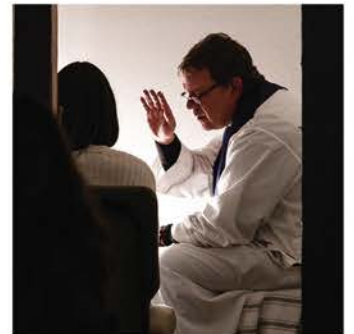




PARISH & SCHOOL EMPLOYEE HANDBOOK

August 2019

Discover Jesus - Follow Jesus - Worship Jesus - Share Jesus





OFFICE OF THE BISHOP

DIOCESE OF GREEN BAY

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Summer 2019

Dear Disciple of Christ,

On behalf of all of us who serve the Diocese of Green Bay, I welcome you to our team of *missionary disciples!*

I pray that you not only find professional fulfillment in your work, but also a sense of ministry as you contribute your gifts and talents to the Diocese of Green Bay.

You'll find this handbook assembled with useful resource information related to the responsibilities, benefits, policies and guidelines to be followed by each employee of the Diocese of Green Bay. This handbook is updated regularly by the Office of Human Resources.

As our **Vision** states, "***We are missionary disciples striving to lead all people to the Kingdom of God.***" Today, I am excited to share our **Mission Statement** with you, which I believe provides a framework for growing as disciples, leading us to a deeper relationship with Jesus Christ and a more dynamic, comprehensive expression of faith to better fulfill God's invitation to missionary discipleship.

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Communities of Discipleship:

Discover Jesus

Follow Jesus

Worship Jesus

Share Jesus with Others

More insight into our mission statement is included in this employee handbook as you read about **Our Values** and **Other Areas of Focus**.

May God bless you and walk closely with you as you assume your new responsibility for the Diocese of Green Bay, and know of my prayers and support for you, as I remain

Sincerely yours in Christ,

Most Reverend David L. Ricken, DD, JCL
Bishop of Green Bay

TABLE OF CONTENTS

Vision and Mission Statement, Our Values	1
Catholic Tradition, the Role of the Employer and the Employee	2-3

Employment Cycle

Pre-employment and Employment Testing	4
Orientation Period	4
Criminal Reporting	4
Changes in Salary or in Conditions of Employment	4
Notice of Resignation/Retirement	4

Employee Classification, Compensation, and Employment Practices

Work Hours, Overtime Pay, and Classification	5-7
Personnel Files	7
Open Door Policy	8
Problem Solving Procedure	8
Terminated Employee Review Procedure	8
Publicity and Public Relations	8
Lunch and Break Periods	8

Personal Conduct

Code of Personal and Ethical Conduct	9-10
Confidentiality	11
Conflict of Interest	11
Workplace Violence	11
Discipline	12

Performance Management

Job Descriptions	13
Performance Evaluations	13
Personal Development	13

Compensation and Benefits

Employee Benefits	14
Vacations.....	15
Holidays	15-16
Personal Days.....	16-17
Sick Time	17
Leaves of Absence	17
Benefits While on a Leave of Absence	17
Funeral and Bereavement Leave	17
Jury Duty.....	17
Military Leave.....	18
Transferable Benefits	18
Employment at More Than One Location	18
Unemployment Compensation.....	18

Employment Policies and Procedures

Equal Opportunity Employment	19
Anti-Harassment	19-20
Family Medical Leave.....	21-22
Health, Safety and Workers' Compensation.....	22
Drug Free Workplace.....	22
Office Dress Code – Personal Appearance of Employees	23
Reimbursement	23
Smoking	23
Right to Inspect.....	23
Information Technology, Internet and E-Mail Usage	23-24
Digital Communication Policy.....	25
Solicitation	26
Ownership – Intellectual Property	26
Emergency and Inclement Weather Procedure	26
Candles.....	26
Vehicles and Insurance	27
Whistleblower.....	28
Disclaimer and Acknowledgment of Receipt of Handbook	29

Vision

We are missionary disciples striving to lead all people to the Kingdom of God.

Mission

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Communities of Discipleship:

Discover Jesus.

Follow Jesus.

Worship Jesus.

Share Jesus with others.

Our Values

Explore Potential

We all have God-given potential. We work together to see the possibilities and the gifts each of us has been given in order to accomplish the vision and mission of the Church to evangelize and impact communities.

Connect to Inspire

We are able to accomplish more together than we can on our own. The connection we have with God and others creates growth and excitement.

Embrace People's Hearts

Each person is created in the image and likeness of God and is deserving of respect and honor. All of our interactions communicate the positive regard and appreciation we have for each and every person.

Empower to Act

All baptized Christians are empowered to act according to the gifts given to them by the Father, through the Son, in the Holy Spirit. By living out the diocesan vision and mission of missionary discipleship, we are empowered to take responsibility to act.

Nurture Abundant Life and Growth

Life is a gift and we are charged by the Creator to protect it and to foster its growth wherever possible. We actively pursue life over death, potential over limitation, and light over darkness.

CATHOLIC TRADITION

THE ROLE OF THE EMPLOYER & THE EMPLOYEE

The Role of the Employer

The fair treatment of the worker is an important component of Catholic tradition. Both Hebrew and Christian scriptures insist on fair treatment for the worker. In recent times, papal encyclicals, council, synod, and episcopal conference documents developed a body of social teaching which attempts to apply the principles of justice/fair treatment in the contemporary world.

In noting that people who work for the Church have the obligation of acquiring appropriate formation so that they may “conscientiously, zealously and diligently” fulfill their duties, Canon 231 adds that these church workers

“have a right to a decent remuneration suited to their condition; by such remuneration they should be able to provide decently for their own needs and for those of their family with due regard for the prescriptions of civil law; they likewise have a right that their pension, social security and health benefits be duly provided.”

The Code of Canon Law (c1286) instructs administrators

“to pay employees a just and decent wage so that they may provide appropriately for their needs and those of their family.”

According to the September 3, 2001 *Making Wisconsin Work Well - A Labor Day Challenge by Wisconsin's Roman Catholic Bishops*, “Whether we are direct or indirect employers, it is important to recognize that flexible, family-friendly work practices benefit workers and the common good. Such practices can be implemented in an effort to support families without undue hardships to the employer.”

The Role of the Employee

The success of an organization is dependent upon its employees. Employees play a significant role in the life and mission of the Catholic Church. They are greatly influential in creating attitudes by their lives and by their work. To be effective in transmitting the Catholic faith and nourishing the spiritual life it engenders, it is important that employees reflect in their lives the convictions and values of the Catholic faith.

Employees must always be willing to take responsibility for their actions. This accountability goes hand in hand with a good work ethic. Employees dedicated to their job gladly accept responsibility. Employee annual reviews provide an opportunity for the employee to receive feedback on his/her performance. The men and women employed within the Diocese take the extra step by taking pride in their work and readily accept added responsibility.

We recognize the important role employees play in the life and mission of any organization. Fair treatment of employees is essential for the vibrancy of our Diocese.

“At the dawn of creation, God made man the steward of his handiwork and charged him to cultivate and protect it. Human labor is part of that creation and continues God’s creative work. This truth leads us to consider work as both a gift and a duty. Indeed, labor is not a mere commodity but has its own inherent dignity and worth.”

(His Holiness Pope Francis: May 28, 2014)

EMPLOYMENT CYCLE

Pre-Employment and Employment Testing

Authorized pre-employment and employment testing may include, but are not limited to: past employer check, reference check, criminal/background check, a driver's license and driving record check, and/or a credit report review.

Any person refusing to complete the respective authorization forms will be considered ineligible for further employment consideration.

Orientation Period

New at-will employees and/or employees who move from one position to another must complete an initial training period of ninety (90) calendar days. Employees may have a longer orientation period based upon position and/or supervisor's discretion. During the orientation period, the employer will determine if the employee has the necessary ability, skills, aptitude, and potential to properly perform the assigned work. Progressive discipline may be escalated for employees within the orientation period.

Criminal Reporting

An employee shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any crime or offense other than minor traffic-related violations (e.g., speeding tickets). The employer will consider arrests, indictments and convictions on a case-by-case basis to determine, among other things, if the circumstances of the arrest, indictment or conviction bears a substantial relationship to the job.

Violations of this reporting policy may result in disciplinary action, up to and including termination of employment.

Changes in Salary or in Conditions of Employment

The employer will notify employees in advance, whenever possible, when changes in salary or conditions of employment are made.

Notice of Resignation/Retirement

Employees are expected to provide a minimum two week written notice of resignation or retirement. An exit interview may be conducted prior to an employee's last day of work.

Job abandonment is defined as three consecutive days of no call no show and shall be considered a voluntary resignation.

Employees are expected to return any property of the Employer, e.g., keys, electronic devices, phones, books, etc. on the last day of work.

EMPLOYEE CLASSIFICATION, COMPENSATION, AND EMPLOYMENT PRACTICES

Work Hours, Overtime Pay and Classification

Upon hire, all employees are classified as either full-time, benefit eligible part-time, part-time, regular, temporary or seasonal. In addition, employees are classified as either non-exempt or exempt. It is very important that employees know their employment status since it affects their eligibility for overtime pay. Employees who are unsure of their status should check with their supervisor. Employment status may change during the course of employment (e.g., because of a transfer, promotion, or economic conditions).

Non-exempt employees are required to maintain time records of all actual time worked and account for time that the employee is required to work but is not present for work, whether paid or unpaid. Thus, the record needs to include time taken for: sickness, vacation, personal days, jury duty, funeral, unpaid leave of absence, holiday, snow, and daily work hours. Exempt employees are required to maintain a record for sickness, vacation, personal days, jury duty, funeral and unpaid leave of absence.

The Fair Labor Standards Act (FLSA) requires the employer to keep accurate records of hours worked. In those situations where a parish or school does not use a time clock, the honor system is used which requires each non-exempt employee to sign their own timecard. A signature on a timecard is the employee's representation that the timecard accurately reflects all compensable time. In addition, it confirms that the employee: (1) reviewed the time entries; (2) confirms holidays or vacation; (3) was not instructed to work without recording the time; and (4) will report any inaccuracies immediately and will not sign the time record if it is inaccurate.

The supervisor's signature is a representation that the timecard has been reviewed and that steps have been taken to verify the validity of the hours reported. Every effort must be made to ensure timecards are legible. If an incorrect entry is discovered, draw a line through the error and make it accurate. Both the employee and supervisor must initial the change. Timesheets are legal documents, and by signing, the employee and the supervisor certify their validity and accuracy.

Although the FLSA does not require supervisors to review and sign weekly time entries, it is a sound preventive practice and, therefore, required. A supervisor's signature is an indication that he or she is familiar with his or her employees' work hours and can ensure that time records accurately reflect all hours worked. Also, a supervisor's review and signature ensures that time records are properly completed and include all required information. It is the responsibility of the supervisor to have employees sign their timecards and turn in the timecards on time to payroll. Arrangements must be made with an alternative authorized signature if the supervisor is expected to be out of the office the day timecards are due to payroll.

Any changes made to the employees' time entries require detailed records explaining the change and the employee's initials or signature near the changes.

Paychecks/vouchers are distributed according to the employer's payroll schedule.

Paychecks/vouchers will be issued to the employee whose name is on the check unless the employee has given advance written authorization to have another individual pick up the check.

Specific workday and work hours for each employee will be determined by the employee's supervisor based upon the employer's operational needs. Adequate office coverage must be maintained during work hours. A flexible work schedule which would allow employees to adjust their hours in order to leave work earlier or later in the day is an option to be determined by the supervisor.

Employee Classifications:

Contract - A contract is designed for those relationships that are outside of the typical employee and employer relationship. A person is employed under contract when both the employer (parish, school or school system) and the employee sign a written agreement which specifies the terms of employment. Contract positions include all trained, qualified, and certified instructional employees, religious and lay, employed by parishes, schools or school systems for the purpose of educational activities, eg., Director of Religious Education, Principal, School Teacher, and School Administrator. Teachers and Administrators without licensure and Directors of Religious Education who do not have an applicable master's degree are not eligible to receive a contract.

At-Will - An employee without a written contract is an at-will employee. An at-will employee may resign at any time. Similarly, the employer may terminate an at-will employee at any time, but may not terminate an at-will employee in violation of applicable state or federal laws.

Exempt - It is the policy of the employer to follow Fair Labor Standards Act (FLSA) guidelines in determining which positions are exempt. Exempt employees are paid a salary and are generally not eligible for additional pay for time worked in excess of their standard workweeks. Exceptions may be made by directors/supervisors for exempt employees who, because of critical project demands, must work extraordinarily longer hours for a short period of time.

Non-Exempt - A non-exempt employee is subject to the minimum wage and overtime provisions of the FLSA and is typically paid on an hourly basis. Non-exempt employees require the performance of routine, procedural, nondiscretionary work and receive overtime pay of one-and-one-half times their regular rate of pay for all hours worked over forty in any given work week.

If the employee is classified as "non-exempt," the employee must be paid overtime for any "hours worked" over 40 in a workweek. Hours worked in excess of 40 in a standard workweek will be compensated at the rate of time-and-a-half.

Supervisors may require employees to adjust work schedules within the same workweek so as not to exceed 40 work hours in that week.

Official employer holidays, vacation, sick days or personal days are not considered hours worked. Commuting to or from the workplace is generally not considered "hours worked". However, if the non-exempt employee is required to travel to a different city, the difference between the standard commute and the special commute is "hours worked".

If any productive work is being performed during any type of travel time, that time must be compensated, regardless of when or how it occurs.

If a non-exempt employee is required by management to attend a charitable and/or employer sponsored event, this time will be considered hours worked, and therefore will be compensated. If a non-exempt employee wants to participate in a charitable and/or employer sponsored event, during normal working hours, the employee may participate with the approval of his/her supervisor.

Employees who attend lectures, meetings, and training programs must be compensated for the time unless all of the following are satisfied: Attendance is outside the employee's regular working hours; attendance is voluntary; the course, lecture, or meeting is not "directly related" to the employee's job; and the employee does not perform any productive work during the attendance.

Full-time Employee - A full-time employee is one who is hired on a continuous basis for at least 40 hours per week. Full-time employees are eligible for the benefits available in accordance with Diocesan policies and/or plans in effect at the time.

Benefit Eligible Part-Time Employee - A benefit eligible part-time employee is one who works at least 20 hours per week and less than full-time on a continuous basis, with a minimum of 1000 hours per year, or as specified in a contract of 50% FTE or greater. Benefit eligible part-time employees are eligible for benefits on a pro-rated basis available in accordance with policies and/or plans in effect at the time.

Part-Time Employee - A part-time employee is one who works less than 20 hours per week either on a regular or on an intermittent basis. Part-Time employees are not eligible for benefits. However, part-time employees qualify for workers' compensation & can participate in the 403(b) retirement savings plan.

Temporary Employee - A temporary employee is one who is hired for a defined period of time (usually of short duration, e.g., one week, one month, three months). Temporary employees are not eligible for benefits. However, temporary employees qualify for workers' compensation and can participate in the 403(b) retirement savings plan.

Seasonal Employee - Seasonal employees work only at certain times of the year, and generally work less than 1000 hours. Seasonal employees are not benefit eligible. However, seasonal employees qualify for workers' compensation and can participate in the 403(b) retirement savings plan.

Personnel Files

The employer maintains a personnel file for each employee. Specific examples of records that may be in the file include: application, resume, signed policies, signed job description, salary approval form, annual performance reviews, disciplinary/counseling records, termination reason and date of termination.

Employees are required to promptly notify his or her supervisor of any change of name, address, phone number, dependent information, emergency contact or other relevant information.

Employees may provide a written request for an appointment to review their personnel file. An employer representative will be present at all times during the review and the review will take place on employer property. A written request for any copies of any documents from the employee's file will be provided within 7 working days. Files are not permitted to be inspected more than two times per calendar year.

If an employee disagrees with any information contained in the personnel file, the employee may submit a written statement to be attached to the disputed portion of the file.

Open Door Policy

The employer promotes an atmosphere whereby employees can speak freely with members of the management staff. Employees are encouraged to openly discuss any problems with their supervisor so appropriate action may be taken.

Problem Solving Procedure

When an employee has a problem that needs to be addressed the normal procedure is:

1. Discuss the problem with your immediate supervisor, if applicable.
2. If not resolved, employee and supervisor should discuss the problem with their Pastor, Administrator, Pastoral Leader or Parish Director.
3. If still not resolved, contact the Human Resources Director of the Diocese.
4. Contact the Vicar for Clergy if still not resolved.

Terminated Employee Review Procedure

If a former employee wishes to have his/her termination decision reviewed, a written request must be postmarked within 5 business days of the termination and submitted to the Vicar for Clergy and the Human Resources Director of the Diocese. In order for the termination to be reviewed by the Vicar for Clergy and the Human Resources Director, the former employee will need to provide evidence that an employment policy was violated.

Publicity and Public Relations

Any inquiries from media outlets (television, radio, newspapers) regarding issues related to parish/school ministries, programs, personnel, events, etc. should be directed to the Communications Director in the diocesan Office of Communications (920.272.8213). Responses to media inquiries are the responsibility of the parish/school with the support and consultation of the diocesan Office of Communications. No staff should speak with the media without first reaching out to Communications to determine messaging.

Lunch and Break Periods

Lunch and break periods will be provided. Employees may take a 30 or 60 minute unpaid lunch period. Supervisors approve their employees' unpaid lunch period and any deviation from the scheduled time is at the supervisor's discretion. Break periods will be provided to the extent necessary.

State and Federal child labor laws must be consulted and followed in cases where minors are employed.

PERSONAL CONDUCT

Code of Personal and Ethical Conduct

The work of the Diocese of Green Bay and its entities is to advance the mission of Jesus Christ and the Catholic Church.

Vision

We are missionary disciples striving to lead all people to the Kingdom of God.

Mission

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Communities of Discipleship:

Discover Jesus.

Follow Jesus.

Worship Jesus.

Share Jesus with others.

Our Values

Explore Potential

Connect to Inspire

Embrace People's Hearts

Empower to Act

Nurture Abundant Life and Growth

This code is provided to help embrace our mission not merely with our words, but above all, in our actions. This “Code of Personal and Ethical Conduct” applies to all employees.

The employees of the Diocese of Green Bay and its entities are committed to the following standards in individual and Diocesan endeavors. Employees shall work to reflect the Catholic Church as the Body of Christ by a commitment to principles that are an essential expression of the Catholic Church’s mission. Employees model the example of Jesus Christ in justice, fairness, honesty, integrity, respect, and service influence and form our professional roles, decisions, actions and relationships.

In our conduct as Church employees, we will:

- Maintain the highest standards of personal and professional conduct in conformity with the example of Jesus Christ and the teachings of the Roman Catholic Church.
- Actively promote and encourage the highest level of ethics within the Catholic Church organization we serve and among our co-workers and colleagues.
- Refrain from engaging in or approving activities where a conflict of interest exists or where we may realize personal gain, either in fact or appearance, without full disclosure of such conflict or potential gain.
- Avoid any situation which might reflect unfavorably on employees or the Catholic Church.

In our commitment to competence, professional development and spiritual growth, we will:

- Integrate the example of Jesus Christ and Catholic Church teachings in every aspect of our work.
- Devote time for personal prayer and on-going spiritual development.

In our ethical responsibilities to those who work with us and to our colleagues, we will:

- Fulfill our responsibilities in accord with all applicable canon and civil laws and regulations that relate to the Catholic Church organizations we serve.
- Refrain from engaging in or approving any act of discrimination contrary to the teachings of the Catholic Church.
- Maintain confidentiality of protected information entrusted or known to us by virtue of our positions except when there is a legal mandate to report information.

In our ethical responsibilities to our respective Church organizations, the universal Church and the Church employment we will:

- Maintain loyalty to our Church organizations and pursue their objectives in ways that are consistent with the example of Jesus Christ and Church teachings.
- Work to improve policies and procedures regarding employees and advocate changes in policies and procedures that will improve justice in the workplace.
- Represent the Diocese of Green Bay with actions and statements that are truthful and accurate.
- Promote a better understanding of the work and mission of the Catholic Church and the Diocese of Green Bay.
- Collaborate with other Catholic Church personnel to advance our service.
- Refrain from engaging in or approving activities which conflict with the teachings of the Catholic Church

Public violations of the Code of Personal and Ethical Conduct

Responsibility for adherence to this “Code of Personal and Ethical Conduct” rests with the individual employee. Conduct which is inconsistent with the Code will be brought to the attention of the employee in an appropriate manner.

Public violations of this “Code of Personal and Ethical Conduct” that cause scandal, or disrupt the mission of the Catholic Church or contradict Catholic Church teachings may be subject to corrective action up to and including termination of employment. This Code shall be subject to the Canons and teachings of the Roman Catholic Church as interpreted by the Diocesan Bishop of Green Bay, and all applicable civil law.

Confidentiality

All records and files of the Diocese and its employers are employer property. Unless records are generally available to the public they are considered confidential. No employee is authorized to copy or disclose any confidential file or record. In the event of doubt regarding the confidential nature of a file or record, the employee is to consult his/her supervisor. Access to records and information does not necessarily authorize employees to disclose the contents.

Conflict of Interest

In the best interest of our employees and Diocesan employers, any relationships on or off the job that create a conflict of interest (e.g. relatives employed in which there is a direct supervisory relationship), interfere with the ability of an employee to perform his/her job, or is detrimental to the employer will not be tolerated.

Workplace Violence

The Diocese and its employers strive to provide a safe work environment for all employees. To ensure a safe workplace and to reduce risk of violence, all employees are required to understand all provisions of this Policy.

Every employee has the responsibility to report any incidents of violent behavior or suspicious activities that he/she may notice to his/her immediate supervisor. This includes any situations which involve other employees or visitors. Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated.

Employees, visitors, volunteers and students are not allowed to have firearms or any other dangerous or deadly weapons or instruments in their possession while on the employer's property. Any employee found to have violated this policy will be subject to discipline up to and including immediate termination of employment. Exceptions to this policy may be granted to those who reside on the grounds.

Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon, or dangerous object.

Discipline

Unless modified by written contract, employment is “at-will” and there is no guarantee that any particular form of discipline will be used prior to termination of employment. The employee or the employer may terminate at-will employment, at any time, with or without advance notice or cause.

Examples of offenses that may result in immediate termination include but are not limited to:

- Recording false information on reports, records, or timecards.
- Presenting false information when seeking employment.
- Unauthorized use of money or financial accounts.
- Revealing confidential records, material or information.
- Unauthorized possession of firearms, explosives, or weapons on the employer’s premises.
- Removal of property without permission.
- Reporting for work while under the influence of illegal drugs or alcohol.
- Possession, use, sale or distribution of illegal drugs or other controlled substances not prescribed to the employee during working hours or at any time on employer’s premises.
- Fighting on the employer’s time or property.
- Willful destruction of property.
- Indecent behavior during working hours.
- Taking or giving bribes.
- Making a false or harmful statement concerning an employee or the employer.
- Gross insubordination, including the deliberate undermining of the Mission and Vision of the Diocese.
- Harassment, including sexual harassment.
- Child abuse or child neglect.
- Use of the tax-exempt status.

The employer addresses matters of discipline on a case by case basis in order to determine the best course of action for a particular incident (e.g., verbal and written warnings, suspensions, and termination of employment).

Except under extenuating circumstances the Diocese and its employers will not rehire an employee who is terminated for misconduct.

The Diocese and its employers may not authorize a former employee to volunteer at parishes and schools who is terminated for misconduct.

PERFORMANCE MANAGEMENT

Job Descriptions

It is the supervisor's responsibility to provide a clear written description of job duties, essential functions and expected levels of performance at the time of hire. Supervisors review individual job descriptions annually with the employee to ensure all expectations are clearly identified and that the written description of job responsibilities remains current and accurate.

Performance Evaluations

Employee performance evaluations will be conducted at least once per year based upon job-related criteria. Job-related criteria include the written job description as well as standards of performance or goals to be accomplished during the performance review period.

The annual performance evaluation is part of the continuing process of performance management. It is based on a foundation of ongoing communication between employee and supervisor regarding job performance. The annual performance evaluation process includes self-assessment and supervisory assessment.

Personal Development

The employee assumes the primary responsibility for his/her own work-related personal development. The supervisor will provide advice and support. Discussions between the employee and the supervisor regarding work-related personal development, and career development, if appropriate, will be held as part of the performance evaluation.

COMPENSATION AND BENEFITS

Employee Benefits

St. Luke Benefit & Insurance Services Corp, serving the Diocese of Green Bay, provides a comprehensive benefit program that is designed and maintained for benefit eligible full and part-time employees.

Group insurance and retirement plans offered include:

- Health Insurance
- Voluntary Dental Insurance
- Voluntary Vision Insurance
- Wellness Program
- Long Term Disability Insurance
- Employee Assistance Program
- 401(a) and 403(b) Retirement Savings Plan

Published annually, the Employee Benefits Enrollment Guide contains descriptions of these and other benefit plans which may be offered. Enrollment and benefit eligibility guidelines are included in the Guide. Benefit eligible employees will receive a benefit enrollment packet upon hire and annually at Open Enrollment.

Please note that all benefit plans are governed by the corresponding Plan Documents. In the case of any discrepancy between the actual Plan Documents, this Employee Handbook, the Benefits Enrollment Guide and any other illustrative benefit information, the actual Plan Documents will prevail. Summary Plan Descriptions are available online at www.hrconnection.com or by contacting the Benefits Office of St. Luke's.

Vacations

The established vacation year is the calendar year, January 1 through December 31 each year. An employee may schedule their full year's allotment any time during the year even if the employee has not yet earned the vacation time. During the first year, new employees may take vacation based upon a pro-rated service period.

Benefit eligible part-time employee's vacation time is pro-rated based on the full-time equivalency of the position for which they were hired.

When an employee's length of service indicates additional vacation time is earned, the employee is granted the time on a pro-rated basis January 1st of the year in which the employment anniversary occurs. Length of service is determined from the employee's original date of hire, regardless of the employee's full-time/part-time status at the time of hire (although length of service does not include temporary and seasonal employment). Full-time employee vacation accrual is as follows:

Length of Service Period	Vacation Accrual for that Service Period
First day through end of 5 th year of service	2 weeks
1 st day of 6 th year through end of 10 years of service	3 weeks
1 st day of 11 th year of service	4 weeks

Employees are to schedule their vacation time with their supervisor in advance. All vacation time should be used during the year for which it is earned. Employees who have two weeks of vacation, may defer one week to the next year, and employees who have three or more weeks of vacation, may defer two weeks to the next year. Vacation time must be taken in order for vacation dollars to be paid, while actively employed.

When an employee is on an approved leave of absence vacation time continues to accrue. Upon termination, regardless of reason, an employee will be paid for any unused accrued vacation. Accrual is based on each month the employee was employed during the calendar year, including the month of termination. Employees who terminate and have used more vacation than accrued will be responsible for repayment via payroll deduction or other method agreed upon by both parties for any vacation time which has been used and not yet accrued. Employees are not allowed to use accrued but unused vacation time to extend their employment termination date.

Holidays

Benefit eligible employees receive the following paid holidays:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve

If a holiday falls on a day of the week not normally worked, the employer will designate the day to be observed. If an employee is required to work on a holiday, the employee may take another scheduled day off in the same period. This day should be approved by the employee's supervisor.

Employees must work their regularly scheduled workday preceding and following the holiday to be eligible for holiday pay; or be on an approved leave of absence; or an approved vacation day scheduled in advance of the holiday.

Benefit-eligible part-time employee holiday pay is the pro-rated number of weekly hours averaged per work day regardless of the actual hours the employee is typically scheduled to work on that holiday.

Holiday time is excluded from the overtime calculation.

When an exempt employee is required to work on a holiday, his/her director may authorize time off with pay on a mutually agreed upon date.

Personal Days

Benefit eligible employees will receive two personal days per year. Personal days will be pro-rated for part-time benefit eligible employees. Personal days are not cumulative and will not be paid out at the time of termination.

Sick Time

Benefit-eligible employees will receive 6 days of sick time annually cumulative to 60 days. An employee will not have more than 60 sick days banked at any given time. Sick time will be prorated for benefit-eligible part-time employees and prorated for newly hired employees based on date of hire within the calendar year.

Sick Time can be taken for personal illness, or for the illness of an immediate family member (e.g. spouse, step/child, parent/in-law).

An employee's supervisor must be notified at least one-half hour prior to the start of each scheduled work day when sick time is taken. If the supervisor is unavailable and a message is left, it is the employee's responsibility to call back the same day to discuss the absence with his/her supervisor. The employer may request verification of the illness.

Employees who are out sick for their own illness for 3 or more consecutive days shall provide a health care provider's written authorization to return to work immediately upon arrival back to work.

Unless specifically protected under any applicable law, excessive or chronic tardiness or absenteeism will be subject to discipline.

Upon termination of employment, all unused sick leave is forfeited.

When an employee’s status changes from full-time to benefit eligible part-time, or vice versa, the accrued sick time will be paid at the average hours worked at the employee’s regular rate of pay at the time used. See examples below:

1. Accrued 10 days at full-time status; converts to 10 days at part-time status.
2. Accrued 10 days at benefit eligible part-time status; converts to 10 days at full-time status.
3. Accrued 10 days at full-time status, then employee’s hour are reduced to less than 20 per week (non-benefit eligible status); there are no benefits.

Leave of Absence

Employees may be granted a leave of absence without pay at the discretion of his/her supervisor and the parish pastor, pastoral leader, principal or administrator. When an employee requests a reduced work schedule and/or a leave of absence extends for three months, the Office of Human Resources at St. Luke’s should be contacted. When there is a potential conflict of interest (i.e. leave is for a person in a position responsible for payroll or calculating time off benefits) it is required that person contact the Office of Human Resources/Benefits at St. Luke’s.

Benefits While on a Leave of Absence

While on an approved leave of absence covered by FMLA or an approved non-FMLA leave of absence, medical, dental and vision coverage may be maintained for a 3 month minimum or 6 month maximum length of time. See your employer for the specifically defined time period.

Funeral and Bereavement Leave

Time off with pay will be provided to benefit eligible employees to make necessary arrangements and to attend the funeral. The employee’s supervisor should be notified immediately when funeral leave is needed. Any exceptions outside of the funeral leave identified require supervisor’s approval in writing. If funeral leave occurs while on vacation, the vacation time can be rescheduled. However, funeral leave will not apply when on sick or medical leave.

Days off	Relative
4	Husband, wife, child, stepchild, parent, stepparent or legal guardian
3	Brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, step grandchildren
1	Grandparents (self or spouse)
1	Aunts, uncles (self or spouse)

Jury Duty

Employees selected for jury duty must inform their supervisor immediately. Employers must grant an employee an unpaid leave of absence for the period of jury duty. Benefit eligible employees who lose work time due to jury duty will be paid straight-time. Jury duty pay received by the employee should be given to the employer.

Subpoenaed employees will be excused from work for up to three days. Any compensation will be addressed on an individual basis.

Military Leave

Leaves of absence for active or reserve military service or training are granted to all eligible employees. Employees who are called to active military duty or Reserve or National Guard training, or volunteer for the same, must submit copies of their military orders to his/her supervisor. Employees will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state regulations.

Reinstatement upon return from leave will be in accordance with The Uniformed Services Employment & Reemployment Rights Act of 1994, as amended.

For periods of Reserve or National Guard training, the difference between employee base military pay and allowances and regular wages will be paid if the salary paid by the employer is higher. Employees must submit copies of their orders and pay vouchers upon return from annual training.

Transferable Benefits

Benefit-eligible employees who move within Diocesan employers without a break in service and who remain benefit-eligible will maintain their existing 401(a) and/or 403(b) account through the Retirement Plan. These benefit-eligible employees are also able to move their sick time bank up to the maximum number of days/hours allowed by the new Diocesan employer. Any accrued unused vacation time is paid out when the employee leaves a Diocesan employer. If the employee remains benefit eligible with less than a 30-day break in service, the employee will maintain his/her length of service for vacation accrual.

It is the employee's responsibility to inform their new employer within 90 days of hire if they worked for a previous Diocesan employer so as to initiate the transfer of these benefits.

Employment at More Than One Location

Concurrent employment at more than one Diocesan employer should be coordinated by St. Luke's Office of Human Resources/Benefits to ensure compliance with applicable employment and benefit laws and Diocesan policies and procedures. Employees in positions that are not temporary or seasonal and who work a combined total of 20 or more hours per week or 1000 hours per year are benefit eligible. It is the responsibility of the employers to prorate the cost of benefits based on number of hours worked at each location.

Unemployment Compensation

The Diocese of Green Bay maintains a private Unemployment Compensation plan. The plan is administered through the St. Luke Benefits & Insurance Services Corp. Benefits Office. Contact the Benefits Office for specific plan details.

EMPLOYMENT POLICIES AND PROCEDURES

Equal Opportunity Employment

State and Federal laws require that the employer be non-discriminatory in service and in employment practices. Employers within the Diocese of Green Bay provide fair and equitable employment opportunities to every person regardless of age, race, color, creed, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, membership in any state of federal component of the military forces, or any other protected classification unrelated to his/her ability to perform the job.

Employers within the Diocese of Green Bay aim to apply these principles to the organization's operations including, without limitation; hiring, wages, recruiting, promotions, transfers, terminations, benefits and training.

In addition, Diocesan employers shall apply employment practices in accordance with applicable state and federal laws insofar as they are consistent with the beliefs, official teachings and doctrines of the Catholic Church.

The employer may give preference to a Catholic applicant and at times require an individual to be a practicing Catholic.

If any employee feels he/she has been discriminated against, he/she should bring it to the attention of his/her supervisor or the Diocesan Human Resource Director.

Anti-Harassment

Employers of the Diocese of Green Bay are committed to providing a work environment that is free from all forms of harassment. Harassment will not be tolerated. Diocesan employers are committed to treating all employees with dignity and respect. No employee is to discriminate or make disparaging comments or criticisms to another employee, prospective employee, client, guest or volunteer on any unlawful basis in violation of the Diocese's Equal Employment Opportunity policy.

Harassment can be a type of discrimination and can arise from a broad range of physical or verbal behavior. Some examples include but are not limited to the following:

- Verbal abuse. The most common form of harassment is verbal abuse. Racial, ethnic, religious, or other inappropriate slurs, jokes, based on protected characteristics or comments that offend, intimidate, otherwise insult other employees are forms of harassment.
- Offensive language, jokes or other verbal, graphic or physical conduct regarding protected characteristics which would make a reasonable person uncomfortable in the work environment or could interfere with an individual's job performance.
- Training, assignment, supervision, or discipline of employees. Harassment can also take the form of discriminatory training, assignment, supervision, or discipline with regard to the characteristics outlined in the EEO policy.

- Sexual Harassment is another form of unlawful harassment and will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute harassment when:
 - The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
 - Submission to the conduct or the conduct itself is either an explicit or implicit term or condition of employment; or submission to or rejection of the conduct is used as the basis for employment decisions affecting the person who did the submitting or rejecting. Some examples include but are not limited to the following:
 - Unwelcome sexual advances or inappropriate touching
 - Sexual comments, stories, innuendoes, jokes
 - Requests for sexual favors used as a condition of employment or affecting a personal decision such as hiring, promotion, compensation, or termination
 - Display of sexually explicit or otherwise offensive materials
 - Making sexual gestures with hands or body movements
 - Asking personal questions or commenting about an employee's sexual life
 - In addition, sexual exploitation occurs when one's authority and power are used to coerce another individual into sexual relations or to punish the other for his/her refusal. Sexual exploitation also occurs when a person in a professional capacity engages in sexual relations with others.

These activities are offensive and inappropriate in our workplace. This is a serious issue not just for the organization but for each individual employee.

Employees who engage in harassment or sexual exploitation, or an employee who retaliates against another employee because the employee made a report of harassment or participated in an investigation of a claim of harassment, is subject to disciplinary action, up to and including termination. The policy applies throughout our work environment, whether in our offices or at sponsored social events, or work assignments outside offices.

If you experience or witness harassment, you should first speak to the person who has engaged in the inappropriate behavior about his or her conduct, provided that you feel comfortable doing so, by first explaining that his or her behavior is unwelcome and unacceptable. We suggest that you respond immediately and do not ignore the problem. If you are not satisfied or do not feel comfortable speaking to the person who engaged in the inappropriate behavior, we recommend that you report it to your immediate supervisor and follow the procedure outlined in “**Our Promise to Protect**”.

A complete policy on sexual misconduct can be found in the “Our Promise to Protect...” This policy can be located by contacting the Office of Safe Environment.

Family Medical Leave

The Employer administers its Federal and Wisconsin FMLA policy on a calendar year basis. These leaves (Federal and Wisconsin) shall run concurrently with each other and with any other leave which is available to the employee. FMLA leave is generally unpaid, but all or a portion of the period of FMLA leave may be paid in certain instances. The taking of FMLA leave will not be used against an employee in any employment decision, including the determination of raises or discipline.

Wisconsin FMLA leave is available to all employees who have been employed for at least 52 consecutive weeks and worked at least 1,000 hours during the preceding 52 week period. Federal FMLA leave is available to all employees who work for a covered employee¹ and have been employed for at least twelve (12) months in the past seven (7) years and have completed 1,250 hours of employment in the twelve (12) month period immediately preceding the leave.

Upon written request to Human Resources, an employee may receive leave in accordance with Wisconsin and/or Federal Family and Medical Leave legislation, as applicable for the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent that has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or called to covered active duty status.

The employee requesting FMLA leave must provide notice to Human Resources as soon as is reasonably possible if the need for the leave is foreseeable. Documentation of the necessity for the leave is required. The employer may require a 2nd opinion if documentation provided does not substantiate the FMLA request.

An employee may, but is not obligated to substitute accrued paid leave during the leave. If the request for FMLA leave is made by couples who are both employees of the Employer, they will be limited to 12 weeks total unless the leave is required for the serious health condition of one or both of the employees or a child of the employees. In this case each will be eligible for a 12 week leave period.

Eligibility for leave for the birth, adoption or placement of a foster child expires 12 months from the date of the event.

After returning from leave, the employee will be placed in an equivalent position with equal benefits, pay, and other terms and conditions of employment. If the leave was taken because of the employee's serious health condition, a statement from the employee's health care provider must document the employee's ability to return to work. Employees with chronic health conditions resulting in intermittent need for leave must provide certification regarding the

¹ Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer

chronic condition and continuing need for intermittent leave and/unforeseen leave once every six (6) months.

If an employee fails to meet the requirements of this Policy for family or medical leave, the request for leave may be denied or delayed until the requirements are met. Absences not qualified under this policy may result in attendance policy violations, which may further result in discipline up to and including termination from employment.

Health, Safety and Workers' Compensation

The employer has the responsibility to provide a safe and healthy work environment.

The employee has the responsibility to work safely and to report accidents or unsafe conditions, no matter how minor, to the supervisor as soon as possible. Injuries, no matter how minor, should be reported immediately to the supervisor, who in turn reports it to the workers compensation carrier. If an injury is determined to be a Workers' Compensation injury, an employee has the right to consult any physician. Workers' Compensation insurance covers eligible work related medical costs and may compensate for lost wages.

Drug Free Workplace

The manufacture, possession, distribution, dispensation or sale of illegal drugs, drug paraphernalia, or controlled substances (including prescriptions) on employer premises is prohibited. Employees engaging in these activities will be reported to civil authorities and may be terminated without notice.

The unauthorized possession, distribution, dispensation or sale of alcohol on employer premises is prohibited. Employees engaging in these activities are subject to disciplinary action up to and including termination of employment.

Employee use of alcohol or drugs (including prescriptions that are a controlled substance) on employer property or working under the influence of alcohol or drugs is prohibited. Employees engaging in these activities are subject to disciplinary action up to and including termination of employment depending on the circumstances.

Employees are subject to reasonable suspicion drug and alcohol testing based on, but not limited to, observations by a member of management or another employee. A member of Human Resources should be consulted before sending an employee for testing. All behaviors that indicate that the employee is under the influence of alcohol or drugs must be documented. Under no circumstances will the employee be allowed to drive him or herself to the testing facility. Arrangements will be made to transport the employee to the testing facility and home or back to work.

Employee refusal to participate in reasonable suspicion testing and/or provide written results to the employer will be considered insubordination which may result in disciplinary action up to and including termination of employment. Any attempts to tamper with the sample, non-negative test results and/or positive test results, may also result in disciplinary action up to and including termination of employment.

Office Dress Code - Personal Appearance of Employees

Employees are a reflection of the employer and its religious purposes. Employees have an obligation to the employer to dress in an appropriate and professional manner. It is imperative to maintain an appropriate work area and present a respectful, professional appearance to the public, our peers, as well as ourselves.

Employees' dress and grooming practices must promote a positive working environment and limit distractions caused by outrageous, provocative, or inappropriate dress.

Reimbursement

The employer reimburses employees for mileage and business activities which are preapproved by the supervisor. The employer will reimburse employees for authorized expenses that may include, but are not limited to, reasonable expenses for business-related travel (mileage at the current IRS rate), meals and lodging.

Employees must submit a supervisor-approved expense report with receipts/documentation for reimbursement. Employees will not be reimbursed for alcohol purchases. When expenses for business activities may be a major inconvenience, a cash advance may be requested.

Employees who attend approved conventions, conferences, workshops, or business meetings may bring a guest at their own expense providing that it does not detract from the purpose of the trip.

Smoking

The Diocese and its employers are committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. Implementing a smoke free workplace eliminates potential exposure and contributes to a healthier work environment and healthier employees. "Smoking" includes the use of any tobacco products, electronic smoking devices, vaping, e-cigarettes containing nicotine cartridges and any other smoking related devices. Smoking in the employer buildings and employer-owned vehicles is prohibited. Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Right to Inspect

All offices, desks, lockers, files, electronic information, employer owned media devices, etc. are the property of the employer. Inspections of such property may be done at any time at the discretion of the employer unless otherwise prohibited or restricted by any local, state or federal law, ordinance or regulation.

Information Technology, Internet and E-Mail Usage

E-mail, computer, internet and voice mail systems are the employer's property. These systems are in place to facilitate the ability to do a job efficiently and productively. These systems are solely for business purposes, and any inappropriate or excessive personal use is prohibited. The employer may intercept, monitor, copy, review and download any communications or files created or maintained on these systems. When using the Internet, materials of a sensitive nature or that constitute confidential information must not be sent unless the information is properly coded to prevent interception by third parties.

Communications and use of e-mail, computer, internet and voice mail systems will be held to the same standard as all other business communications, including compliance with anti-harassment policies. Use good judgment in the use of these systems. Your supervisor should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Consent and compliance with e-mail, computer, internet, and voice mail policies is a condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

Digital Communication Policy

The employer respects the right of employees to use digital media, which includes, but is not limited to: any social network (Facebook, Twitter, Snapchat, Instagram, LinkedIn, etc.), blog, video site, text messaging or other electronic communication (hereafter referred to as digital communication) during non-working hours as a medium of self-expression. Employees should bear in mind, however, that although digital communication is generally viewed as a medium of personal expression, the posting of certain comments and information may have a harmful effect on the employer, its reputation, and its employees.

In light of this possibility, we require that employees adhere to the following policy regarding the use of digital communication.

- Employees should not create, post or otherwise access digital communication for personal use during normal working hours. Employees may access digital communication for legitimate professional job-related purposes during the workday with the approval of their direct supervisor or manager.
- Whether or not you identify yourself as an employee of the Diocese of Green Bay, it is expected that you will respect the teachings of the Roman Catholic Church and uphold the Code of Personal and Ethical Conduct outlined in the Employee Personnel Manual & *“Our Promise to Protect...”*
- Employees are prohibited from disclosing on personal or professional digital communication, any information that is confidential or proprietary to the employer or to any third party that has disclosed information to the employer.
- The employer has exclusive rights with respect to certain concepts and developments you produce that are related to employer business. Employees may not use employer trademarks or logos on their site or reproduce any employer materials or logos.
- The employer will not tolerate the posting of obscene, harassing, offensive, derogatory or defamatory comments and images which reflect/discredit or cause embarrassment to the employer, our employees, customers, vendors, partners, affiliates, agencies, schools, and others.
- The employer reserves the right to monitor professional digital communication created on employer technology during the course of a normal workday, or on employer technology used outside regular work hours.
- The employer may require that you confine your personal digital communication commentary to topics unrelated to the employer (or in certain cases, that you temporarily suspend your digital communication activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy, the welfare of the Diocese of Green Bay or federal and state laws.

Employees who violate this policy may be subject to disciplinary action up to and including termination. If you have questions about this policy or any matter related to digital communication this policy does not address, please consult with your supervisor/manager or the Communications Director.

Ownership – Intellectual Property

The employer owns the rights to and of all work (i.e. ideas, inventions, developments and improvements) created by the employee if created within the scope of employment. The employee's work is the property of the employer unless parties expressly agree otherwise in a written agreement. The employee shall have no right, title, or interest of any kind or nature in or to such property or to any proceeds associated with the work or project. In addition, the employee will assist the employer in obtaining patents on any patentable ideas and developments and execute all documents necessary to obtain the patents in the name of the employer.

Emergency and Inclement Weather Policy

Emergency Response Guides:

Employees shall follow the employers documented and communicated procedures in the cases of fire, tornado, bomb threat, and other emergencies.

Inclement Weather Policy:

If an employee does not feel safe coming to work because of weather conditions, the employee may remain at home. The employee is required to discuss the situation with his/her supervisor prior to the start of his/her scheduled shift. Employees will be required to substitute vacation time for any hours missed, make up the time (with supervisor approval) or the time will be unpaid.

Notice of Inclement Weather Closure:

Under some weather conditions the parish or school will be closed. When the decision is made to close the parish or school due to weather the closure will be posted and/or employees will be notified.

Compensation on Days of Inclement Weather Closure:

All actively working employees will be paid at their regular rate of pay for their scheduled hours on the days of non-reporting due to these closures.

Employees who are sick or on an approved leave of absence do not get paid for parish or school closure due to inclement weather because he/she was not physically able to report to work; however, the employee will still receive sick pay as eligible and approved. An employee on vacation will not be able to credit a day or a partial day of vacation because the office closed down due to an emergency or inclement weather.

Employees who choose to come to work when the parish or school is closed are not entitled to additional compensation. Non-exempt employees who are required to work on a day of inclement weather closure will be paid time and one-half for any hours worked and will also receive his/her regular rate of pay for any hours not required to report but otherwise scheduled.

Candles

Burning candles in a public building is a violation of local fire codes and, therefore, is not permitted in any of our office buildings.

Vehicles and Insurance

Employees who are required to drive as part of their job must hold a valid driver's license for the vehicle they are driving. Drivers under the age of 21 may only drive on the employer's property.

Employees who drive personal vehicles for work related purposes are expected to carry automobile liability insurance in the name of the titleholder. The minimum coverage and limits are:

- Bodily Injury Liability - \$100,000/\$300,000
- Property Damage Liability - \$50,000
- Or Combined Single Limit of - \$300,000
- Medical Payments - \$1,000
- Uninsured Motorists - \$100,000/\$300,000
- Underinsured Motorists - \$100,000/\$300,000

The below expectations must be met when driving for work related purposes:

- All traffic laws must be obeyed.
- Any accident, no matter how minor, must be reported to employee's supervisor.
- Seatbelts must be used by all occupants in the vehicle.
- Drivers are prohibited from engaging in behaviors that distract them while driving during the course of their duties.
- Drivers are prohibited from using hand-held devices to place calls, send text messages or email while driving.
- Smoking is not permitted in the employer's vehicles.

Any circumstances that affect the validity of an employee's driver's license or changes in automobile liability insurance that affect the employee's ability to meet the above standards must be reported to the employee's supervisor.

Any infractions, violations, charges or convictions that could impact the employee's ability to drive for work related purposes must be reported to the supervisor in order to assess if the offense alters the employee's ability to drive for the organization.

Whistleblower

The purpose of this policy is to protect those individuals who want to raise issues of illegal, dishonest, or unethical behavior with the assurance of not becoming a target of subsequent recrimination.

A whistleblower is defined by this policy as an employee of the parish, school, or other associated entity who reports an activity that he/she reasonably believes to be illegal or dishonest (objective and publicly identifiable standard of conduct, not merely the employee's subjective opinion) or reports unethical behavior to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are: violations of federal, state or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial reporting. Examples of dishonest and unethical behavior include violations of employer policies in the respective Employee Personnel Manual, Code of Personal and Ethical Conduct, "*Our Promise to Protect...*" or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact: his/her immediate supervisor; the Diocesan Director of Administration; the Diocesan Assistance Coordinator; or the Human Resources Director.

An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. To the extent practical under the circumstances, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy and to provide accused individuals an opportunity of defense. The employer and associated entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor, the Diocesan Director of Administration, the Diocesan Assistance Coordinator, or the Diocesan Human Resource Director immediately, either through written or verbal communication, e.g., signed written letter, in-person visit, etc. The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

Disclaimer & Acknowledgment of Receipt of Handbook

This handbook supersedes any previous handbook or unwritten policies/guidelines.

I have received a copy of the Diocese of Green Bay Parish/School Employee Handbook; have read and understand the information outlined in the Handbook; have asked questions I may have concerning its contents; and will comply with all policies and procedures to the best of my ability.

I understand that failure to comply with the Diocese policies and rules may result in disciplinary action up to and including discharge. I understand and agree that the employment relationship is at-will as set forth in the Handbook.

I understand that this Handbook is intended as an informational guide describing personnel policies, benefits and general information and that these guidelines are not to be construed as either a contract or guarantee of continued employment.

I understand that the Diocese of Green Bay reserves the right to revise policies in this Handbook.

Print Name

Employee's Signature

Date

Thank you.

