



— ARCHDIOCESE OF —
CINCINNATI

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**HUMAN RESOURCES
POLICIES AND PROCEDURES HANDBOOK**

July 2021

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My Dear Friends,

Attached you will find the latest revision of the **HUMAN RESOURCES POLICIES AND PROCEDURES** handbook that I have ratified. This handbook supersedes and replaces any and all prior handbooks as well as any and all human resources policies and/or procedures that are inconsistent with the policies and/or procedures in this handbook. Employees of the Archdiocese of Cincinnati are employed at-will and nothing in the handbook creates or is intended to create a contract of employment. The Archdiocese of Cincinnati may amend or change the policies at its discretion.

The purpose of this handbook is to assist you in knowing your rights, responsibilities and benefits as an archdiocesan employee. I assure you that I will see to the implementation of these policies. Nevertheless, there are occasions when my canonical responsibilities may necessitate my superseding a policy, as in making some appointments.

I wish to express my thanks to the Human Resources Policy Review Committee for their work in continuing to develop, refine and clarify policies which define fair and equitable practices in our archdiocesan administrative offices.

I want you to know that I appreciate the commitment you offer the Archdiocese by your service in our offices. I believe that our work together is a means of furthering the mission of Christ in our world. Thank you for your dedicated service.

Faithfully yours in Christ,

Most Reverend Dennis M. Schnurr
Archbishop of Cincinnati

ARCHDIOCESE OF CINCINNATI
HUMAN RESOURCES POLICIES & PROCEDURES HANDBOOK

PLEASE PRINT

Employee Name:

Last

First

Middle Initial

Job Title:

Office /Department

Verification Statement

I verify that I have read and understand the policies and procedures outlined in the Human Resources Policies and Procedures Handbook of the Archdiocese of Cincinnati. I understand that my employment is at-will, which means that I am free to leave employment at any time and the Archdiocese is free to terminate employment at any time, and that nothing in the handbook creates or is intended to create a contract of employment. I further understand that my at-will employment relationship with the Archdiocese can only be modified by an agreement, in writing, signed by both myself and the Archbishop. I agree to abide by these policies and procedures and also understand that the Archdiocese of Cincinnati may amend or change the policies at its discretion without notice. I further understand that this handbook supersedes and replaces any and all prior handbooks as well as any and all human resources policies and/or procedures that are inconsistent with the policies and/or procedures in this handbook.

Employee Signature

Date

RETURN FORM TO: THE DEPARTMENT OF HUMAN RESOURCES

MISSION STATEMENT

The Pastoral Center of the Archdiocese of Cincinnati provides servant leadership to the Catholic Church in the 19 counties comprising the Archdiocese. These are a coordinated group of offices whose function is to further the Mission of the Universal Catholic Church.

The offices offer staff services to the Archbishop and assist in carrying out his pastoral responsibilities and policies. For this purpose, they also offer resources, services, and programs to the parishes and other institutions in the Archdiocese to enable these parishes and institutions to deepen the faith life of their congregations.

Each member of the Pastoral Center is an integral part of the whole organization, a valuable component of the services offered, whether directing an office or program or providing the needed support in delivering the service.

The Mission of the Pastoral Center of the Archdiocese of Cincinnati is to live, serve and empower the enduring Mission of the Universal Catholic Church: To proclaim the word of God, to celebrate the sacraments, and to exercise the ministry of charity.

The Vision of the Pastoral Center of the Archdiocese of Cincinnati is the New Evangelization: Pastoral leaders and the faithful live a renewed encounter and deepened personal relationship with Jesus Christ lived within the Catholic community, a relationship marked by passionate missionary discipleship and Christian witness.



STATEMENT OF BELIEF

A guiding principle of the Catholic Church's social teaching is the dignity of work and the rights of workers. As an employer, the Archdiocese of Cincinnati celebrates its mission to build the Kingdom of God through the work of its employees and recognizes its responsibility to directly contribute to that Kingdom through the realization of the rights of its workers. While many workers' rights are protected by law, the Archdiocese proactively advances respect for all life and the building up of families above and beyond what's minimally required by law. We also recognize that, because of its mission, supported by the generosity of the faithful whom it serves, the Archdiocese hires employees with a willingness to give their lives to others in mission (c.f. Pope Francis, *Evangelii Gaudium*, nos. 78-80). Hence, these additional benefits are provided when feasible, and without jeopardizing the Archdiocese's own mission of service to the faithful, as a responsible steward of their generous contributions in support of our mission. Through our responsible work, we share in the activity of our own Creator in the building of the Kingdom (c.f. St. John Paul II, *Laborem Exercens*, no. 25).

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1.0 **EMPLOYMENT POLICY**

1.1 **Selection of Personnel**

The Archdiocese of Cincinnati is an Equal Opportunity Employer. It is the policy of the Archdiocese of Cincinnati to promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Employment in the Archdiocesan offices and subsequent development, transfer or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability, national origin, or other applicable, legally recognized protected classification, except where such classification is a *bona fide* occupational qualification.

Because the defense and promotion of human rights is inseparable from the Gospel mandate, the offices of the Archdiocese of Cincinnati will ensure equal opportunities for protected classes of persons including, but not limited to, the disabled, minorities and women.

1.2 **Hiring Practice**

The Department of Human Resources advertises position openings, takes applications, and forwards resumes to Department Directors and/or Office Directors for review. Office Directors or Department Directors then have the final responsibility for the hiring and training of personnel. When a position opening occurs or when a new position is created, the Department of Human Resources is to be notified by the Office Director or the Department Director so the appropriate procedures can be initiated.

Details of the employment procedure used by the Department of Human Resources may be found in Policy 7.0.

1.3 **Classification of Personnel Affected by the Policies**

These policies are intended for administrative use in the Archdiocesan Pastoral Center at 100 E. Eighth Street, and at all branch office locations.

The policies apply to priests, religious sisters and brothers, deacons and lay persons employed in these offices as non-exempt and exempt personnel.

Your employment classification determines which pay policies and benefits are applicable to you. The Fair Labor Standards Act, which is the federal law governing wages and hours, sets standards for an employee's classification. The Archdiocese of Cincinnati complies with these regulations by assessing the job duties, level of authority and compensation of each of its employees against the standards set forth in the Act as follows:

1. **Exempt Employees**

Exempt employees are those salaried employees holding executive, administrative, professional or outside sales positions who are not covered by the Act.

2. **Non-Exempt**

Those employees not included in the categories above are Non-Exempt. Non-Exempt employees are generally paid by the hour and are eligible for overtime pay (at one and one-half times base) for hours worked in excess of 40 per week. Non-Exempt employees must work in concert with their supervisor regarding expectations of the hours to be worked each week and overtime hours, if any. Overtime hours must be approved in advance by the employee's supervisor. Violation of this policy may result in disciplinary action, up to and including termination of employment.

While the Archdiocese of Cincinnati strives to pay employees correctly, sometimes mistakes can occur. If a mistake has been made, the Archdiocese, once notified, will promptly make the necessary correction. Therefore, if an employee has questions or concerns about any deductions from their salary, immediately contact your supervisor or Human Resources, without fear of reprisal. Retaliation will not be tolerated. Reports of alleged improper deductions will be promptly investigated. If it is determined that an improper deduction took place, the employee will be promptly reimbursed for any such improper deduction.

1.4 **Types of Employment**

1. **Regular full-time:** The employee is regularly scheduled to work at least 35 hours per week and is considered to be eligible for full employee benefits.
2. **Regular part-time:** An employee who is regularly scheduled to work less than 35 hours per week.
 - A. A regular part-time employee who is regularly scheduled to work at least 20 hours per week, is eligible for holy day and holiday pay (if scheduled to work), prorated sick leave, vacation and other benefits (including 401(k), disability, life insurance, and Workers' Compensation) if the employee satisfies the eligibility requirements of each of these plans or programs.
 - B. A regular part-time employee who is regularly scheduled to work fewer than 20 hours per week is eligible for holy day and holiday pay (if scheduled to work), prorated sick leave and vacation and Workers' Compensation.
3. **Temporary:** The employee is hired to work for a limited length of time, not to exceed three months in any calendar year, to perform a specific task. The employee is not eligible for vacation or other Archdiocesan benefits but is entitled to coverage under Workers' Compensation Insurance and to paid holidays which fall on regular workdays. If service as a temporary employee exceeds three months, the employee will be transferred to regular status unless

there is a contractual arrangement to replace an employee on medical leave. Eligibility for Archdiocesan benefits will begin on the date of transfer.

4. **Special Project.** The employee is hired for a particular project of specified duration exceeding three months. For example, the project may be funded by grant, CETA, or Archdiocesan funds. The employee will be given a statement at the time of hire specifying the duration of employment. Special Project employees are eligible for Archdiocesan benefits based upon their regularly scheduled hours of work if the employee satisfies the eligibility requirements of each of the plans or programs. Upon the completion of the project, or one year, whichever occurs first, the supervisor and the Director of Department of Human Resources will review the agreement to determine if the employment should be continued, modified, reclassified, or terminated.

1.5 **Employment of Relatives**

The employment of relatives is not prohibited as long as the person exercising supervision is not supervising a member of his/her family. Exceptions to this regulation require the approval of the Department Directors.

2.0 **WORKING CONDITIONS**

2.1 **Office Hours**

The normal work week is 35 hours for a full-time employee. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, at 100 E. Eighth Street and all branch office locations.

As a general rule, regularly scheduled office hours should not be interrupted by personal appointments or medical appointments. When an appointment must be scheduled during office hours, the non-exempt employee should consult with the supervisor for approval of the time arrangements.

Exempt employees do not have a specific time schedule to follow. Knowing the responsibilities of the position for which they were hired, exempt employees should follow the time schedule best suited to getting the job done.

An Office Director who has a need to schedule a full-time non-exempt employee for work hours other than the standard work hours of 8:30 a.m. – 4:30 p.m., on a permanent basis, must make the request to the Department Director. If the Department Director approves the request, the Department Director will communicate this decision to all other Department Directors.

2.2 **Snow or Other Inclement Weather**

In case of snow or other inclement weather, individual employees (exempt and non-exempt) may decide whether they should leave early or whether they should come to work. This means they take either emergency time or vacation time for the period missed, or work from home with the advance approval of their supervisor.

If the civil authorities declare a [Level 3](#) emergency which prohibits the public from being on the streets, and the employee would be required to travel these streets, this time will be provided to employees without using emergency time or vacation time. If the Archdiocese of Cincinnati decides to close the offices for a minimum of 1/2 day, or 3.5 hours, and notifies employees by at least the day prior, those who have previously scheduled sick or vacation time will only be required to use 1/2 sick/vacation time, or 3.5 hours. If the closing is announced the same day or is less than 1/2 day, or 3.5 hours, the employee will be required to use the entire sick/vacation day, or 7 hours.

With regard to non-Level 3 weather situations, the Department Directors will strive for consistency throughout the Pastoral Center in charging employees with emergency time or vacation time and/or in determining when to allow employees to leave work for weather reasons without the use of emergency time or vacation time. To help achieve consistency in this regard, the Department of Human Resources will take the lead in assessing non-Level 3 weather situations.

2.3 **Lunch Periods**

Employees are entitled to one unpaid hour per day for lunch. Employees should schedule their lunch period in consultation with the supervisor to ensure adequate coverage of the office.

2.4 **Overtime**

The Fair Labor Standards Act establishes minimum wage, overtime pay, and equal pay provisions for employees. Some employees are excluded from the minimum wage/and or overtime provisions by specific exemptions based on the salary they earn and the type of work they do. Only those who are classified as non-exempt per the overtime provisions of the Act are entitled to overtime pay. Exempt employees are those salaried employees holding Executive, Administrative, Professional or Sales positions.

Authorized overtime of non-exempt employees is compensated at the regular rate of pay from the 36th through the 40th hour. Non-exempt employees will be paid 1.5 times the regular rate for hours worked in a week above 40 hours. It is permissible, however, when an employee works extra hours during one or more days to provide time off during the same week at straight time, as long as total hours actually worked do not exceed 40 in the work week. For purposes of counting overtime hours, holidays, vacation, sick leave and other paid time off need not be counted toward hours worked in a week for calculating required overtime payments. (e.g., an employee whose total hours equal 48 hours during a week but includes 8 hours sick time is not entitled to any overtime pay).

2.5 **Holiday Compensation**

Non-exempt employees who are required to work on a holiday may choose to schedule another day off during the same pay period or will be compensated at 1.5 times their regular rate of pay.

2.6 **Reimbursement for Job Related Expenses**

Employees will be reimbursed for expenses incurred in the performance of job-related duties. Local transportation to and from meetings, parking and toll fees will be reimbursed according to the terms established by the Department Directors. Reimbursable local transportation only includes mileage above and beyond what an employee would typically travel between home and his/her "home-base" office location on a regular day or week.

For example, if an employee were to travel from home to a work engagement outside of the "home-base" office, he/she would first subtract the mileage of his/her normal work commute, and he/she would then be eligible for a reimbursement on any excess miles. If an employee were to attend a work function on a weeknight or on the weekend, he/she would be eligible for a reimbursement on any miles traveled above and beyond his/her full, regular commute during the work week.

With prior approval of the supervisor, the cost of attending meetings, conferences, or other official business also will be reimbursed (see Policy 4.1.5). For further information, see [Travel and Expense Reimbursement Policy](#).

2.7 **Reimbursement for Moving Expenses**

If a lay, permanent deacon or religious employee is hired or transferred to another position within the Archdiocese of Cincinnati on the initiative of an Archdiocesan department or office, and the distance between the positions is 50 miles or more, the Archdiocese of Cincinnati may reimburse the employee for the reasonable, ordinary and necessary expenses of moving the employee's place of residence. Any such reimbursement must be approved by the applicable department director and included within the offer letter to the employee. The Department of Human Resources will administer this policy, but the cost of the reimbursement is charged to the applicable office and/or department.

2.8 **Dress Code/Personal Hygiene**

Employees are representatives of the Archdiocese of Cincinnati. This policy is an effort to demonstrate respect for our organization. An employee's attire during work hours and work-related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals, and to the probability of public contact. This policy shall be applicable to all exempt and non-exempt employees exclusive of those positions required to wear uniform attire.

Employees are required to use good habits of grooming, personal hygiene, and dress that are consistent with the responsibilities of one's position and service to the Roman Catholic Church.

To avoid uncertainty as to what is considered unacceptable, a number of non-acceptable standards are outlined below. These examples are non-exclusive and are provided solely for guidance. In addition, the dress code is subject to change as deemed necessary by the Department Directors.

Slacks, Pants: Jeans, sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

Shirts, Tops, Blouses: Tank tops, midriff tops, halter-tops, tops with bare shoulders, sweatshirts, t-shirts (logo and plain) unless worn under a blouse, shirt, jacket or dress.

Shoes and Footwear: Athletic shoes (unless medically necessary/ordered by a doctor), slippers, work boots, flip-flops (rubber/beach) or any shoe that poses a safety risk.

In general, clothes should have minimal ornamentation, never have slogans, and should always be in good repair.

With regard to Casual Days, the Department of Human Resources will transmit information regarding acceptable attire for each occasion with the email announcement of the casual day.

2.9 **Smoke Free Facility**

All offices of the Archdiocese of Cincinnati are smoke free facilities. Smokers may go outside the buildings to smoke but cannot do so immediately adjacent to the entrances to the building.

3.0 **JOB PERFORMANCE**

3.1 **Performance Evaluation**

An employee's immediate supervisor will periodically evaluate the employee's performance. This evaluation may occur on an annual basis or at other time intervals. Immediate supervisors, either on their own initiative or at the request of an employee, may conduct additional evaluations. The purpose of the evaluation session is to allow the employee and the supervisor to set goals for the future, evaluate the success with which previously set goals have been met, commend the employee for work well done, and help improve performance when necessary. The job description is a useful guide for goal setting and evaluation. Department Directors will conduct evaluation sessions for Office Directors in the same manner.

Both employee and supervisor will sign the evaluation to signify that it has been read and discussed. The employee will receive a copy and a copy will be sent to the Department of Human Resources. Performance evaluations are not subject to review by Policy 7.4 the Employee Problem Solving Process. For further information, see [Employee Performance Appraisal Forms](#).

3.2 **Health Problems**

A supervisor may request a medical report when a long absence or frequent short absences due to illness interfere with ability to perform the duties of the job. If unable to meet the requirements of the position because of poor health, an employee may be assigned to a less demanding position. If a transfer to another position is accepted, the employee will receive the salary designated for that job classification. When health

improves, reinstatement will be considered if a position is available. For further information, see the [Fit for Duty](#) policy.

If an employee arrives at work with obvious symptoms of being sick such as fever, excessive coughing or sneezing, vomiting, or chills, that employee should be considered unfit for duty and should be asked by his or her supervisor to leave work. From the hour of departure, the employee will take sick leave and a plan for return to work should be determined by the employee and his or her immediate supervisor. During a time of pandemic, the Department Directors will determine any additional protocols for making the work environment as safe as possible for all employees.

Entering onto the premises of the Pastoral Center and having personal contact with other employees involves a certain degree of risk, namely of acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the personal contact with other employees, there is an elevated risk that an employee may contract the disease simply by being in the building, or at any Pastoral Center or Archdiocesan function.

After carefully considering the risks involved and having the opportunity to discuss these risks with any healthcare professional(s) of their choosing, each employee voluntarily and willingly accepts those risks in reporting to work. Employees who have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, should consult with a health care professional. Additionally, while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains.

Each employee has an obligation to the Pastoral Center and its employees to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

4.0 **EMPLOYEE BENEFITS**

4.1 **Paid Absence Benefits**

4.1.1 **Holidays and Holy Days**

The Archdiocesan Pastoral Center observes the following holidays:

Holidays

January 1 (also a holy day)

Martin Luther King Day (third Monday in January)

Presidents' Day (third Monday in February)

Good Friday

Easter Monday

Memorial Day (last Monday in May)

July 4

Labor Day
Columbus Day (second Monday in October)
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

When January 1 or July 4 falls on Saturday, it will be observed on the previous Friday. When either of these two dates falls on Sunday, it will be observed on the following Monday.

Holy Days

In keeping with the religious nature of the organization, the Archdiocesan Pastoral Center will be closed on holy days. Holy days will be observed on the days on which they fall in the liturgical calendar. Holy days observed are:
Assumption of Mary All Saints Day Immaculate Conception

Regular full-time employees are eligible for all holy days and holidays with pay. Regular part-time employees will be paid for those holidays and holy days which fall on their normal workdays. If the holidays or holy days do not fall on normal workdays, no additional time or compensation will be paid. Employees on leave of absence are not entitled to holiday or holy day pay.

4.1.2 Vacation

The length of vacation time is determined by years of employment. Full-time employees are eligible for paid vacation as follows:

- 1 week vacation - after six months of employment*
- 2 weeks vacation - after 1 year of employment
- 3 weeks vacation - after 4 years of employment
- 4 weeks vacation - after 6 years of employment
- 5 weeks vacation - after 20 years of employment

*(To be taken prior to first anniversary date.)

Vacation time is accumulated from the date of hire. For purposes of vacation time, years of employment with the Catholic Church, anywhere, may be counted and are available at the date of hire. This vacation must be used prior to the first anniversary of the date of hire. This prior service will be determined by the Department of Human Resources at the time of hire.

A regular part-time employee is eligible for the previously listed vacation benefits pro-rated in relationship to normal weekly hours regularly scheduled versus the normal work week.

Vacation time is calculated based on employment status (i.e., full-time, part-time) at the time vacation is taken, regardless of whether the employee's

employment status changed at some point during the period that vacation time was accrued.

Vacation schedules must be approved by the supervisor in order that the office will be covered at all times. Normally, no more than three weeks of vacation may be taken at one time.

An annual vacation is important for rest and renewal. Vacation may be taken at any time during the employee's anniversary year that is convenient for the office. Except under unusual circumstances, and only with the supervisor's permission, vacation time may not be accumulated from year to year. Vacation time not taken by the yearly date of hire is forfeited. Vacation time may not be advanced prior to an employee's anniversary date.

If an employee leaves the employ of the Archdiocese of Cincinnati, unused vacation days will be compensated at the regular rate of pay. Vacation time will be calculated from the date of hire.

Vacation time will be paid out based on employment status (i.e., full-time, part-time) at the time of employee's separation from the Archdiocese of Cincinnati, regardless of whether the employee's employment status changed at some point during the period that vacation time was accrued.

4.1.3 Sick Leave, Emergency Leave

Sick leave for regular full-time employees is accumulated at the rate of one and one-quarter days per month (15 days per year) from the date of hire. Sick leave is cumulative to 130 working days (26 weeks). Sick leave for a regular part-time employee is accumulated on a pro-rated basis.

Sick leave is calculated based on employment status (i.e., full-time, part-time) at the time sick leave is taken, regardless of whether the employee's employment status changed at some point during the period sick leave was accrued.

An employee may be asked to present a physician's statement if there are frequent absences, absence for three consecutive days, or if it appears that job performance is being adversely affected by poor health or absenteeism.

All absences due to illness are to be reported to the immediate supervisor and the Paycor supervisor by 9:00 a.m. The Department of Human Resources will provide a system for the maintenance of sick leave records.

During a paid leave of absence due to a prolonged illness, or the inability to work for reasons associated with pregnancy and/or childbirth, an employee's position will be held. In granting a leave, the employer presumes that it is the intent of the employee to return to his/her position. Leaves will not be granted if it is the employee's intent to not return to work at the end of the leave. The employer reserves the right to require a written verification of illness after a reasonable length of time.

A maximum of 10 sick leave days per calendar year may be used for instances in which the employee is needed to care for the illness or injury of a spouse, child, parent or close personal relation who depends upon the employee for care.

Up to ten sick leave days may be taken per year for emergency purposes. For example, emergencies may include flooded basement, car problems, or death in the family.

An employee from any entity of the Archdiocese of Cincinnati may transfer a maximum of 15 accumulated sick days when hired by the Archdiocese upon verification.

Unused sick leave is not reimbursed with pay, and sick leave may not be used as extra vacation time.

4.1.4 **Civic Duty**

An employee summoned to jury duty will be granted time off work and will be paid the regular base pay while they fulfill their civic duty. The employee will be required to give to the Department of Human Resources a copy of the notification of jury duty selection. The employee is expected to report to work during normally scheduled hours except for the time involved in jury duty. Court payments and jury duty card must be forwarded to the Payroll Office. A statement from the court showing the jury duty served may be required.

Employees who are subpoenaed by a court for personal or family matters may use an emergency leave day. Employees who are subpoenaed in connection with their work as an employee of the Archdiocese of Cincinnati will be paid their regular base pay for their time away from work to comply with the subpoena.

4.1.5 **Educational Benefits**

With the prior permission of the Office Director and the approval of the Department Director, employees may attend, during office hours, conventions, conferences, seminars, institutes and courses, directly related to the job, which will improve job skills. The Department Director will also determine whether such educational opportunities would qualify for any financial support from the Department budget.

Additionally, in the case of extended educational opportunities such as college courses, the Department Director will consult with the Archbishop and other Department Directors on the question of financial support. To qualify for financial support, an employee must have been employed at the Pastoral Center for a minimum of two years at the time of the request. Theology-based courses will generally be looked upon more favorably for financial support than secular-based courses. The amount of the financial support will be capped at 50% of the cost of the course or the total amount of \$10,000, whichever is less.

To receive financial support, the employee will be required to execute a Tuition Assistance Agreement.

When the demands of their jobs change, employees should be given the opportunity to equip themselves to perform their new duties and the employer should offer the opportunity.

Currently, the high school educational subsidy is \$3,000.00 per year for each dependent child of an eligible employee attending a Catholic high school. In addition, a \$1,500.00 per year elementary educational subsidy for each dependent child attending a Catholic grade school is available to an eligible employee. This subsidy is given in recognition of the importance of the ministry of Catholic school education.

Any employee, who qualifies for this benefit (20 hours or more) and wishes to apply, should contact the Department of Human Resources to receive a subsidy form. Once the form has been requested by the employee and returned from the school verifying enrollment, a check will be sent directly to the school on behalf of the student in mid-September and again at the end of January. The subsidy form needs to be requested for both semesters verifying enrollment of your student.

Subsidy forms should be received in the Department of Human Resources by September 1 and January 15.

Employees should be aware that this benefit is taxable under Internal Revenue Service regulations and will be reported in your pay in the October and February pay periods.

4.1.6 Maternity/Paternity Leave

To enable parents bringing newborn/adopted children into their homes, employees will be provided with four weeks paid maternity/paternity leave. In addition, parents suffering a pregnancy loss, including miscarriage or stillbirth, will be provided with two weeks of paid maternity/paternity leave. The leave must be completed within twelve weeks of the birth/adoption of a child or loss of pregnancy. This leave must be used minimally in weekly increments. Further time off may be requested in accord with the provisions of Policy 6.23. In granting a leave, the employer presumes that it is the intent of the employee to return to his/her position. Leaves will not be granted if it is the employee's intent to not return to work at the end of the leave.

4.1.7 Day of Reflection

All employees are required to attend the Archdiocesan Day of Reflection. Those employees not attending must use a vacation day. Maintenance staff is exempt from this requirement.

4.2 Unpaid Absence Benefits

4.2.1 [Leaves of Absence](#)

An employee may make a written request to the Department Director for an unpaid leave of absence. The request must be for a compelling personal reason acceptable to and approved in writing by the Department Director. Unpaid leaves available to employees include medical leave, workers' compensation leave, long term disability leave and FMLA leave. FMLA leave may be requested for a qualified exigency in connection with a family member who is serving on (or has been called up for) active duty, or to care for a family member who has been injured in connection with military duty. See section 6.23 Family Medical Leave. Employees will be required to utilize any accumulated paid absence benefits prior to being granted unpaid absence. Vacation and sick day benefits do not accrue during an unpaid leave of absence.

After six months on leave of absence an employee's position may be filled. The employee may continue the leave of absence for up to twelve months. Leaves of absence requested under FMLA require that the employee must have completed one year of employment with the Archdiocese of Cincinnati and worked at least 1,250 hours in the 12-month period preceding the start of the leave.

Misrepresentation of facts to obtain a leave of absence or to secure an extension of a leave of absence will result in termination of employment. Unless specifically authorized in writing by the Archdiocese of Cincinnati or with respect to military duties performed pursuant to a military leave of absence, a leave of absence will not be granted to engage in employment elsewhere and any employee who engages in employment elsewhere while on a leave of absence will be deemed to have voluntarily quit his/her employment with the Archdiocese of Cincinnati.

4.2.2 **Military Leave**

Employees inducted into the military, or who are members of the National Guard will be granted duty leave without pay and without loss of accumulated service as, and to the extent, provided by law. See section 6.23.

4.3 Archdiocesan Benefit Plans

Full-time employees who regularly work 30+ hours per week and meet other eligibility requirements are entitled to Medical, Dental, Vision and FSA benefits. All employees who are scheduled to work 20+ hours per week are eligible for the 401(k) Plan, Life and Long-Term Disability (LTD) insurance. The eligibility and other terms and conditions of each of these benefit plans are established and governed by the insurance policies and formal plan documents which set forth their terms and conditions. Any employee with questions regarding these plans should contact Benefits & Risk Management.

4.3.1 [The Health Care Plan of the Archdiocese of Cincinnati](#)

The Archdiocese of Cincinnati offers a self-insured, comprehensive, major medical plan, administered by Anthem Blue Access (PPO Plan). The Archdiocese of Cincinnati offers single or family coverage for eligible employees. The Archdiocese of Cincinnati voluntarily complies with federal PPO regulations. For further details, please refer to the plan booklet.

4.3.2 [Group Life Insurance](#)

Eligible employees are covered by a group life insurance policy. If coverage is waived under the health plan, employees may still enroll in the group life insurance plan. The premiums are paid entirely by the Archdiocese of Cincinnati. For further details, please refer to the plan booklet.

4.3.3 [Retirement Benefit - 401\(k\) Plan](#)

The Archdiocese of Cincinnati offers a 401(k) Plan that provides eligible employees the opportunity to make voluntary contributions with investment choices that have favorable tax advantages. The Archdiocese of Cincinnati will make quarterly contributions to the Plan equal to 4% of the employee's quarterly earnings. The 401(k) Plan is intended to help employees supplement their retirement savings.

Effective January 1, 2016, if you are a new or rehired Eligible Employee, you are subject to **"automatic enrollment"** in the Plan at a rate of 4% of your compensation. After you satisfy the Plan's general eligibility rules [i.e., age 21 and 30 days of employment], you will automatically be enrolled in the Plan as of the next administratively feasible calendar quarter [January 1, April 1, July 1 or October 1] with 4% of your paycheck deducted and contributed to the Plan as a Pre-Tax contribution. If you do not want to enroll in the Plan at the 4% contribution rate and you would like to contribute a different amount or no amount of your paycheck, you must timely complete the online enrollment process upon receipt of your PIN letter and instructions from Fifth Third Bank.

Employees who are members of Religious Orders are covered by congregational retirement plans. The Archdiocese of Cincinnati contributes to these plans according to the schedule agreed upon by the Archbishop and the Major Superiors of Congregations of Religious serving in the Archdiocese of Cincinnati.

4.3.4 [Group Long-Term Disability Insurance Plan](#)

Eligible employees other than Religious and Priests are covered by the Archdiocesan long-term disability plan. The cost of the plan is paid entirely by the Archdiocese of Cincinnati. For details of eligibility and benefits, please refer to the plan booklet.

4.3.5 [Voluntary Dental Plan](#)

Eligible employees may select single or family dental coverage administered by a third-party administrator. As a voluntary plan, the entire cost of dental insurance is the full responsibility of the employee.

4.3.6 [Voluntary Life Insurance](#)

Eligible employees may select additional life insurance coverage above the group term life and long-term disability coverage provided by the Archdiocese of Cincinnati. Voluntary life insurance coverage is administered by a third-party administrator. As a voluntary plan, the entire cost of additional life insurance is the full responsibility of the employee.

4.3.7 [Voluntary Vision Insurance](#)

Eligible employees may select single or family vision coverage administered by a third-party administrator. As a voluntary plan, the entire cost of vision insurance is the full responsibility of the employee.

4.4 **Government Programs**

4.4.1 **Unemployment Compensation**

The Ohio unemployment law provides for temporary assistance to employees other than Religious and Priests who have lost their jobs through no fault of their own. Though exempt from this law for office employees, the Archdiocese of Cincinnati voluntarily provides coverage. Premiums are paid entirely by the Archdiocese of Cincinnati and the fund is administered by a third-party administrator.

4.4.2 **Workers' Compensation**

Employees of the Archdiocese of Cincinnati are covered under Ohio law for job-related illness or injury. Premiums are paid entirely by the Archdiocese of Cincinnati. Job-related illness or injury must be reported immediately to the Director of Benefits and Risk Management.

4.4.3 **Social Security**

Archdiocesan employees other than Religious and Priests are covered under the Federal Social Security program for retirement benefits and other survivor and disability benefits. The Archdiocese of Cincinnati contributes the amount required for each employee as established by this program.

4.5 **Parking**

Parking cannot be guaranteed for all employees. Each Department Director will determine how identification tags will be distributed within the department. The control and distribution of the identification tags is the responsibility of the Department of Human Resources.

Parking is provided within the available space at 100 E. Eighth Street on the following basis:

1. Employees having an identification tag attached to the internal rear-view mirror will be permitted to park in the Archdiocesan lot.
2. The Office of Property Management will be responsible for issuing additional procedures necessary for maintaining good order in the parking lot.
3. When employees terminate employment, they must return their identification tag to the Department of Human Resources.

5.0 **TERMINATION**

5.1 **Dismissal**

An employee may be dismissed for unsatisfactory work performance, habitual or excessive absences or tardiness, violation of Archdiocesan policies or other inappropriate behavior. Sometimes dismissal may occur after the employee has received a written warning and has been given an opportunity to improve performance or conduct. The warning statement is to be signed by both employee and Director and a copy is to be placed in the employee's personnel file. However, in some situations immediate dismissal may be appropriate, with or without prior warning. The reasons for immediate dismissal may include, but are not limited to, one or more of the following:

1. Insubordination or intimidation;
2. Condition unfit for duty, such as reporting to work under the influence of alcohol or drugs, including medical marijuana;
3. Theft or misappropriation of property or funds belonging to the Archdiocese of Cincinnati, employees, or clients;
4. Conduct contrary to or detrimental to the religious and professional character of the Archdiocesan Pastoral Center or its policies (e.g. accepting gifts or bribes for services rendered, altering, removing or destroying records, failure to respect confidentiality of records and information).
5. Inability to work cooperatively with the supervisor and/or staff.
6. Other inappropriate behavior of a significant nature or degree.

5.2 **Reorganization/Reduction in Force**

The Archdiocese of Cincinnati has the right to reorganize its work force and/or to reduce its work force, either permanently or temporarily, in its sole discretion. If the Archdiocese of Cincinnati makes the determination to reduce its work force, it will do so on the basis of its assessment of job requirements, performance, length of service, and any other factors deemed relevant by the Archdiocese of Cincinnati in its sole discretion. Respecting the fact that the content and timing of information provided to employees may be limited, the Archdiocese of Cincinnati will endeavor to provide employees with as much information as possible in as timely a manner as possible regarding a reorganization and/or reduction in force.

If an employee is released as a result of a reduction in work force, the date of termination will be set with at least four weeks' notice. Upon the employee's execution of a waiver and release provided by the Archdiocese, the employee will receive severance pay on the basis of one week per year of current service with the Pastoral Center of the Archdiocese of Cincinnati with the minimum amount of severance pay being four (4) weeks and the maximum amount of severance pay being twenty (20) weeks. The employee will also receive pay for his/her accrued, unused vacation time as of the separation date. Severance and vacation pay shall be at the employee's regular rate of pay.

The Department of Human Resources and the Finance Department will participate with the applicable Department Director in any announcement to employees of a reorganization and/or reduction in force to provide information and to answer questions regarding future employment opportunities (if applicable) and employee benefits upon separation of employment.

5.3 **Resignation**

Employees are requested to give their supervisor advance notice in writing of the intent to terminate. The minimum time requested for such notice is two weeks for all employees, exempt and non-exempt.

5.4 **Retirement**

The Archdiocese of Cincinnati does not have a mandatory retirement age. For the normal retirement age with full retirement benefits, refer to the current Archdiocesan Pension Plan booklet. The formal plan documents govern eligibility and other terms and conditions of the plan.

5.5 **Exit Interview**

An employee leaving the employ of the Archdiocesan Pastoral Center may be interviewed by the Director of the Department of Human Resources or his/her designee. A record of this interview will be kept in the Department of Human Resources. The interview will take place before the last day of employment. The purposes of the exit interview are:

1. To discover why the employee is leaving the Archdiocesan Pastoral Center;
2. To discuss the employee's future plans and offer assistance in finding other work if necessary;
3. To identify whether something could have been done to prevent this separation;
4. To see if trends in turnover seem to indicate a need for policy changes.

An employee may decline to be interviewed. Periodically, the Director of the Department of Human Resources will provide an exit interview report to the Department Directors.

6.0 **ADMINISTRATION**

6.1 **Administration of the Policies**

Department Directors and Office Directors have the responsibility for the administration of the policies contained in this manual. The Director of Human Resources is responsible for interpretation of the policies.

6.2 **Human Resources Records**

A permanent human resources file will be maintained by the Department of Human Resources for each employee. Employee files will be maintained in a confidential manner. While these files are the property of the Archdiocese of Cincinnati, employees may review their files upon written request to the Department of Human Resources.

6.3 **Reference Check**

Requests for information about employees will be handled with discretion by the Department of Human Resources. Generally, only the name, employment dates and position title will be provided. If factual information must be released in order to secure a loan or proceed with a business transaction, the employee must first send a written authorization to the Department of Human Resources. An example of an exception to this policy would be the record of a terminated employee discharged for activity resulting in a criminal conviction.

Written requests for information from the Social Security Administration, agents who administer unemployment compensation and other government agencies and as required by law may be answered without the employee's written authorization.

6.4 **Human Resources Policy Review Committee (HRPRC)**

Human Resources Policies and Procedures will be reviewed and updated annually. A Human Resources Policy Review Committee will be elected by employees to review policies and procedures and changes in Federal and State laws and make recommendations to the Archbishop and the Department Directors. The Director of the Department of Human Resources will serve as resource staff to the committee and will write the policies agreed upon. The Director of the Department of Human Resources is an *ex officio* member of the committee with voice. At its first meeting the committee will choose its chairperson from among its members. The committee will complete its review and the chairperson will present its recommendations to the Department Directors and the Archbishop.

The HRPRC will have six elected members with not more than two members to be elected from any one department. The committee membership will reflect a balance of administrative, professional, and support personnel. Two members will rotate off the committee each year and two new members will be elected for three-year terms. In case of resignation before the expiration of the term, the next person who qualified according to the election process will be appointed to fill the unexpired term. Committee members must take off 1 year after their term before considering being re-elected. The election will be held before December 31 annually.

If the election each year does not produce a member from either the Dayton or the Sidney Office, then an employee of either the Dayton or the Sidney Office will be appointed to serve on the committee for that year. The Dayton and Sidney Offices will be responsible for selecting an employee to serve by appointment as a member of the committee.

6.5 **Exemptions and Supplementary Policies**

In the event that an office or department sees a need for additional policies for the use only of such office or department, the supplementary policies must not be in conflict with Archdiocesan policies. In some instances, an office may require an exemption from policies. Additional policies and applications for exemption will be reviewed by the Department of Human Resources which will make a recommendation to the Department Directors. Annually, the Human Resources Policy Review Committee will review a report from the Department of Human Resources on supplementary policies and exceptions. If an exemption is granted to an office, it applies only to that office and it is subject to review as conditions change.

6.6 **Conflict Resolution**

The Archdiocesan Human Resources Policies are intended to promote equitable treatment of all employees. On occasion, however, claims that an employment condition is unjust, or that a provision of the Human Resources Policies has been improperly, unjustly, or inequitably applied may arise. Employees are encouraged to try to resolve conflict situations informally perhaps even with the assistance of the Department of Human Resources. In the event that these situations cannot be resolved

to the mutual satisfaction of both parties, the [Employee Problem Solving Process](#) shall be initiated. (See Policy 7.4) The Office of Due Process, under the Archbishop, is available to employees provided they have first gone through the Employee Problem Solving Process.

6.7 **Theft of Employee's Property**

Employees who bring significant or valuable personal items to the job site do so at their own risk. The Archdiocese of Cincinnati is not responsible or liable for the loss or theft of any such property. If an employee suffers the loss of personal property from an Archdiocesan Pastoral Center site, the theft must be reported immediately to the supervisor and to the appropriate civil authorities.

6.8 **Communication with the Media**

Any employee or agency communicating with the media as a representative of the Archdiocese of Cincinnati about controversial matters, matters of official policy of the Archdiocese, or teachings of the Church may do so only after consulting with the Director of Communication and Mission Promotion. Responses to the media should be in accord with the official policy of the Archdiocese of Cincinnati and with the teachings of the Catholic Church.

6.9 **Information Technology**

All computer systems (including electronic mail and all word-processing equipment and materials) and the voice mail system are property of the Archdiocese of Cincinnati. The Archdiocese of Cincinnati reserves the right to monitor, inspect, or access an employee's computer, voice mail system or electronic media at any time with or without notice. The Archdiocese of Cincinnati also may retrieve any information or material retained in any such system. There is no expectation of privacy in any matter created, received, stored, or sent from any computer system or the voice mail system. Additionally, the recording of any conversations, whether in person or over the telephone, is prohibited unless it is by mutual consent.

The complete text of the Information Technology policy is available online at: [Information Technology Policy](#)

All employees are required to sign the "Information Technology Disclosure Statement," which is available online at: [Information Technology Disclosure Statement](#)

6.10 **Fit for Duty**

The Archdiocese of Cincinnati expects all employees to report for work in a condition that will allow them to perform the essential functions of their job without jeopardizing the safety and security of the working environment for themselves and others. The Fit for Duty Policy provides a list of general warning signs that indicate that an employee may be unfit for duty and provides uniform procedures that must be followed when management determines that an employee is unfit for duty. The complete text of this policy is available online at: [Fit for Duty Policy](#)

6.11 **Conflict of Interest**

The Archdiocese of Cincinnati expects responsible individuals to avoid conflicts of interest by not allowing outside obligations, financial interests or other activities to interfere with their obligations and commitments to their work. Responsible individuals are those who hold decision-making or policy setting positions or significantly influence decisions with respect to investments or purchases of any other goods. Such employees have the responsibility to report any personal, family or business relationships that may conflict with their Archdiocesan duties. The complete text of the Conflict of Interest policy is available online at: [Conflict of Interest Policy](#)

Responsible individuals are required to sign a "Conflict of Interest Disclosure Statement," which is available online at: [Conflict of Interest Disclosure Statement](#)

6.12 **Ethics and Conduct**

Employees of the Archdiocese of Cincinnati are held to the highest ethical standards and accountability. Each employee (exempt and non-exempt) must sign a statement assuring that he/she will adhere to the laws of government and ethical principles of the Church, will demonstrate the highest level of integrity, honesty and conduct and will not misuse his/her power and authority. The complete text of the Ethics and Conduct policy is available online at: [Ethics and Conduct](#)

All employees are required to sign the "Ethics and Conduct Disclosure Statement," which is available online.

The Archdiocese of Cincinnati has established a hotline to provide employees a simple, risk-free means for reporting financial or other misconduct by calling 1-888-389-0381 or logging onto www.catholiccincinnati.org which has a direct link to EthicsPoint (a third-party administrator).

6.13 **Records and Retention**

The purpose of this policy is to ensure that necessary records and documents of the Archdiocese of Cincinnati are adequately protected and maintained to ensure that records no longer needed by the Archdiocese of Cincinnati are discarded at the proper time. This policy aids employees in understanding their obligations in retaining records, which include electronic documents (e-mail, Web files, text files, PDF documents, word processing documents, spreadsheets, databases, database data, backup tapes and other formatted files). The complete text of the Records and Retention Policy is available online at: [Records & Retention Policy](#)

6.14 **Gifts and Gratuity**

Employees of the Archdiocese of Cincinnati are prohibited from conducting business with customers or vendors on the basis of gifts or favors. No employee shall receive any improper payment or gratuity from any business enterprise which is a supplier, customer of the Archdiocese of Cincinnati or its affiliates. A business gift is anything of

value received as a result of a business relationship and for which the recipient does not pay fair market value. Employees are prohibited from receiving business gifts and entertainments more than a value of \$50.00. The Pastoral Center employees receiving gifts from vendors must complete and sign the Gifts and Gratuities Transaction Log. The complete text of this policy is available online at: [Gifts and Gratuities Policy](#)

The Gifts and Gratuities Transaction Log is available online at: [Gifts and Gratuities Transaction Log](#)

6.15 **Security (Access Cards/ID Badges/Return of Property)**

The building at 100 E. Eighth Street is equipped with a security system. This system requires an access card for use in the stairwells and elevators at all times.

1. At time of new employee orientation each employee will be issued a Building Access Card/ID Badge. Employees are required to display this ID Badge at all times while in the building at 100 E. Eighth Street.
2. The Department Director determines building access needs and the Finance Office issues Access Card/ID Badges to employees with the authorization of the Department of Human Resources. If this card is lost, it should be reported to the Finance Office immediately. The employee is responsible for the cost to replace a lost or damaged card.
3. All visitors to 100 E. Eighth Street must enter using the Eighth Street entrance. Visitors to 100 E. Eighth Street will sign in and be issued a visitor badge at the reception desk on the first floor. This visitor badge is to be worn during the entire visit and upon completion of the visit, the visitor will check-out at the reception desk.

Access Cards/ID Badges remain the property of the Archdiocese of Cincinnati, and must be submitted, along with all other Archdiocesan property (including but not limited to computers, phones, keys, credit cards, passes, files, manuals, etc.) to the Department of Human Resources upon termination.

6.16 **Weapons in the Workplace**

The Archdiocese of Cincinnati and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) are committed to providing a safe workplace for their employees and all those who enter their property or premises. The term "premises" includes all buildings or land owned by the Archbishop/Archdiocese/Affiliates or that is under the administrative control of the Archbishop. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace.

POLICY

This policy applies to all employees and other persons entering Archdiocesan/Affiliate property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon.

Prohibited Use

Except in the very specific circumstances listed below (see "Permitted Use"), the possession, transfer, or use of weapons is prohibited while on Archdiocesan/Affiliate property or premises, including without limitation, while in Archdiocesan/Affiliate-owned vehicles. Weapons in Schools may only be allowed for trained and certified Safety Personnel with proper licensure as stated below.

Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, objects indistinguishable from firearms, ammunition look-alike's (dummies or duds), tasers, explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people. Nothing in this policy prohibits an employee or other person who possesses a valid license that permits the carrying of a concealed weapon from transporting or storing a firearm and ammunition in his or her personal vehicle on Archdiocese/Affiliate premises where the vehicle is permitted to be, such as a parking lot. If the employee or other person is outside of the vehicle, the firearm and ammunition must be locked in a trunk, glove box, or other enclosed compartment within or on the vehicle.

Permitted Use

This policy shall not prohibit the following persons from carrying a firearm on Archdiocesan/Affiliate property or premises provided the person possesses valid photographic identification:

- (1) law enforcement officers; and
- (2) security personnel employed by or contracted with the Archdiocese/Affiliate and who have been granted written permission by a management official of the Archdiocese/Affiliate to carry a firearm while on duty.

In addition, persons with a valid CCW (carrying concealed weapon) permit and who receive written authorization by a management official from the Archdiocese/Affiliate to meet a security need may carry a firearm on Archdiocesan/Affiliate property. However, in no circumstances shall this permitted use exception apply to allow the possession, use, or carrying of a firearm or weapon of any kind on school grounds, including in the school building, on the school premises, on the school parking lot, anywhere within the school property's boundaries, on the school bus, or at any school activity (i.e. an activity under the auspices of a school). In other words, the only persons who may carry a firearm on school grounds are the persons listed under Permitted Use (1) and (2) above.

Any Archdiocesan/Affiliate employee who violates this policy will be subject to discipline, up to and including termination of employment.

6.17 Reporting to Work

Employees of the Archdiocese of Cincinnati are expected to report to work as scheduled and to maintain a consistent record of good attendance. Office hours and work schedules have been established based on the needs of the various locations and departments. Employees who have a chronic problem with reporting to work will be

subject to the corrective counseling process which may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The complete text of the Reporting to Work Policy is available online at: [Reporting to Work Guidelines](#)

6.18 **Corrective Counseling**

The conduct of employees who work for the Archdiocese of Cincinnati is governed by established fundamental principles from church teachings and traditions. The excellent work record and reputation of the Archdiocese is dependent upon employees maintaining an orderly and harmonious working environment.

Employees failing to meet Archdiocesan standards will be subject to corrective counseling which focuses on encouraging the employee to meet expectations. Corrective counseling may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The Archdiocese has established thirty-five rules and regulations that employees must adhere to or receive corrective counseling. The list is not all inclusive. The complete text of the Corrective Counseling Policy is available online at: [Corrective Counseling Guidelines](#)

6.19 **Solicitation & Distribution**

It is the policy of the Archdiocese of Cincinnati to prohibit employees, volunteers and non-employees from unauthorized solicitation of employees and/or distribution of materials on Archdiocesan premises unless approved by the Department of Human Resources.

This policy was developed to prevent individuals from disrupting employees during their "working time." "Work time" is defined as any time when the employee doing the soliciting, or the employee being solicited, is scheduled to be working. Lunch time and break periods are not considered "work time" for purposes of this policy. The complete text of this policy is available online at: [Solicitation and Distribution Policy](#)

6.20 **Social Media**

The Archdiocese of Cincinnati recognizes that in today's environment, with the increasing prevalence of the internet, employees, clerics and volunteers will use the internet to conduct ministry work and to communicate with associates and friends. The internet provides various ways for individuals to interact and has changed the way we communicate and share information. The Archdiocese of Cincinnati views the internet as an important educational and evangelizing tool to promote school and ministerial programs. The Social Media Policy was written to ensure that social networking tools will be used safely, without compromising their effectiveness. The policy sets forth language and boundaries to govern their use. The complete text of the Social Media Policy is available online at: [Social Media Policy](#)

6.21 Association with Programs

No Office or Department of the Archdiocese shall sponsor a program (i.e., lecture, seminar, conference, etc.) or otherwise lend the name of the Archdiocese to any program without the permission of a Department Director who will keep the Archbishop informed. Prior to the permission from a Department Director, that Office or Department shall be responsible for being familiar with the entirety of the program and shall investigate to ensure that speakers at the sponsored programs uphold the teachings of the Catholic Church.

If any speaker at the program is a Catholic from outside the Archdiocese, (cleric, religious brother, religious sister, or lay person) an acceptable letter of good standing must be obtained from his/her diocesan official or religious superior/provincial. The letter is to be obtained by the Office or Department associated with the program. If the information in the letter of good standing is not acceptable, this fact should be brought to the attention of a Department Director.

6.22 Issuance of Statements

1. With regards to statements on issues, Offices and Departments are encouraged to craft their own when possible rather than signing on to those written by other groups. In situations where Offices and Departments think it important to join other groups in signing a common statement, the Office or Department should at a minimum participate in the drafting of the common statement. In all instances, the Department Director is to be kept informed.
2. Any Office or Department of the Archdiocese of Cincinnati which wishes to prepare a statement for issuance in its own name, or for joint issuance with the Archbishop or with a Commission, Committee or Agency of the Archdiocese, or for issuance by the Archbishop alone, must present the statement in writing to the Archbishop for study.
3. If the Archbishop wishes to issue a statement as Archdiocesan policy, or jointly with the Office or Department, or as a statement of his own, he will do so using whatever channels seem appropriate.
4. If the Archbishop chooses not to make the prepared statement his own, or issue it jointly with an Office, Department, Commission, Committee or Agency, he may nevertheless permit the Office, Department, Commission, Committee or Agency to issue the statement in its own name. Each statement when issued in writing or orally must contain the following identification:

This statement represents the position of (Office, Department, Commission, Committee or Agency.) It is issued with the consent of the Archbishop of Cincinnati, but the position it espouses is not necessarily that of the Archbishop.

5. All such statements should be in accord with Church teaching and Archdiocesan policy, should serve a clear purpose which is consonant with the purpose of the Office, Department, Commission, Committee or Agency after timely consultation with the Archdiocesan Communication Office.
6. If the Archbishop does not choose to make this statement his own, or to issue it jointly with the Office, Department, Commission, Committee or Agency, or to permit its issuance as a statement of the Archdiocesan Office, Department, Commission, Committee or Agency, the statement is not to be issued.

6.23 **Family and Medical Leave Act**

The Archdiocese of Cincinnati provides eligible employees up to 12 weeks of job-protected leave in compliance with the Family and Medical Leave Act (FMLA). FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family and medical reasons.

Leave under the FMLA is available for eligible employees for up to twelve weeks during a twelve-month period for the following reasons: (i) the birth of the employee's child and to care for the newborn child; (ii) the placement of a child with the employee for adoption or foster care; (iii) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; (iv) when the employee is unable to perform the functions of his or her position because of a serious health condition (as defined by the FMLA); or (v) for Military Family Leave (a qualifying exigency or care for an injured service member).

The complete text of the Family & Medical Leave Policy is available online at: [Family & Medical Leave Policy](#)

6.24 **Medical Leave of Absence (MLA)**

A Medical Leave of Absence (MLA) is available for employees who have not met the eligibility requirements for an FMLA leave or for employees who have exhausted their 12-week entitlement to FMLA for that 12-month period and are still unable to return to work due to the illness (as supported by their physician).

Total allowable time off from the AOC for medical reasons is 12 months. The following two bullets outline how this works:

- Employee uses his/her 12-week entitlement of FMLA leave but is not medically ready to return to work. This employee can then apply for MLA and, assuming his/her physician provides documentation supporting the medical condition, can be out on leave for up to an additional nine months.
- Employee is not eligible for FMLA but has a medical condition that requires them to be off work. Assuming the employee can provide medical documentation supporting the need for a medical leave, he/she can be out on leave for up to 12 months.

An MLA leave does not guarantee re-employment in the same or other job upon return to work; however, the AOC will make an effort to keep the same job open for up to 6 months. After 6 months, the employee can be reinstated in another position if available and if he/she is qualified.

6.25 **How FMLA & MLA Leaves are Paid**

FMLA:

Female employees who take a maternity FMLA will be paid for 4 weeks pursuant to the Maternity/Paternity Leave Policy without the employee using Sick Days. These employees will be required to use accrued Sick Days, if available, for any portion of their recovery period (as supported by their physician) that is not covered by their 4 weeks of pay pursuant to the Maternity/Paternity Leave Policy. Once the recovery period is over, and if the 4 weeks of pay pursuant to the Maternity/Paternity Leave Policy has been exhausted, the remainder of the maternity FMLA leave is unpaid unless the employee has accrued Vacation Days which then must be used for the continued leave.

For employees who take paternity FMLA leaves or for adoption or foster care placement FMLA leaves, the AOC will pay the first 4 weeks pursuant to the Maternity/Paternity Leave Policy without the employee being required to use accrued Vacation Days. After the first 4 weeks the leave is unpaid unless the employee has accrued Vacation Days which then must be used immediately upon exhaustion of Maternity/Paternity Leave pay.

Employees who use FMLA for their own serious health condition will be required to use accrued Sick Days beginning on the first day of the leave. If the employee does not have Sick Days available and/or when they have exhausted their accrued Sick Days, the employee must then use any accrued, unused Vacation Days. For leave time where the employee has neither Sick nor Vacation Days, this portion of the leave will be unpaid.

FMLA leaves taken to care for a spouse, child or parent will be paid up to the first 10 days using the 10 day allotment of days to care for the illness or injury of a spouse, child, parent or close personal relation who depends upon the employee for care. Upon exhaustion of these 10 days, the employee will then be required to use any accrued, unused Vacation Days. Leave time taken after the above 10 days have been taken as well as all accrued, unused Vacation Days will be unpaid.

MLA:

Employees are required to exhaust all accrued, unused Sick Days beginning on the first day of their MLA. After exhaustion of available Sick Days, the employee will then be required to use any accrued, unused Vacation Days until they are exhausted. After using all accrued, unused Vacation Days, the leave will be unpaid.

6.26 **Medical Coverage Premiums during FMLA and/or MLA**

During the paid portion of *any* leave, and during any FMLA leave (paid or unpaid), employees who purchase AOC medical coverage continue to pay the employee portion

of their medical premium. During any full months of non-FMLA unpaid leave, employees will be required to pay the full medical premium.

6.27 **Harassment**

The Archdiocese of Cincinnati is firmly opposed to any form of harassment in the workplace. Specifically forbidden is harassment based on race, color, religion, gender, national origin, age, disability and sexual harassment. Not only is harassment offensive to the individual, it is offensive to the values of the Gospel and the Church's teachings on the dignity of the human person. Any employee should be able to work in an atmosphere free of harassment and intimidation.

The complete text of the Harassment Policy is available online at: [Harassment Policy](#)

6.28 **Extra Salary Compensation**

Employees of the Archdiocese of Cincinnati qualify for extra salary compensation when an employee is approved to perform work that is: 1) Truly necessary 2) For a limited period of time 3) Does not interfere with the employee's current work schedule and 4) Does not fall within the scope of the employee's responsibilities. If all four of these "Required Working Conditions" are met, the employee may apply for extra salary compensation. The complete text of the Extra Salary Compensation Policy is available online at: [Extra Salary Compensation](#)

6.29 **Workplace Violence Prevention**

The Archdiocese of Cincinnati is committed to providing a safe workplace environment and protecting the safety of our employees, volunteers, the public and our operations. Prevention of violence in the workplace is a goal and responsibility that we all share. Aggressive or violent behavior, threats, harassment, stalking, bullying, verbal or physical abuse and other hostile or destructive acts are prohibited by the Archdiocese of Cincinnati.

The complete text of the Workplace Violence Prevention Policy is available online at: [Workplace Violence Prevention](#)

6.30 **Telephone Usage**

The purpose of this policy is to establish guidelines for employees of the Archdiocese regarding the use of telephones and cell phones while conducting Archdiocesan business. The office telephone and the cell phone play a vital role in our business operation, but it is necessary in today's work environment to have guidelines regarding their safe and productive use both within the office and outside of the office. The complete text of the Telephone Usage Policy is available online at: [Telephone Usage Policy](#)

6.31 **Driving**

The purpose of this policy is to establish guidelines for employees of the Archdiocese regarding the use and/or operation of vehicles while conducting Archdiocesan business; to ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times and promote a safe driving culture within the organization. The complete text of the Driving Policy is available online at: [Driving Policy](#)

6.32 **Children in the Workplace**

The Archdiocese of Cincinnati does not permit the presence of children in the workplace in lieu of childcare arrangements. The presence of children, visitors, or family members during work hours, except for an occasional basis for a brief visit, is to be avoided. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work. Parents may use vacation time when childcare issues arise. The complete text of the Guidelines for Children in the Workplace is available online at: [Children in the Workplace](#)

7.0 **PROCEDURES**

7.1 **Employment Procedure**

1. **Position Opening**

When a position is vacated, or a new position is created, the Office Director or Department Director completes the Staffing Request Form (obtained through the Department of Human Resources). This form is presented to the Department Directors for approval. After final approval, the form is forwarded to the Department of Human Resources. The Archdiocese of Cincinnati encourages the promotion of qualified employees when positions are available.

2. **Advertising the Position**

- a. All vacant or new positions must be posted for a minimum of five (5) working days. The Department of Human Resources posts the notice of position opening on each bulletin board in the 100 E. Eighth Street building and sends notices for posting to all other Archdiocesan branch office locations.
- b. The Department of Human Resources may then advertise the position opening in the community through:
 1. newspapers,
 2. Archdiocesan website,
 3. placement offices of local colleges and schools.

- c. In all help wanted advertisements or recruitment efforts, the Department of Human Resources will state that the Archdiocese of Cincinnati is an Equal Employment Opportunity (EEO) employer.

3. Forwarding of Applications

Applications/resumes for positions in the Archdiocesan Pastoral Center are sent to the Department of Human Resources and then forwarded to the Office Director or the Department Director for review.

4. The Application Process

a. Department Director and Office Director Vacancies

- 1. When a department has a position open for a Department Director or an Office Director, a search committee is established and chaired by a Department Director.
- 2. The Priests' Personnel Board is involved when the Department Director or Office Director is to be a priest.
- 3. The Archbishop reserves the right to dispense from this procedure.

b. Applicants for all other vacancies including those already employed in the Archdiocesan Pastoral Center follow a standard application process which includes:

- 1. Completion of an application form.
- 2. Pre-employment interview.
- 3. Assessment of applicant's experience. A transcript of grades may be required.
- 4. Objective work-related tests where applicable.
- 5. Reference checks.
- 6. Background checks through fingerprinting.

c. When a current employee is transferred from one department to another as a result of a position opening or reorganization the Department of Human Resources will coordinate the transfer. The Director of the Department of Human Resources will request written confirmation from the receiving Office Director (or the Department Director if the move involves an Office Director). The Department of Human Resources will facilitate the transfer and notify the office that the employee is leaving. Both the receiving office and the sending office must approve the transfer.

d. The Office Director/Department Director will work with the Director of Human Resources to identify the appropriate salary to be offered to the candidate.

1. When a candidate is hired, the Department of Human Resources notifies the candidate in writing with an offer letter stating the position title, salary, name of supervisor, starting date and benefits.
2. If the candidate accepts employment with the Archdiocese of Cincinnati, the candidate returns the signed offer letter to the Department of Human Resources where it is placed in the employee's permanent human resources file.
3. The offer of employment is contingent upon a successful completion of all background checks and *VIRTUS* requirements. The first day of employment will be set once all requirements have been successfully completed.

5. **Post-Hiring Procedures**

As soon as possible after a new employee reports to work, he/she should report to the Department of Human Resources to sign the necessary forms and to receive an explanation of employee benefits as they apply to his/her type of employment. Archdiocesan compliance with federal immigration law requires verification of citizenship or appropriate alien status.

7.2 **Statement of Equal Employment Opportunity**

The Archdiocese of Cincinnati is an Equal Opportunity Employer. It is the policy of the Archdiocese of Cincinnati to promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Employment in the Archdiocesan offices and subsequent development, transfer or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability, national origin, or other applicable, legally recognized protected classification, except where such classification is a bona fide occupational qualification. In the event of reorganization, Policy 5.2 will be operative.

7.3 **ADA Compliance and Requests for Accommodation**

It is the policy of the Archdiocese of Cincinnati to comply with the Americans with Disabilities Act (ADA) protecting qualified individuals with disabilities. The Archdiocese provides reasonable accommodations for known physical or mental disabilities to qualified individuals to the extent required by law, provided that the requested accommodations do not create undue hardships for the Archdiocese and/or do not pose direct threats to the health or safety of the requesting individuals and/or others in the workplace.

If an accommodation is required to perform the essential functions of one's job, the Human Resources (HR) Department must be notified. The HR Department will then work with the employee and the employee's supervisor to identify possible accommodations enabling performance of the essential functions of the job. Equal opportunity is extended to qualified persons with disabilities in all aspects of the

employer-employee relationship, including recruitment, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, and termination of employment.

Instances of non-compliance with this policy noted by the employee should be referred to the immediate supervisor or office/department director and/or the HR Department. The Archdiocese prohibits and will not tolerate any form of retaliation by management or co-workers against an employee who submits an ADA compliance request.

7.4 **Remote Work Policy**

Under certain situations and with conditions, employees of the Archdiocese of Cincinnati may be permitted to work from a remote office environment. The details of such an arrangement with an employee (work schedule, expected duration, etc.) must be presented to and approved by the Archbishop and Department Directors, and then should be reduced to writing, signed by the employee and supervisor, with a copy provided to the employee and a copy placed in the employee's file. If an employee is working from a remote office location, all workplace policies and practices will remain in effect. Employees working remotely are expected to be in contact with their supervisor at intervals (e.g., daily, every other day, weekly) as agreed upon between the employee and the supervisor. Frequent communication is encouraged. Furthermore, if an employee working remotely is required to attend meetings from their remote office location, they are expected to utilize a virtual meeting platform or conference calling telephone number to participate. Remote work arrangements are decided by the Archdiocese of Cincinnati on a case-by-case basis, should not be considered a company-provided benefit, do not change the terms and conditions of employment, and can be discontinued at will and at any time at the discretion of the Archdiocese of Cincinnati.

To be eligible to work from a remote office environment, an employee must be employed with the Archdiocese of Cincinnati for at least 12 months, have satisfactory work performance as determined by the employee's supervisor, and have job duties that are amenable to a remote work arrangement. These eligibility requirements and this policy itself may be modified at the discretion of the Archdiocese of Cincinnati to address a pandemic (such as the COVID-19 pandemic) or any other emergency situation that may require staff to work remotely.

Employees working remotely are expected to have the following tools available to them:

1. A computer provided and managed by the Archdiocese of Cincinnati
2. Stable remote office internet service with adequate bandwidth
3. A company-provided VPN to be able to confidentially access personal or proprietary Archdiocesan information
4. A remote office environment that is safe and that is suitable to conduct business without distractions
5. A home or mobile telephone
6. Other tools as needed to perform their work duties remotely

The employee is responsible for establishing an appropriate remote work environment. Consistent with standard expectations of information security, employees working remotely are responsible to ensure the protection of proprietary and company-related information. The utilization of locked cabinets, passwords, etc. are a requirement as

applicable. The employee is not permitted to allow family or friends to use computer equipment provided by the Archdiocese of Cincinnati.

Employees are also expected to maintain home/remote workspace in a manner free from safety hazards, as injuries sustained by the employee in a home/remote office and in conjunction with work duties may be covered by workers' compensation. Employees are required to follow the applicable work-related injury procedures when reporting such events.

Working from a remote office location is not an option to address other home-based activities such as dependent care or home repairs. Under those types of scenarios, the employee is expected to use vacation days or sick days so they can focus on those important aspects of home life.

Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked using the Archdiocese of Cincinnati's timekeeping system. Hours worked in excess of those scheduled per day or per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work arrangement as well as disciplinary action.

7.5 **Employee Problem Solving Process**

The Archdiocese of Cincinnati is committed to providing professional working conditions for its employees. Part of this commitment is encouraging an open and honest atmosphere in which employees may express and resolve any appropriate issues or concerns. The Employee Problem Solving Process assures a complete, impartial, and prompt attempt to resolve work-related conflicts.

If an employee believes that an employment condition is unjust or that a provision of the written policies of the Human Resources Policies and Procedures Handbook has been improperly, unjustly, or inequitably applied, an employee problem solving process must be employed as the sole and exclusive remedy for any such claim.

An employee using the problem-solving process must follow the specified time schedule at each step of the informal and formal process. The Employee Problem Solving Process is intended to resolve differences in a cooperative manner between employees who work together toward the same goals. The complete text of this policy is available online at: [Employee Problem Solving Process](#)