CATHOLIC DIOCESE of JACKSON

Chancery Personnel Policy Manual

237 EAST AMITE STREET. JACKSON. MS. 39201
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I. PURPOSE OF THE EMPLOYEE MANUAL

The Catholic Diocese of Jackson’s Chancery Personnel Policy Manual includes general policies, rules of conduct, safety regulations, and disciplinary rules, and shall apply to those individuals directly employed by the Catholic Diocese of Jackson at the Chancery Office. It is not intended for entities related to, sponsored by, or affiliated with the Catholic Diocese, such as parishes, schools, Catholic Charities, hospitals, clinics, social, service agencies, or any other related entity, which may have their own personnel policies and procedures.

This Manual is the property of the Catholic Diocese of Jackson. It is for your use while an employee of the Catholic Diocese of Jackson and must be returned and/or deleted in any form, whether it be hard copy, digital, or any other possible form of the text, at such time as your employment ends for whatever reason.

The contents of this Employee Manual are policies and rules of conduct only and are presented as a matter of information and not as a contract of employment. The Catholic Diocese of Jackson reserves the right, unilaterally, to modify, revoke, suspend, terminate, or change any or all such policies, guidelines, and procedures or other parts of the Manual, in whole or in part, at any time, with or without prior notice. Further, the Catholic Diocese of Jackson retains the right, in its sole discretion, to determine if any of the provisions of this Manual have been violated, and if so, what the appropriate disciplinary course shall be. This Manual and its contents supersede and replace any and all other Diocesan employee personnel manuals distributed prior to July 1, 2018.

This Manual does not and is not intended to create any contractual rights or to be all-inclusive of all of the policies and procedures of the Catholic Diocese of Jackson. It is not to be construed as constituting or guaranteeing employment for any specific or definite period of time or type of work. You are an employee-at-will, and your employment may be terminated at any time by either you or the Catholic Diocese of Jackson with or without notice or cause.
This Manual prescribes guiding principles for conduct expected of all employees of the Catholic Diocese Jackson. Because these guidelines are not to be considered all inclusive, the absence of a specific rule or policy, prescribed by the management of the Catholic Diocese of Jackson, does not mean that such conduct is condoned or is permissible but may result in disciplinary action, including termination, when, in the sole discretion of Diocesan management, it would be in the best interest of the Catholic Diocese of Jackson to do so.
II. EMPLOYMENT-AT-WILL STATEMENT

Employment with the Catholic Diocese of Jackson is a voluntary one and is subject to the termination by you or the Catholic Diocese at will, with or without cause, and with or without prior notice at any time. This also means that employees are free to resign their employment at any time for any reason, and the Catholic Diocese retains the same reciprocal right, i.e., to terminate an employee’s employment at any time for any reason.

Nothing contained in this Manual or any other materials or information published or distributed by the Catholic Diocese of Jackson creates a contract of employment between an employee and the Catholic Diocese of Jackson. No statement by the Bishop, Vicar General-Moderator of the Curia, or any Diocesan Employee of any rank or position, written or oral, made either before, during, or after an individual’s employment creates a contract of employment between an employee and the Catholic Diocese of Jackson.

The Catholic Diocese of Jackson reserves the right to revise, change, or terminate any Diocesan policy or procedure at any time with or without prior notice.
III. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Catholic Diocese of Jackson is an Equal Opportunity Employer. The Catholic Diocese of Jackson prohibits violation of federal or state law regarding employment discrimination based on race, color, religion\(^1\), sex, pregnancy, age, national origin, citizenship status, veteran status, genetics, physical or mental disability, or any other basis protected by law and is thus prohibited by this policy.

\(^1\) There are certain positions at the Chancery that require qualifications, membership, participation, and/or adherence to the principles and tenets of the Roman Catholic faith. Preference is given to Catholics in filling those positions, if not required. Preference and/or requirement, in those cases, is lawful and permitted.
IV. HIRING AND INDUCTION OF SUPPORT STAFF

A. APPLICANT RECRUITING AND INTERVIEW

An application for employment will only be completed when an actual opening for employment exists.

Arrangements for an in-depth interview with the department head, in whose department the vacancy exists, will be made for applicants that appear, from their applications, to be qualified for the position to be filled.

When a job opening occurs, incumbent employees may apply. It is expected, as a matter of common courtesy, that an incumbent employee, applying for a different position, will notify his/her present supervisor, in advance, of his/her intent to so apply. Incumbent employee applicants will be processed as are other applicants.

1. Nepotism.

No member of the family of a full-time regular employee may be employed or assigned to a position within the same department as that individual’s family member within the Diocesan Chancery Office.

B. APPLICANT SELECTION

The selection of an applicant for any position within the Diocesan Chancery will be made using: (1) a criminal background investigation of any non-employee applicant; (2) the applicant’s qualifications for the job being filled, without regard to any of the characteristics mentioned in the Catholic Diocese of Jackson’s Equal Opportunity statement above; and (3) upon the recommendation of the relevant department head and the approval of the Bishop of the Catholic Diocese of Jackson.
1. **Starting rate.**

The form and rate of compensation for a new employee will be based on the applicant's qualifications, as determined by the Department of Temporal Affairs, the relevant department head, and the ultimate approval of the Bishop of the Catholic Diocese of Jackson.

C. **APPLICANT INTERVIEW AND ACCEPTANCE**

Applicants that appear, from their application, to be qualified for a job opening will be interviewed by the Department Head. The final recommendations will be given to the Vicar General for review. A second interview either with the Department Head and Vicar General or together will take place. A final recommendation will be sent to the Bishop for his final approval. Every employee, volunteer, or the like shall complete and fulfill the requirements of the Protection of Children program before engaging in employment with the Catholic Diocese.

V. **PERSONNEL TERMINATIONS**

A. **VOLUNTARY TERMINATIONS**

1. **Date of Termination.**

Employees, who give notice of resignation/termination, as they are permitted to do under the employment-at-will policy, may request to continue to work until their proposed termination date, provided, however, the head of the employee's department has approved such request. If, however, the department head thinks that an earlier termination date is advisable, as allowed under the at-will employment policy, termination will be effective as of whatever date may be approved by the department head.
VI. FRINGE BENEFITS

A. CATEGORIES OF EMPLOYEES

1. **Regular Full-time Employee.**

   An employee who is hired for a position that is expected, by the Catholic Diocese of Jackson, to remain, as a position, indefinitely, and such position requires at least thirty-five (35) hours per week. Such employee is eligible for fringe benefits.

2. **Regular Part-time Employee.**

   An employee who is hired for a position that is expected, by the Catholic Diocese of Jackson, to remain, as a position, indefinitely, and such position requires a stated number of hours per week but less than twenty-nine (29) hour per week. Such employee will only be eligible for partial fringe benefits as may be agreed upon.

3. **Part-time Employee.**

   An employee, who is hired on an “as-needed” basis, at an hourly rate for a position which requires less than thirty-five (35) hours per week, as needed. Such employee is **not** eligible for fringe benefits.

4. **Temporary Employee.**

   An employee who is hired for a specific job or period of time which is to not exceed one hundred-eighty (180) days in duration. Such employee is **not** eligible for fringe benefits.
B. GROUP HEALTH COVERAGE

The Catholic Diocese of Jackson has available a health benefit program for eligible employees, which are defined as those regular employees whose position requires at least thirty (30) hours a week or, in the alternative, one hundred-thirty (130) hours per month. Dependent coverage is offered, but any additional premium must be paid by the employee. Additional premiums are handled by payroll deduction.

C. STATE CONTINUATION COVERAGE

An employee covered under the group health plan has the right to continue coverage at their own expense in accordance with Mississippi Code Annotated (1972) § 83-9-51, which allows an employee after his/her termination, whether it be voluntary or involuntary, to continue their health insurance for up to twelve (12) months after termination.

D. HOLIDAYS

The holiday schedule will be published at the beginning of each calendar year listing the holidays to be observed and the dates.
E. VACATION LEAVE

1. **Eligibility.**

   Only those employees, classified as "regular full-time," or "regular part-time" are eligible for vacation leave. The policies below, related to vacation eligibility and use, apply, as stated, only to regular full-time employees. Regular part-time employees, however, earn and are entitled to vacation on an equitably proportionate basis; said basis to be determined by the regular part-time employee's department head.

   Commencement of accrual of vacation entitlement (earning) begins with an employee’s date of hire.

2. **Earning Vacation Days.**

   i. **New Employees:**

      Employees, employed for less than three hundred-sixty five (365) days following their initial date of hire, will earn one (1) day (7 hours) of paid vacation for each monthly pay period that they will have been employed continuously up to a maximum of ten (10) days (70 hours).

   ii. **Employees with at least one (1) year (365 days) of continuous service:**

      Employees, with at least one (1) year of continuous service but less than five (5) years, will earn one (1) day (7 hours) of vacation for each pay period of continuous employment during the year up to a maximum of twelve (12) days (84 hours).
iii. Employees with at least five (5) years of service:

Employees with at least five (5) years of continuous service, but less than fifteen (15) years will earn one and one-half (1 ½) days (10.5 hours) of vacation for each pay period of continuous employment during the year up to a maximum of eighteen (18) days (126 hours).

iv. Employees with at least fifteen (15) or more years of continuous service will earn two (2) days (14 hours) of vacation for each pay period of continuous employment during the year up to a maximum of twenty-four (24) days (168 hours).

No more than twenty-four (24) days (168 hours) of vacation leave may ever be accumulated by any employee regardless of the employee's total tenure. Any such accumulation, beyond this stated maximum, will not be allowed.


a. Taking Vacation Days.

Earned vacation days may be taken at any time with the prior approval of the employee's department head. However, no more than twenty-four (24) days of accrued vacation may be taken, as vacation, during a year (July 1st through June 30th). As the Chancery operates on a year of July 1st till June 30th the use of vacation days will be accounted as a year in this time period as well.

b. Advance Vacation.

Vacation days may not be taken prior to being earned.
c. Periods of Vacation.

Vacation may be scheduled only with the approval of employee’s department head.

d. Purpose of Vacation.

The Catholic Diocese of Jackson provides vacation time in recognition of the fact that employees want and need a break from work. The Catholic Diocese, recognizing that vacation time is beneficial both to the employee and the Catholic Diocese, encourages the regular, annual use of the vacation time provided, both as a benefit to employees and the Catholic Diocese as well.

4. Termination.

Upon an employee’s involuntary termination, lay-off, or death, paid vacation leave, due, or earned, but unused, will be paid to the employee, or, if deceased, or subject to a guardianship or conservatorship, to employee’s fiduciary.

Upon an employee’s voluntary termination, employee will only be paid for one-half (1/2) of his/her accrued, but unpaid, vacation time not to exceed twenty-four (24) days.
F. SICK LEAVE POLICY

1. Defined.

"Sick leave" means paid hours taken away from scheduled work time due to illness or injury of a regular full-time or regular part-time employee but which does not include absence from duty due to any employee injury on the job where such injuries are subject to workers' compensation claims.

Regular part-time employees only accrue sick leave entitlement in direct proportion to the number of hours normally required of the part-time position as they relate to the time required for a regular full-time position.

2. Limited.

No sick leave may be earned during the initial ninety (90) days of employment.

3. How earned.

Following the initial ninety (90) days of employment, regular full-time employees are eligible to earn sick leave at the rate of seven (7) hours of sick leave, for each pay period of continuous employment, up to a total of six (6) days (42 hours) of earned sick leave per each full one (1) year of employment.


Earned, but unused, sick leave days earned after July 1, 2017, will be carried over to the new fiscal year. The amount carried over may not exceed a total of one hundred sixty-eight hours (168) or twenty-four (24) days.

5. Excess Sick Leave.

Sick leave, taken in excess of accumulated sick leave, will be considered leave without pay.
6. **Sick Leave Policy.**

Pay for sick leave days is payable at the same time as regular salary. Any deductions authorized by the employee will be made from sick leave pay in the same manner as is deducted from regular salary payments.

The Catholic Diocese of Jackson reserves the right to determine, both at the beginning and during the continuance of an absence declared by the employee to have been because of illness, whether an absence qualifies for sick leave benefits.

At its option, the Catholic Diocese of Jackson may require, at Diocesan expense, certificates from physician(s) of its own choosing.

7. **Reporting.**

Sick leave must be reported, through the employee portal of pay.com.

8. **Exceptions (Personal Time)**

Brief occasional visits to the doctor or dentist by an employee, or other emergencies that may require the employee’s attention away from work during the course of a work day will not be counted as sick leave so long as they do not extend beyond twenty-one (21) hours total in a fiscal year. Prior arrangements for such absences should be made with the employee’s immediate supervisor or department head. However, in the case of an emergency the Department Head needs to be notified of the situation. These absences should be noted on the employees log in/log out. Personal Time is not for other appointments that can be done outside of work time.

9. **Family Sickness.**

Sick days may be used when an employee’s absence is required due to illness in their immediate family (defined, for this purpose, as: spouse, child, parent, mother/father or in-law). Complications of pregnancy of an employee’s spouse will also be considered to be illness for purposes of this paragraph.

10. **Resignation or Termination.**

Upon an employee’s resignation or termination, any unused sick leave will be forfeited.
G. FUNERAL LEAVE

1. When Allowed.

Leave, with pay, will be granted to attend the funeral of the following family members of an employee or the employee’s spouse:

   a. Spouse
   b. Mother or father
   c. Child
   d. Brother or sister
   e. Spouse of a brother or sister
   f. Grandmother or grandfather
   g. Grandchild
   h. Former guardian
   i. Spouse of a child

2. Amount Allowed.

A maximum of three (3) days will be granted for single funeral leave (with pay) to attend the funeral of a spouse (“a” above), mother or father (“b” above), or child (“c” above) of the employee. A maximum of one (2) days for (“d” brother or sister) or (“e” spouse of a brother or sister). A maximum of (1) day paid leave will be allowed for all others. After that it may be taken as vacation time.

3. Non-allowed Funeral Leave.

Any leave for funerals other than those specified will be charged against earned vacation leave or leave without pay if no vacation leave is then accrued by the employee, unless such dispensation is made by the Bishop or Vicar General of the Catholic Diocese of Jackson.

H. JURY DUTY

The Catholic Diocese of Jackson encourages its employees to honor civic and community responsibilities such as serving on a jury. Regular full-time and regular part-time employees, summoned to serve on a jury will be allowed paid time off, at their regular rate of pay, up to ten (10) work days annually for days absent due to jury service. Any absence due to jury duty in excess of ten (10) days in a fiscal year (July 1 to June 30) needs to be discussed with the
Department Head, Bishop or Vicar General. These extra days may be allowed with Jury Duty or may be charged to earned and unused vacation leave.

I. MILITARY LEAVE

An employee who is a member of a Reserve or National Guard unit will receive pay from the Diocese up to ten (10) business days, the difference of his/her regular salary/wages and the military pay earned during that time. Further, the employee will be granted leave, without pay, for any military duty and to attend military training programs. As required by applicable law, military leave may be extended beyond sixteen (16) weeks. Earned and unused vacation time may also be used for required military absences if the employee requests such, in writing, to the employee's immediate supervisor or department head. The Catholic Diocese of Jackson will comply with all applicable laws about military leave and those returning from military leave.

J. OVERTIME

Non-exempt\(^2\) employees will be paid one and one-half (1 ½) times their normal hourly rate of pay for all hours worked in excess of forty (40) hours in a given week.

Overtime work should be performed by a non-exempt employee only with prior written approval of the Department Head, Bishop or Vicar General. When overtime work has been performed under the proper authorization, a form, showing the amount of overtime worked, the date, the specific hours that the overtime was worked, and name of the employee performing the overtime should be approved by the employee's department head and forwarded to the Department of Temporal Affairs. This is the only manner in which overtime may be properly authorized, documented, and paid.

\(^2\) Under the terms of the federal Labor Standards Act (FLSA).
K. SALARY AND BONUSES

Salaries and salary increases are at the discretion of the Bishop of the Catholic Diocese of Jackson. In the event of a general salary increase (across the board for every employee), employees, with less than six (6) months total service at the effective date of the increase, will not be eligible for such increase.

Bonuses, if any, are completely discretionary on the part of the Bishop of the Catholic Diocese of Jackson.

L. RETIREMENT BENEFITS

The Catholic Diocese of Jackson contributes to a retirement program for each eligible lay employee which is administered by Mutual of America. Eligibility for enrollment occurs after one (1) year of employment or, in the alternative, five hundred (500) hours of employment within a given calendar year.

M. SOCIAL SECURITY

Social Security deductions are withheld from the employee’s salary as prescribed by law. The Catholic Diocese of Jackson pays an amount, as required by law, to the Social Security Administration.

N. WORKERS’ COMPENSATION

Workers’ compensation is provided as required by law. A statutorily required poster concerning such is posted in the second (2nd) floor break room.
O. FAMILY AND MEDICAL LEAVE POLICY

Employees who have worked for the Diocese for at least a full year (12 months) and have worked one thousand two hundred fifty (1,250) hours during the previous year are eligible to take unpaid family and medical leave for one or more of these purposes:

- for incapacity, due to pregnancy, prenatal medical care, or child birth;
- to care for a child after birth or after placement for adoption or foster care;
- to care for a spouse, son, daughter, or parent who has a serious health condition;
- for a serious health condition that makes the employee unable to work; or
- if a spouse, son, daughter, or parent is on covered active duty or called to covered active duty in the armed forces to address certain qualifying exigencies.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

FMLA also provides a special leave entitlement that allows employees to take up to twenty-six (26) weeks of leave to care for a covered service member in the Armed Forces during a single twelve (12) month period. A covered service member is:

(1) a current member of the Armed Forces who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(2) a veteran who was discharged or released under conditions other than dishonorable discharge at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

³ The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”
Leave available

Eligible employees may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the aforementioned purposes. The Diocese administers their Family Medical Leave on a “rolling” year. The first time an employee takes FMLA leave then their leave year begins. Each time additional FMLA leave is requested the Diocese will look backward twelve (12) months and determine how much FMLA leave has been used during that time and how much FMLA leave is left.

A parent who takes leave to care for a newborn, newly adopted child, or recently placed foster child must complete this leave within a year after the birth, adoption, or placement. If both spouses work for the Diocese, the two individuals are entitled to a combined total of twelve (12) weeks of leave to care for a newborn, newly adopted child, or recently placed foster child, and/or to care for a parent with a serious health condition.

Notice Requirements

Employees are required to give at least thirty (30) days’ notice in advance of a need for family and medical leave if the need for leave is foreseeable. In emergencies and unexpected situations, employees must give as much notice as is practical under the circumstances. The Diocese via the Benefits Coordinator in the Department of Temporal Affairs will provide the employee a family medical leave request form in addition to a notice of eligibility and rights and responsibilities form.

Employees must provide sufficient information to the Diocese to determine if the leave may qualify for FMLA protection as well as the anticipated timing and duration of the leave. Once a determination is made, the Diocese will provide the employee with a Designation Notice.
Reinstatement

When returning from leave, an employee has the right to return to their former position or an equivalent position, except under the following circumstances:

- The employee has no greater right to reinstatement than they would have had if the employee had not been on leave. If the position is eliminated for reasons unrelated to the leave, there is no right to reinstatement.

- The Diocese may not be obligated to reinstate key employees—that is, the employee is among the highest paid ten percent (10%) of the Diocesan workforce and holding the job open during leave would cause the Diocese substantial economic harm. If the Diocese classifies the employee as a key employee under this definition, notification will be made after the requested leave.

Substitution of Paid Leave

An employee who has accrued paid time off must use those benefits first in order to receive pay for all or a portion of family and medical leave.

Certification

The Diocese requires employees who take leave for their own serious health condition or to care for a spouse, parent, or a child with a serious health condition to provide a doctor’s form certifying the need for leave. The Diocese via the Benefits Coordinator in the Department of Temporal Affairs will provide a form to be used for this purpose. The Diocese also has the right to seek a second opinion and periodic recertification. The Diocese will require employees who take leave for their own serious health condition to provide a release to full-duty from their doctor before returning to work.

The Diocese requires employees who take leave to care for a family member with a serious health condition or care for a new child to provide documentation or certification of their health condition and/or relationship.
Intermittent Leave

Employees may take Family Medical Leave all at one time or intermittently—that is, a day or two at a time—for their own serious health condition or to care for a family member with a serious health condition, if it is medically necessary to do so. If intermittent leave for medical treatment is needed, treatments should be scheduled, where possible, so the leave does not unduly disrupt the Diocese’s operations. The Diocese may temporarily assign an employee to a different position with equivalent pay and benefits to accommodate the intermittent schedule.

Health Insurance During Leave

Group insurance benefits will continue during leave. The employee is responsible for paying any portion of the premium that is ordinarily paid while working, and arrangements must be made to make these payments. Employees who do not return from family and medical leave will be required to reimburse the Diocese for any premiums paid on their behalf while out on leave.

Employees may obtain information about the FMLA and leave request forms from the Benefits Coordinator in the Department of Temporal Affairs.
MISCELLANEOUS

A. WORK RULES

1. Working Hours.

The workday begins at 8:30 A.M. and ends at 4:30 P.M. with one hour for lunch (usually between noon and 1:00 P.M.) Monday through Friday. In addition, two (2) fifteen (15) minute breaks per day are permitted; one in the morning and a second in the afternoon and may be taken or omitted to be taken at the discretion of the employee, but if omitted, no additional entitlement to pay, attributed to the omission, will be due, nor, will workday hours be altered by employee’s election to omit break(s).

Monday morning prayer service is provided for those who wish to attend. All are free to attend prayer service. Prayer service does not represent break time. Those who wish to attend the prayer service may also take their breaks.

Circumstances, which require an employee to depart from the above schedule or duration of breaks, should be discussed with the employee’s department head.

An employee’s department head has discretion to alter an employee’s working hours but only to the extent that all required work must be performed, as required, between the hours of 7:00 A.M. and 7:00 P.M. on normal workdays at the Catholic Diocese.

2. Phone Calls.

Except for bona fide emergency calls, personal phone calls should be strictly limited, both as to their number and duration, to less than five (5) minutes per call. If a number of non-emergency phone calls or calls of longer duration are necessary, such should be made or received during one of the two (2) breaks provided or during the lunch hour.
3. **Acceptable Conduct.**

The Chancery of the Catholic Diocese is a visible function of the Roman Catholic Church which advocates and encourages civil conduct acceptable to the Catholic Diocese and which is consistent with the teachings and tenets of the Roman Catholic Church. If, at any time, an employee fails to conduct himself or herself with due regard to public morals and decency, or, if an employee commits any act or becomes involved in any situation or occurrence tending to degrade the employee in the community or which brings employee into public disrepute, contempt, or scandal, or which materially and adversely affects the mission, reputation, or affairs of the Catholic Diocese, whether or not information in regard thereto becomes public, the Catholic Diocese, in its discretion, shall have the right to terminate the employee on twenty-four (24) hours' notice to employee.

4. **Attire.**

The Catholic Diocese has no itemized requirements for acceptable attire. However, employees are expected to dress appropriately, business casual is acceptable. The Chancery is located in the downtown Jackson business community and the attire of its employees should match that of the other businesses in our area. The goal is to project a professional image for visitors to the Catholic Diocese.

Clothing that bears words, terms, pictures, cartoons, legends, or other material, political or otherwise, other than a Catholic Diocese event is not acceptable.

If unsure of the appropriateness, ask your Department Head if what you are considering is appropriate.
5. **Confidentiality of Diocesan Information.**

Security, privacy, and confidentiality of information that flows through the Catholic Diocese are matters of prime concern to the Catholic Diocese, and a duty is hereby imposed on each of those who have been granted access to Diocesan data files or any other data source(s), within the province of Diocesan interests, whether employees of the Catholic Diocese, vendors, consultants, volunteers, or others, that such materials and data are to be protected against disclosure except to those with a legitimate interest in their content and then only to persons whom the management of the Catholic Diocese has authorized disclosure.

Unauthorized distribution or allowing unauthorized access to confidential information may violate the rights of another to privacy or constitute an infringement upon the property rights of others. It may also seriously impede or hinder the work of the Catholic Diocese in advancing the tenets of the Catholic faith.

Each employee, by his/her acceptance of employment here at the Catholic Diocese and by acceptance of this *Catholic Diocese of Jackson Chancery Personnel Policy Manual* commits himself/herself to these obligations. These obligations will continue beyond employment regardless of whether that employment be terminated voluntarily or as the result of involuntary termination.

Abuse of the terms of this provision will be grounds for disciplinary action, including suspension and/or termination.

6. **Computer/Internet/Intranet/Electronic Mail Policy.**

Access to the internet, intranet, electronic mail (e-mail), and similar computer communication services, is provided through hardware and software owned by the Catholic Diocese (hereinafter collectively referred to as “e-services”). E-services should be accessed and used only for Diocesan purposes remembering that the user is an employee of the Catholic Diocese of Jackson. All Diocesan e-services are subject to regulation and monitoring by the Catholic Diocese. Random checks of employee communications over e-services will be made by Diocesan personnel.
Consequently, there should be no expectation of privacy by an employee of the Diocese while using Diocesan e-services.

Use of e-services, by employees of the Catholic Diocese, to view, download, or transmit threatening, profane, derogatory, or harassing materials is forbidden. This includes, but is not limited to, materials with offensive racial, sexist, political, or sexual themes in the form of text, graphics, photos, film clips, and sound bites or other like materials. Likewise, no material should be received or transmitted, using Diocesan e-services, that is, or may be contrary to the beliefs and values of the Roman Catholic Church unless reasonably necessary to the performance of a legitimate Diocesan function.

Employees must honor all patent and copyright restrictions that pertain to all materials, hardware, and software that come into their possession or control. It is the responsibility of employees, not only to refrain from damaging e-services equipment or software, or using, damaging, or destroying the e-services equipment or software, but it is a part their job function to protect e-service equipment and materials from damage, corruption, or compromise by others.

All e-service equipment and materials must remain on Catholic Diocesan property unless previously authorized by the Director of the Department of Temporal Affairs (i.e., the Chief Financial Officer).

This policy applies equally to employees, volunteers, and contractors. Violation of this policy may lead to termination of the services provided by employees, contractors, or volunteers.

Personal use of Diocesan e-services is only permitted under severely limited circumstances, including the restrictions mentioned above, and should be held to a minimum and restricted to the substantive bounds of this policy.

Only legally licensed software is to be used in Diocesan e-services. Employees may not install unauthorized software on Diocesan computers.
Employees, volunteers, and/or contractors must notify the Chief Financial Officer (i.e., Director of the Department of Temporal Affairs), in advance, if and when they use their own equipment on Diocesan property for Diocesan business.

7. **Smoke Free Diocesan Chancery Office Building.**

The Diocesan Chancery Office Building and grounds have been designated as a smoke-free building. This means no smoking in the building, rest rooms, or on property including parking lot.

8. **Parking Spaces at Diocesan Chancery Office Building.**

There is limited parking for visitors at the Diocesan Chancery Office Building parking lot. Staff members, who have parking spaces provided elsewhere (e.g., St. Peter’s parking lot), should be parking there and not in the parking spaces at the Diocesan Chancery Office Building provided for visitors and certain designated Diocesan employees or volunteers.

On specific occasions, such as the absence or vacation of a designated user of a particular parking spot at the Diocesan Chancery Office Building, the department head of the designated user may allow exceptions.

9. **Inclement Weather.**

In the event of severe inclement weather or other phenomena which threatens the safety and welfare of employees, Diocesan supervision will monitor weather conditions and will post an e-mail to all Chancery employees. If you would like to be notified by text message, you need to give your cell phone number for that purpose to the Temporal Affairs Office.

However, in those cases where an employee is confronted with an unusual situation which clearly makes it hazardous for that employee to report to work, the employee should use their own best judgment. In such an event, the employee should contact their department head and advise them of the cause of their tardiness or absence.
10. **Alcohol and Drug Abuse Policy.**

The Catholic Diocese has a ZERO TOLERANCE POLICY regarding the use (unless pursuant to a prescription of a physician), possession, sale, transfer, or awareness of illegal or controlled substances on Chancery property or while on duty for the Catholic Diocese, regardless of whether such substances are made lawful by state, federal, or local laws.

Alcohol use or consumption is sometimes necessary or desirable in connection with the performance of an employee’s duties on behalf of the Catholic Diocese. Use or abuse of alcohol, in any manner, so as to reflect adversely on the Catholic Diocese, whether in active pursuit of Diocesan functions or not, is not permitted. Possession of alcohol on Chancery property is only permitted in connection with Diocesan-sanctioned functions.

Violation of this policy is strictly prohibited and may lead to suspension or termination.

11. **Employee Complaints/Grievance Procedure.**

The Diocese is committed to providing the best possible working environment for its employees. Part of this commitment is encouraging communication and an atmosphere where work issues and complaints can be resolved in a timely and respectful way. If an employee feels that he/she has been treated unfairly, he/she has the right to make an appeal.

The following procedure shall be used to address such work-related issues:

The employee should put their grievance in the form of a written statement no later than five working days.

1. **Department Head.** Within five working days the employee will speak to the Department Head regarding the areas of disagreement.

2. **Moderator of the Curia.** If the Department Head remains committed to the original evaluation, or resolution that led to the grievance the employee within another five working days may make an appeal in writing to the Moderator of the Curia. The Moderator of the Curia will discuss the disagreement/issue with the employee and the Department Head. Within five working days after speaking with the parties the Moderator of the Curia will provide a written response to the employee. A copy of the response will be provided to the Department Head and a copy placed in the
employee’s personnel file.

3. **Review by Committee** If the employee remains dissatisfied, he/she may appeal within an additional five working days by requesting in writing a review by a committee. The Committee will be put together by the Moderator of the Curia. The Committee may discuss the disagreement with any appropriate persons, including the employee, the Department Head, Moderator of the Curia, Bishop. Within an additional five days the Review Committee will provide a written recommendation to the Bishop. Such recommendation may be either that the Bishop rescinds the job evaluation, probationary status or termination, uphold such action or take other actions. A copy of the recommendation will then be also provided to the employee and a copy placed in the employee’s personnel file.

4. **Bishop** If the employee remains dissatisfied, he/she may appeal within five days in writing to the Bishop. The Bishop may discuss the disagreement with any appropriate person, including the employee, the employee’s Department Head, Moderator of the Curia. Within five days the Bishop will provide a written response to the employee. A copy of the response will be provided to the Department Head and a copy placed in the employee’s personnel file.

Alternatively, if the employee has a complaint with his/her immediate supervisor who is also the Department Head and is the subject of said complaint, then the employee shall address his/her grievance in accordance to the formal procedure outlined below by petitioning the Moderator of the Curia. After being heard by the Moderator of the Curia the matter may be appealed to the Bishop.

For the purposes of this policy, “reasonable time” and “promptly” will generally mean five (5) working days. Complaints concerning coercion, reprisal, harassment (including sexual harassment) or intimidation, discrimination because of race, color, sex, age, religion, national origin, retaliation, or disability are considered work-related complaints. Further, the timelines of the Grievance Procedure shall be based on workdays of a standard work week (Monday-Friday) excepting all Diocesan recognized Civil holidays.

Information concerning employee complaints will be kept confidential to a reasonable extent with the understanding that reasonable investigation of complaints necessarily involves a certain amount of disclosure concerning the basis of the complaint.
Nothing contained herein shall be construed to vary the terms of any employment contract or the employment-at-will relationship, as the case may be.

The Grievance Procedure is intended to achieve a peaceful and final resolution of employment controversies. Employees must be able to utilize the process in good faith without fear of reprisal. Retaliation of any kind is prohibited.

12. Weapons.

The presence of firearms or weapons, which include any instrument or device used for the destruction of life or the infliction of injury, of any kind inside the Diocesan Chancery Office Building is strictly prohibited. Mace or pepper spray may be carried by employees but no weapons.

The Catholic Diocese abides by the provisions of Mississippi Code of 1972, § 45-9-55(1), as amended, insofar as storing of firearms in a locked personal vehicle in a parking lot is concerned.

13. Conflicts of Interest.

All representatives of Diocesan entities are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of the Church. Representatives must not use their position or the knowledge gained as a result of their position for private or personal advantage. Employees of the Catholic Diocese are prohibited from participating in any activities that place them in a position of conflict with their Diocesan duties and/or the Catholic Diocese itself. Examples of such activities, without limiting the scope thereof, would include acceptance of forbearances, promises, gifts, or anything of value from, or expectation of promises of value, from clients of the Catholic Diocese or suppliers of Diocesan property, money, goods, or services.

Any gifts which may be given to an employee, with a value greater than $100 by clients or suppliers of goods or services to the Catholic Diocese, must be turned over, by the receiving employee, to the Vicar General of the Catholic Diocese of Jackson.
14. **Conduct of Outside Business on Chancery Premises.**

Employees of the Catholic Diocese are prohibited from conducting any business activities, other than those of the Catholic Diocese, on Diocesan premises or by the use of Chancery facilities and/or equipment (including computers, lap tops, etc.).

Most Rev. Joseph R. Kopacz
BISHOP OF THE CATHOLIC DIOCESE OF JACKSON

Mary Woodward
Chancellor