

Catholic Diocese of Jackson



Chancery Personnel Policy Manual

April 12, 2022

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, 2021.

This Manual does not create 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, religion¹, 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 these 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

Any department head seeking to create a new position or to fill an existing position must first submit a job description to the Vicar General and receive permission to fill the position. An application for employment will only be completed when an actual opening for employment exists.

The Director of Human Resources working directly with the department head will arrange and coordinate all employment advertising, resumé reviews, and in-depth interviews 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.

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 Interview and Acceptance

Applicants that appear, from their application, to be qualified for a job opening will be interviewed by the Director of Human Resources and the relevant department head. The final recommendations will be given to the Vicar General for review. A second interview either with the Director of Human Resources, the relevant department head and the Vicar General may take place at the Vicar General's discretion. A final recommendation will be sent to the Bishop for his

final approval. Everyone (employee or volunteer) shall complete and fulfill the requirements of the Protection of Children program before engaging in employment with the Catholic Diocese.

C. 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-incumbent 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 Director of Human Resources, the relevant department head and the approval of the Bishop of the Catholic Diocese of Jackson.

D. Starting Rate

The form and rate of compensation for a new employee will be based on the applicant's qualifications, as determined by the Director of Human Resources, the relevant department head, the Vicar General, and with the ultimate approval of the Bishop of the Catholic Diocese of Jackson.

V. Personnel Terminations

A. Voluntary Terminations

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. However, the department head in consultation with the Director of Human Resources may determine that an earlier termination date is advisable, as allowed under the at-will employment policy, at which time the termination will be effective on whatever date may be approved by the department head and the Director of Human Resources.

An exit interview should be conducted by the Director of Human Resources with each employee who leaves voluntarily.

B. Involuntary Terminations

The following can result in discipline up to and including, immediate termination of employment:

- Violation of the company code of conduct or ethics policy
- Failure to follow company policy
- Breach of contract
- Violence or threatened violence or threatening behavior
- Stealing diocesan money or property
- Lying
- Falsifying records
- Extreme insubordination
- Harassment
- Failing alcohol or drug test
- A conviction for some crimes
- Watching pornography online
- Providing false information on a job application

In addition, if an employee fails to meet or exceed the job performance expectations of

his/her department head, the employee maybe subject to discipline, up to and including immediate termination of employment.

VI. Fringe Benefits

A. Categories of employees:

1. It is the intent of the diocese to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each employee is designated as either non-exempt or exempt from federal and state minimum wage and overtime requirements, in accordance with the Fair Labor Standards Act.²

- i. Non-exempt employees are entitled to minimum wage and overtime pay under the specific provisions of federal and state wage and hour laws.
- ii. Exempt employees are excluded from these specific provisions of federal and state wage and hour laws.

2. In addition to the above categories, each employee will belong to one other employment category:

- i. **Regular Full-Time:** Employees who are not in a temporary status and who are regularly scheduled to work 30 hours per week or more. These employees are eligible for the diocese's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

² United States Department of Labor, <https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime> (accessed May 21, 2021).

ii. **Regular Part-Time:** Employees who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the diocese, subject to the terms, conditions, and limitations of each benefit program.

iii. **Part-Time:** Employees who are not assigned to a temporary status and who are regularly scheduled to work fewer than 20 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance coverage), they are ineligible for the diocese's other benefit programs except those who work a minimum of 500 hours/year are eligible to participate in the Diocesan 401K program.

iv. **Temporary:** Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, regardless of the number of hours per week they work. Employment assignments in this category are of a limited duration. While temporary employees receive all legally mandated benefits (such as worker's compensation insurance), they are ineligible for the diocese's other benefit programs.

Note: Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All employees who do not have an employment contract are "at will" and may be terminated at any time, with or without cause or notice.

B. Group health coverage:

The Catholic Diocese of Jackson has available a health benefit program for eligible employees, which are defined as those Employees whose position requires at least thirty (30) hours a week or, in the alternative, one thousand five hundred and sixty hours (1,560) hours per year. Dependent coverage is offered, but any additional premium must be paid by the employee. Additional premiums are handled by payroll deduction.

C. Consolidated omnibus budget act (COBRA):

An employee covered under the group health, dental, vision plans have the right to continue coverage at their own expense in accordance with the Consolidated Omnibus Budget Reconciliation Act, which allows an employee after his/her termination, whether voluntary or involuntary, to continue their health insurance for up to eighteen (18) months or longer.

D. Holidays:

The holidays for each calendar year include:

1. Martin Luther King
2. President's Day
3. Good Friday/Easter Monday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving (2 days)
8. Christmas/New Year's (6 days)

E. Paid time off (PTO):

This policy replaces previous policies on Vacation, Sick Leave, and Personal Days.

1. PTO is earned and accrued each pay period.
 - i. Regular Full-Time Employees earn PTO according to the Seniority Schedule below.
 - ii. Regular Part-Time Employees earn and carryover PTO at half the rate of the Seniority Schedule below.
 - iii. Part-Time and Temporary Employees do not earn PTO.
2. Seniority Schedule for Regular Full-Time Employees:

Years of Service	Accrual Rate per Monthly Period	Maximum Annual PTO Usage	Maximum Annual Carryover
Less than five years	8 hours	96 hours	84 hours
5-15 years	12 hours	144 hours	126 hours
More than 15 years	16 hours	192 hours	168 hours

Maximum annual carryover is 168 hours. PTO should be requested and approved through the payroll portal. Failure to accurately request and document paid time off may result in forfeiture of accrued time.

3. The diocese, at its discretion, may pay employees for accrued but unused paid time off upon an employee’s voluntary termination (with at least two

weeks' notice), lay-off, or death. If deceased, or subject to a guardianship or conservatorship, payment may be made to employee's guardian or fiduciary. Employees who are involuntarily terminated or who do not provide at least two weeks' notice will not receive pay for unused PTO.

4. Using PTO: An employee may request PTO using the payroll portal. His/her supervisor will then approve or deny the time off.

i. An employee must give reasonable notice (at least two weeks) to his/her supervisor if the absence is foreseeable.

ii. If an absence is unforeseeable and lasts more than two days, then an employee may be required to provide documentation (e.g., a doctor's excuse, a major repair bill, etc.)

5. No more than 192 hours of PTO may be taken in a fiscal year (July 1 – June 30).

F. Employee medical leave

1. Regular full-time employees receive 42 hours of Short-Term Medical Leave (STML) at the beginning of each fiscal year (July 1). For New Hires, the Short-Term Medical Leave will be prorated (3.5 hours/month to the end of the fiscal year). This time may be used for their own medical needs or for the needs of their family (spouse, child, or parent). Unused STML does not carry over and is not "paid out" when one's employment is terminated. Regular part-time employees received 21 hours of STML. Part-time and temporary employees do not receive STML.

2. If an employee absence lasts four or more consecutive days due to his/her

illness or injury or the need to care for a family member (spouse, child, or parent), the employee and his/her supervisor must contact diocesan Human Resources to discuss whether they may qualify for leave under the Family Medical Leave Act (FMLA). Employees who qualify for FMLA (1,250 hours in the previous 12 consecutive months) may also qualify for Employee Medical Leave pay up to 24 days. The Employee Medical Leave rate of pay will be calculated based on the employee's base pay rate at the time of absence and normal hours worked.

3. Upon termination of employment, whether voluntary or involuntary, the separating employee shall not be entitled to any payment for **any** unused Employee Medical Leave, and all unused Employee Medical Leave is forfeited.

G. Bereavement leave

1. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor immediately. Paid bereavement leave will be provided to eligible employees in the following classification(s):

- i. Regular full-time employees
- ii. Regular part-time employees

2. Bereavement pay is calculated based on the base pay rate at the time of absence. Bereavement leave will be granted as follows:

- i. Three Days - Spouse, parent/legal guardian, child, sibling
- ii. Two Days – Other family members

iii. Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships. These special requests must be recommended by their immediate supervisor and approved by the diocesan Director of Human Resources.

H. Jury duty

1. The diocese encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Employee classifications that qualify for paid jury duty leave are:

- i. Regular full-time employees
- ii. Regular part-time employees

2. Employees must show the jury duty summons to their supervisor as soon as possible to verify the reason for their absence. Early notice will also allow the supervisor to make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. Either the diocese or the employee may request an excuse from jury duty if, in the diocese's judgment, the employee's absence would create serious operational difficulties. The diocese will continue to provide health insurance benefits for the full term of the jury duty absence. Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during paid jury duty leave. Since the employee is receiving full compensation from the

diocese, the employee must forward any funds received for serving on jury duty to the diocese.

3. Eligible employees will be granted a maximum of 15 hours of paid time off to appear in court as a witness at the request of a party other than the diocese. Employees will be paid at their base rate and are free to use any remaining vacation leave benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid. The subpoena is to be shown to the employee's supervisor immediately after it is received to verify the reason for absence. Early notice will also allow the supervisor to make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

I. Military leave

The Diocese is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is diocesan policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department.

1. Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

2. Paid Military Leave

For a period of ten business days, an employee who is a member of a Reserve of National Guard unit is eligible to receive difference in pay earned from the military and what they would have earned while working for the Diocese.

Any additional military leave will be without pay. Paid time off may be used for military absences.

3. Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the Diocese with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy.

To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from HR. However, a written application is not required under the law or this policy.

HR will review and sign the request for leave of absence form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process the leave of absence accordingly. In the event of verbal notice by the employee, HR will document the military leave on a leave of absence form.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid time off during their absence.

When the employee intends to return to work, he or she must make application for reemployment to HR within the application period set forth below.

If the employee does not return to work, the supervisor must notify HR so that appropriate action may be taken.

4. Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31 day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall (both employer and employee) premium rate. Be sure to elect your coverage and make the required payments to HR in a timely manner to continue your coverage.

Any group term life/AD&D insurance provided by the Diocese will terminate the day the employee becomes active military.

Any group long term disability insurance provided by the Diocese will terminate the day the employee becomes active military.

Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

With respect to the diocesan retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated company match for

such contributions.

Any voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance company within 31 days immediately following the termination of coverage.

5. **Reemployment**

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

Less than 91 days of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the diocese, in the position in which the employee had been employed prior to military service.

More than 90 days and less than 5 years of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by the diocese, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained

or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the diocese; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

6. Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR according to the following schedule:

If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

If service is for 31 days or more but less than 181 days - the employee must submit an application for reemployment with HR no later than 14 days following the completion of service.

If service is over 180 days - the employee must submit an application for reemployment with HR no later than 90 days following the completion of service.

If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment with HR no later than two years following completion of service.

7. Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely

manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The diocese's circumstances have so changed as to make reemployment impossible or unreasonable
- Reemployment would pose an undue hardship upon the diocese.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

8. General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at the diocese. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

9. Documentation

The HR department will, upon the employee's reapplication for employment, request that the employee provide the diocese with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military

service, and the honorable discharge from the military service, if applicable.

J. Overtime

1. Non-exempt employees (as defined by the Fair Labor Standards Act) will be paid one and a half (1 ½) times their normal hourly rate of pay for all hours worked over forty (40) hours in each week.
2. Overtime work should be performed by a non-exempt employee only with explicit approval by the Department Head, Bishop, or Vicar General. Employees with the proper authorization must clock in and out using the payroll system to document his/her hours of work.
3. The employee's immediate supervisor or Department Head must approve the overtime via the payroll system.
4. Failure to seek and receive pre-approval to work overtime may result in disciplinary action.

K. Family and medical leave policy³

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 for the Diocese over the 12 months preceding the date leave would commence are eligible to take unpaid family and medical leave for one or more of these

³ Although technically the Diocese is exempt from FMLA laws because it does not have the requisite number of employees, the Diocese has voluntarily adopted the law and agrees to abide by its "leave" allowances.

purposes:

- for incapacity, due to pregnancy, prenatal medical care, or childbirth.
- 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 illness⁴; 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.

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,

⁴ The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

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.

Use of Paid Time Off and Sick Leave

Employees are required to use all available paid time off and sick leave before receiving unpaid FMLA leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered under the sick leave policy. Workers Compensation leave, to the extent the absence relates to a serious health condition, will run concurrently with FMLA leave. Disability leave for the birth of a child will be designated as FMLA leave. Employees seeking leave for the adoption or foster care of a child must use all paid time off before becoming eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid time off before becoming eligible for unpaid leave. An employee using FMLA caregiver leave must also use all paid time off or sick leave (if covered under the diocesan sick leave policy) before being eligible for unpaid 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 requested 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.

VII. Miscellaneous

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 levy discipline, up to and including

immediate termination of employment.

4. Attire

The Catholic Diocese has no identified requirements for acceptable attire. However, employees are expected to dress appropriately, and 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 or charitable entity 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 was terminated voluntarily or involuntarily.

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.

While the use of employee-owned smartphones, tablets, and laptops is often a beneficial asset to the Diocese, it may also pose some serious security issues. Employees, volunteers, and/or contractors must notify the Director of the Department of Temporal Affairs, in advance, if and when they use their own equipment on Diocesan property for Diocesan business. This way

the Diocese can notify the appropriate Information Specialist so that proper security software can be installed that protects both the employee's equipment and the Diocese' critical information.

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 within five workdays of the issue and submit a copy to the relevant department head and the Director of Human Resources.

Department Head: Within five workdays of submitting the written statement the employee will speak to the Department Head regarding the areas of disagreement.

Director of Human Resources: 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 Director of Human Resources. The Director of Human Resources will discuss the disagreement/issue with the employee and the Department Head. Within five working days after speaking with the parties the Director of Human Resources 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.

Review by Committee If the employee remains dissatisfied, he/she may appeal within an additional five working days by requesting in writing to the Vicar General, a review by a committee. The Review Committee will be formed by the Vicar General. The Review Committee may discuss the disagreement with any appropriate persons, including the employee, the Department Head, Director of Human Resources, Vicar General, and the 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 Director of Human Resources, the Department Head, and the employee and a copy placed in the employee's personnel file.

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, Director of Human Resources, and the Vicar General, 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, the Director of Human Resources, 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 ascertain 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, laptops, etc.).


Bishop Joseph R. Kopacz
BISHOP OF THE CATHOLIC DIOCESE OF JACKSON

04.13.2022
Date


Mary Woodward
Chancellor

VIII. RECEIPT OF MANUAL

I have received my copy of the Catholic Diocese of Jackson Chancery Personnel Policy Manual (effective July 1, 2021).

I have read and understand the contents of this Manual; I will keep the Manual for future reference; and I agree to observe the policies, rules of conduct as set forth therein. I further understand that his Manual is intended as a guide and for general information only and that neither it nor its contents should be construed as a contract of employment. I have been informed by and I agree that I am an employee-at-will and that my employment may be terminated at any time by me or by the Catholic Diocese with or without notice or cause.

I understand that the Catholic Diocese reserves the right to make changes to this Manual at any time and from time to time, in whole or in part, and without notice, as it deems appropriate.

Employee Signature

Date

Employee Printed Name