor vehicle owned or operated by any person or employee upon Parish property.

### **DIOCESAN PROPERTY**

Diocesan property of any type or value shall not be used or removed from Parish premises without authorization of the Pastor. All diocesan equipment, memoranda, records, communications, computer data, disks, or other documents made or compiled by you or made available to you in connection with the business of the Parish shall be delivered to the Parish promptly upon separation of your employment or at any other time upon request.

### **PARISH EQUIPMENT, TELEPHONES, FACSIMILE AND COMPUTER HARDWARE/SOFTWARE**

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Parish equipment and systems are the property of the Parish and as such, employees should not have an expectation of privacy in the use of these systems. They are to be used solely for job-related purposes.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Pastor. All pass codes are the property of the Parish. No employee may use a pass code that has not been issued to that employee or that is unknown to the Parish. Moreover, improper use of the e-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including separation from employment.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Parish's legitimate interests, and to ensure quality service to those whom we serve, authorized representatives of the Parish may monitor the use of such equipment from time to time.

No unauthorized equipment or computer hardware/software may be installed or used on the premises of the Parish building without the express permission of the Secretary for Administration or his delegate.

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Further information about diocesan policy on electronic communications can be found in the Electronic Communications Policy ([Appendix IV](#)).

### **DATA SECURITY**

The Parish has established and implemented a comprehensive written information security program (“WISP”), is to create effective administrative, technical and physical safeguards for the protection of certain personal information about employees, volunteers, parishioners, students, and others. This WISP ([Appendix VI](#)) sets forth our procedure for evaluating our electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting such personal information.

### **RECORDS RETENTION**

The Parish creates, maintains, and preserves records every day to assist in fulfilling the pastoral mission of the church in New Hampshire. Records are the principal means of recording the pastoral activity of the Church. Bearing this in mind, a Records Retention Policy has been established ([Appendix V](#)) to provide guidance in determining the manner and length of time for maintaining records.

### **WORKPLACE SEARCHES**

To safeguard the safety and property of our employees, our visitors, and the Parish, and to help prevent the possession and use of weapons and illegal drugs on the Parish’s premises, it may become necessary to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from the Parish’s property. In addition, the Parish reserves the right to search any employee’s office, desk, files, locker, or any other area or article on our premises in pursuit of its concern to safeguard the safety and property of employees and the Parish. Employees should understand that all offices, desks, files, lockers, and so forth are the property of the Parish and are issued for the use of employees only during their employment with the Parish.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, weapons, or illegal drugs, will be subject to disciplinary action up to and including discharge if, after investigation, they are found to be in violation of the Parish’s security procedures or any other Parish rules and regulations.

### **PARISH BUILDING SECURITY**

It is each employee’s responsibility to help ensure that proper security measures are exercised at all times. All employees should be familiar with emergency exits, the alarm systems, and the proper steps to take upon hearing them. [*No visitors are permitted to*

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*leave the reception area(s) unescorted.] Any suspicious person or events should be called to the immediate attention of the Pastor. [No visitors are permitted to enter the Parish office using entrances marked for employees. Employees should enter through employee entrances.]*

## **PROGRESSIVE DISCIPLINE**

The Parish is justifiably proud of its employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Employees are expected to conduct themselves in an appropriate manner and must comply with the *Serving Christ, Serving Others* Code of Ministerial Conduct (“Code”) (see Appendix I). Likewise, quality work and contribution to ministry is expected of every employee.

When an employee’s work performance or personal conduct is unacceptable, certain guidelines generally will be followed to ensure fair and consistent treatment for all employees. Where a problem exists, the Pastor generally will discuss the problem with the employee, identify the causes, outline corrective action steps, and establish a time in which to correct the problem. The employee will be made aware of the consequences of repeated infractions or continued deficient performance. A notation of the incident will be made by the Pastor and filed in the employee’s personnel file.

It is the policy of the Parish to discipline an employee whenever s/he violates the Code or a policy, rule, or regulation, endangers the safety of others, or performs unsatisfactorily. In each instance, the disciplinary action taken will be just and in proportion to the seriousness of the violation, as determined by the Parish. Generally, there are four types of discipline used by the Parish: verbal warning, written warning, suspension,<sup>1</sup> and dismissal. A progressive discipline system will be used except in those cases where the Administration, at its discretion, determines immediate termination is necessary. Furthermore, if circumstances warrant, the Parish at its discretion may skip or repeat steps in the progressive discipline system.

## **STANDARDS OF CONDUCT**

The respect of everyone’s human dignity is the cornerstone of the life of the Church. As an ecclesial community, the Parish recognizes the value of an ordered public life. As a community that has come together for a common purpose, the Parish must have rules that promote consistency, harmony, and support its objectives and missions. There are certain standards of common honesty and decent behavior that all employees are expected to follow. Many of these standards are set forth in the *Serving Christ, Serving Others* Code of Ministerial Conduct (see Appendix I).

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<sup>1</sup> Suspension- suspension from work for progressive discipline may be with or without pay depending on the severity of the violation at the sole discretion of the Pastor. No time will be earned for any benefit during a period of paid or unpaid suspension.

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The following are examples of unacceptable conduct or performance, and they represent some of the types of actions for which employees may be disciplined, up to and including termination from employment. These examples, however, do not cover all of the types of performance or conduct that are considered unacceptable.

- Excessive absenteeism, unexcused absences, tardiness
- Unlawful discrimination or harassment
- Violation of any diocesan policy or procedure, including, but not limited to the *Serving Christ, Serving Others* Code of Ministerial Conduct and the *Promise to Protect, Pledge to Heal* Policy
- Unprofessional or discourteous conduct toward others
- Poor work performance, including, but not limited to, missing deadlines, failing to demonstrate the requisite skills or abilities, failing to cooperate with and be helpful to others, and inaccurate or incomplete work product
- Falsification of records
- Dishonesty
- Conviction of a crime that in the discretion of the Parish adversely impacts the employee's position
- Insubordination
- Conduct contrary to the accepted teachings of the Roman Catholic Church or that would, in the discretion of the Diocese, adversely impact the employee's position or the Diocese of Manchester.

## **SEPARATION FROM EMPLOYMENT**

Should an employee decide to leave employment with the Parish, at least two (2) weeks' advance written notice is requested.

*[Additionally, resigning employees may be asked to complete a brief exit interview with the Pastor prior to leaving. This interview provides the opportunity to complete employment records and discuss eligibility for continuation of health insurance and other benefits.]* An employee must return all property belonging to the Parish before leaving employment.

## **UNEMPLOYMENT COMPENSATION**

The Parish is exempt from federal and state laws related to unemployment compensation. As a result, the Parish does not participate or provide unemployment compensation insurance benefits.

## **VI. FEEDBACK/COMPLAINT PROCEDURES**

### ***[SUGGESTIONS AND IDEAS***

*The Parish is always interested in constructive ideas and suggestions for improvement. Constructive suggestions should be submitted, in writing, to the Pastor.*

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*After suggestions are reviewed, if any employee's name is on the suggestion, s/he will be notified whether or not it is feasible to put it into practice.*

*The Parish believes that constructive suggestions indicate initiative on the part of an employee and are encouraged. A constructive suggestion notes an issue and offers a reasonable suggestion for improvement.]*

## **COMPLAINT PROCEDURE**

Employees are encouraged to discuss any work-related problems with the Pastor.<sup>1</sup> Expectations are that the Pastor will be able to satisfactorily resolve most matters.

*[If a satisfactory resolution cannot be reached after consulting with the Pastor, or if the employee is uncomfortable discussing the issue with the Pastor directly, the employee is encouraged to consult with the Director of Human Resources for the Diocese of Manchester. The Director of Human Resources will try to assist you in resolving work-related concerns.]*

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<sup>1</sup> The Diocese has established specific reporting procedures for certain complaints. These procedures are contained in this handbook or Appendix I.