



Diocese of
Lafayette-in-Indiana

EMPLOYEE HANDBOOK

DIOCESE OF LAFAYETTE-in-INDIANA

Effective 1/1/2016

WELCOME PAGE - BISHOP

Dear Friends:

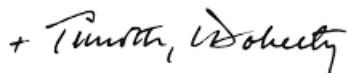
Our service to people and institutions within the Diocese of Lafayette-in-Indiana is a special work. Together we provide practical, spiritual and personal support for an array of activities. All of us join in these efforts guided by the Gospel message.

The policies in this handbook supersede previous policies of the Diocese. You will be notified of any additions or revisions as they happen. The policies illuminate the rights, obligations and responsibilities of each parish, school and office of the Diocese as an employer and of you an employee.

The vast majority of our previous policies were authored in the 1990s. These revised policies reflect practical experience as well as refined expectations that more adequately reflect Canon Law (international church law) and our Civil Law. A calendar for timely revisions is now being established, as is a plan to make policies available online.

As I write this, my offices are continuing a months-long reflection on our vision and mission. Our working title continues to be *"Uniting in Heart."* I have learned more about the hopes for our work that thousands of people have expressed. Let me take this opportunity to thank you for your part in helping us respond to needs and to support active faith in Christ.

Peace and health to you,



Most Reverend Timothy L. Doherty, S.T.L., Ph.D
Bishop of the Diocese of Lafayette-in-Indiana

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MISSION STATEMENT

We are the people of God uniting in the heart of Jesus Christ. We join the whole Church in proclaiming the Gospel in Word, Sacrament and Charity for the salvation of all people.

VISION STATEMENT

The Diocese of Lafayette-in-Indiana, *Uniting in Heart*, is actively engaged in forming the hearts and minds of all Catholics to be fervent disciples of Jesus Christ, living the message of the Bible and the teachings of the Church. Trusting in the intercession of the Blessed Virgin Mary, we see:

Catholic believers consciously involved in integrating the spirituality of the Gospels into our everyday experiences and faith journeys;

†

Young people searching for the meaning and purpose of life, and finding hope in a deepening faith, striving to make a significant impact in the world as followers of Christ;

†

Parents eagerly sharing the Faith with our children, praying regularly together and establishing family rituals that reflect the celebrations and teachings of the Church;

†

Parishes that are warm, safe and welcoming to all people, that joyously share the treasury of the Catholic Faith by serving, building hope, providing formation and encouraging deep devotion to the Eucharistic Sacrifice, as the source and summit of our Christian lives;

†

Parishes, schools and diocesan offices working cooperatively to serve people in need: new immigrants; poor, hungry and homeless people; those in fragmented or fragile relationships; people in need of medical and mental healthcare; the widowed, lonely, depressed or marginalized;

†

Diocesan operations that are well organized to support effective Episcopal and local leadership, where cooperation and good stewardship of human and financial resources empower the mission and ministry of Jesus Christ to flourish in all parts of the diocese.

EMPLOYMENT AT WILL

This Employee Handbook is prepared to provide employees with information and guidelines. Nothing in the Employee Handbook constitutes a contract, express or implied. Employment with the Diocese is at-will and is not for a definite term. This means that the Diocese or employee can terminate employment at any time, for any reason or no reason.

Only the Bishop of the Diocese of Lafayette-in-Indiana has the ability to adopt any revision to the policies in the Employee Handbook and to enter into any agreement which changes the Diocese's policy of employment-at-will. The Bishop of the Diocese may change the policies in this Employee Handbook at any time, with or without notice.

Questions regarding this disclaimer or sections of the Employee Handbook should be directed to the employee's supervisor or Human Resources.

SECTION 1 RIGHTS AND RESPONSIBILITIES

EMPLOYEE'S RIGHTS AND RESPONSIBILITIES

The Diocese recognizes that employees have important rights and responsibilities in the workplace. All employees have the right to work in an environment free from unlawful discrimination and harassment and the responsibility to help create and maintain such an environment.

Employees are expected to:

- Share in the responsibility to foster work environments where all persons are treated with fairness, dignity and respect.
- Follow the process described in the Unlawful Harassment Policy if concerns about workplace behavior arise.
- Follow the process described in the Diocesan Code of Conduct Involving Interactions with Minors in the Diocese of Lafayette-in-Indiana.

Employees have the right to work in a safe and healthy environment and the responsibility to help maintain a safe and healthy workplace. Employees are expected to:

- Comply with all safety and health rules.
- Promptly report safety and health hazards so they can be corrected before injuries result.

Any employee who has reason to believe a safety or health hazard exists must report this. Normally the hazard should be reported to the employee's immediate supervisor. If that is not practical, or if the employee is dissatisfied with the supervisor's response, the employee should report the complaint to the Director of Human Resources.

Employees may keep personal matters that do not impact the workplace private, and employees are responsible for keeping personal matters outside the workplace.

Employees are expected to understand that an individual's privacy concerns must be balanced against the Diocese's obligation to safely and responsibly manage its operations.

The Diocese does retain the right to access at any time, with or without notice, all Diocesan property, including offices, files, folders and electronic information maintained on Diocesan computers.

Employees may take time off work for certain reasons in accordance with the Diocese's policies and the specific benefits provided to individual employees. Employees are responsible for following the rules concerning requesting time off. Employees are expected to:

- Give advance notice of the need for time off, whenever possible, so that staffing and other needs can be met.
- Comply with Diocesan policies regarding leaves of absence.

Employees have the responsibility to communicate concerns about perceived unfair treatment promptly and professionally. These responsibilities pertain to all Diocesan employees, regardless of position or tenure.

An employee of the Diocese (Chancery, Schools, Parishes, and all other Diocesan entities) shall perform his/her duties as a minister and steward of the principle characteristics of a member of the staff in a Catholic Diocese. This includes the following: teaching and supporting the doctrines, principles and beliefs of the Roman Catholic Church, as well as conducting himself/herself in accordance with Catholic standards. An employee whose ministerial role is compromised by behavior that is inappropriate for employment with the Diocese may be subject to disciplinary action up to and including termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. To this end, the Diocese promotes equal employment opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, sex, disability, age, genetic information, status as a veteran, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), or any other characteristic protected by law.

The Diocese of Lafayette-in-Indiana will not discriminate on the basis of status as a veteran of the armed forces of the United States, as a member of the Indiana National Guard, or as a member of a reserve component during the hiring process.

The Diocese of Lafayette-in-Indiana notes that the United States Supreme Court has recognized the existence of a ministerial exception which is based upon the Religion Clauses of the First Amendment to the United States Constitution. This means that it would violate the United States Constitution to apply certain civil laws to religious organizations. The US Supreme Court has explained the purpose of

the ministerial exception as "ensures that the authority to select and control who will minister to the faithful--a matter 'strictly ecclesiastical'--is the church's alone."

Further, the Diocese of Lafayette-in-Indiana reserves the right to employ individuals of the Roman Catholic faith for specific positions which are critical to the mission of the church.

The Diocese fully supports equal employment opportunity for qualified persons with disabilities. Any staff member with a disability who needs an accommodation to perform the essential functions of the position or to have equal access to employment benefits must notify his or her Department Head, Pastor/Administrator, President/Principal or their designee who will coordinate with the Director of Human Resources so that reasonable accommodations can be explored.

DIVERSITY POLICY

The Diocese is committed to providing a work environment where the inclusion of people from varied cultures and backgrounds leads to excellence in ministry, service and organizational climate.

It is Diocesan policy as an employer that everyone be respectful of the heritage and culture of all employees, while at the same time respecting the uniqueness of each individual. All must strive to reach beyond their own experience to understand and to interact effectively with persons from diverse cultures and backgrounds. Organizational practices and norms will include many styles and approaches in the pursuit of excellence. Thus, everyone will be able to contribute in his or her own unique way.

UNLAWFUL HARASSMENT POLICY

It is the policy of the Diocese of Lafayette-in-Indiana to foster a working environment in which each employee is free to work without harassment. The Department Head, Pastor/Administrator, President/Principal or their designee is charged with the responsibility to insure that all employees over whom they have control are treated in a manner consistent with the religious and moral standards of the Diocese, and free from verbal or physical harassment (whether on the basis of sex, race, national origin, religion or other legally protected status), and from any actual or implied threat that any harassment must be tolerated in connection with employment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's gender, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care leave status, or veteran status.

Sexually harassing conduct, in particular, includes all these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances. It is considered to be sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of the individual's employment;

- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual;
- Such conduct has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive employment environment.

Any employee who engages in harassing behavior or reprisal against another employee will be subject to disciplinary action up to and including discharge. Reprisal is defined as any action intended to intimidate, retaliate against, harass, or disadvantage any person because the person has opposed harassment, has reported or complained of harassment, or has testified, assisted or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment.

All employees are responsible for conducting themselves in a manner that promotes a professional and pleasant work environment. The duty to report incidents of harassment extends to acts engaged by anyone conducting business on the premises or with employees in the scope of their work (e.g., vendors, volunteers, and visitors).

Procedures to Report Concerns. Any employee who believes that s/he has been subjected to unlawful harassment or who has any knowledge of that kind of behavior must report the concerns immediately to:

- the Department Head, Pastor/Administrator, President/Principal or their designee or
- the Director of Human Resources or
- the Ethics Alert Line

If the concern involves the Department Head, Pastor/Administrator, President/Principal or their designee, the employee must report the concerns immediately to the Director of Human Resources or call the Ethics Alert Line.

The Director of Human Resources will investigate or coordinate the investigation of the harassment complaint and recommend appropriate action for the resolution of the complaint. If the investigation finds harassment in violation of this policy, such disciplinary action may include termination of employment of the person found engaged in inappropriate conduct consistent with this policy.

IMMIGRATION LAW COMPLIANCE

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

THE AMERICANS WITH DISABILITIES ACT

The Diocese complies with Title I of the Americans with Disabilities Act of 1990 (ADA) which prohibits any form of discrimination in hiring as well as in all terms and conditions of employment against individuals with disabilities. It is the Diocese's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability

or perceived disability so long as the employee can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, the Diocese will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Diocese aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Diocese/Parish/School.

Please notify the Department Head, Pastor/Administrator, President/Principal or their designee if because of a disability you require an accommodation to perform the essential functions of your job. In conjunction with the Director of Human Resources, the accommodation request will be reviewed. The Diocese/Parish will maintain all medical information in a confidential manner in accordance with the ADA.

SAFE ENVIRONMENT

The Diocese of Lafayette-in-Indiana is dedicated to ensuring a culture that is safe, open, welcoming and protective of all people and especially our children. The Diocese has developed an online safe environment program. We will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers and others about ways to make and maintain a safe environment for children. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to abuse.

The Diocese will evaluate the criminal history background of all diocesan, school and parish employees, as well as volunteers who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.

Finally, all employees, as well as volunteers with any level of contact with youth will successfully complete safe environment training on a regular basis. Visit <http://dol-in.org/child-safety>.

ETHICAL ENVIRONMENT

In order to ensure ethical practices throughout the Diocese, an Ethics Alert Hotline has been established. This is a confidential, anonymous system for ethics reporting. Intake specialists are college degreed third party professionals held to the highest standards of confidentiality who are able to assist in 188 languages. The hotline enables the Diocese to take proactive steps to mitigate the risk of unethical behavior of employees and volunteers throughout the Diocese. The hotline is able to cover such issues as fraud/theft, accounting/finance concerns, conflicts of interest, falsification of church documents, release of confidential information, improper behavior, harassment, discrimination and other issues of concern.

The ethics alert hotline information can be found on the Diocesan website.

SECTION 2 HIRING AND EMPLOYMENT

HIRING PRACTICES

Employees are selected on the basis of individual competence for the particular position based upon their education, skills and experience as determined through evaluation of such hiring practices as written applications and resumes, personal interviews and written references, and in compliance with the nondiscrimination policies and laws outlined above. Please note that blank employment application forms for religious order men or women and ordained Catholic clergy must be requested and received by the Vicar for the Clergy. Seminarian applications, presently endorsed by our Diocese or another, must be requested and received from the Vocations Director.

When a decision is made to extend an offer of employment, the offer will be conditional upon a satisfactory background check. Selection to a position is confirmed in writing by the Department Head, Pastor/Administrator, President/Principal or their designee in conjunction with the Director of Human Resources.

Applicants are given general information regarding the Diocese and specific information about the requirements of the available position. Persons selected for employment will be given (and required to sign for) a copy of their job description and this handbook. The contents of the handbook will be reviewed with the new employee by his/her immediate supervisor. Compensation, including all employee benefits applicable to the particular position, will also be reviewed.

Diocesan Positions When an opening occurs for a new or replacement Diocesan position, a job requisition must be received by the Director of Human Resources. The requisition will then be reviewed by the Requisition Team consisting of the Moderator of the Curia, CFO, and the Director of Human Resources. Written approval to proceed with the hiring process must be granted prior to posting the position. All job requisitions should be posted internally and may be posted externally.

The Diocesan Department Head, with the support of the Director of Human Resources, is responsible for the selection of new employees. The offer of employment must be made in writing by the Diocesan Department Head and the Director of Human Resources highlighting the position title, salary and beginning date of employment.

Parish and School Positions When an opening occurs within the parish, the job posting should be approved by the Director of Human Resources. The position will be posted as appropriate, for both internal and external recruitment. All job descriptions must be approved by the Director of Human Resources. The Pastor/Administrator or their designee is responsible for the selection of new employees. The Director of Human Resources is available for consultation and support.

For school positions, the Superintendent of Schools should be notified and, upon approval, the position will be posted as appropriate, for both internal and external recruitment. The President/Principal or designee is responsible for the selection of new employees.

The offer of employment will be made in writing by the Pastor/Administrator, President/Principal or their designee highlighting the position title, salary and beginning date of employment.

All 16-18 year old employees must have a valid work permit. No one is to be employed under the age of 16 except for the following circumstance:

Indiana law allow minors 12 years of age and older to officiate, umpire or referee sporting events. Youth referees, umpires and officials are not required to obtain a work permit if the following criteria are met:

- The minor must be at least twelve (12) years of age.
- The minor must be certified through a national certification program.
- The minor may only officiate games for age brackets younger than the minor's age.
- The minor must work with someone who is at least 18 years of age and who is working at the same athletic event.
- Parental permission must be on file with the person responsible for assigning the child to officiate.

Youth referees employed under these laws are not required to obtain a work permit and are exempt from Indiana's hour restrictions and break rules for minors.

Promotions and Transfers Employees interested in available positions are encouraged to apply for positions for which they are qualified. Interested employees should discuss interest in a new position with their immediate supervisor or department head. All employees who wish to apply for the posted vacancy must do so in writing.

Prior to hiring a transferring employee from another parish or Diocesan office, the hiring supervisor must consult the Director of Human Resources.

While present employees will be given the opportunity to apply for openings, the person most qualified for the open position will be hired.

Rehires Before an applicant is considered for rehire, the Director of Human Resources must be notified to determine the prior employee's eligibility for rehire. The Director of Human Resources will also calculate an adjusted rehire date for benefit purposes.

Employment of Relatives Immediate family of current employees of the Diocese are not eligible for regular employment in positions within the same department or office or where the relative supervises or works.

All dealings between the Diocese and employees with relatives from outside organizations doing business with the Diocese must be appropriate and professional. Any exceptions to this policy must be approved by the Moderator of the Curia.

EMPLOYMENT STATUS CATEGORIES

1. Regular full-time employees are those employees whose regularly scheduled work week consists of 30 hours to 40 hours, depending on the location. Regular full-time employees are eligible for all Diocesan benefits except as noted elsewhere in this handbook or mandated by law or contract. Employees working for more than one location in the Diocese (for example, two

different parishes or a school and a parish) may be eligible for this category if the total hours regularly worked falls between 30 and 40 hours per week

2. Regular part-time employees There are two types of part-time employees:
 - a. The first category are those employees hired to work between 20 and 29 hours per week. These employees are not eligible for medical, dental, or vision benefits, but may be eligible for other benefits, such as holiday pay if the day falls on a day the employee normally works. Regular part-time employees earn vacation time based on typical daily work schedule.
 - Employees working for more than one location in the Diocese (for example, two different parishes or a school and a parish) may be eligible for this category if the total hours regularly worked falls between 20 and 29 hours per week.
 - b. Employees working less than 20 hours a week are not benefit or vacation eligible.
3. Full- or part-time temporary employees are those persons hired on a temporary basis. Temporary employees are not eligible for Diocesan benefits.
4. Independent Contractors may be retained as private, independent contractors, rather than as employees, to perform professional types of services. Ordinarily there should be a written agreement describing the services to be performed by the independent contractor along with other relevant details of the engagement. Independent contractors are not eligible for benefits, including workers' compensation, as they are not employees. Independent contractors must be informed of their responsibility for filing all Local, State and Federal Income tax, Social Security, and other obligations based on income from their services. Questions concerning proper classification of independent contractors should be directed to the Director of Human Resources.
5. Religious The services of members of Religious Orders may be obtained under contracts between the Diocese and the Religious Order. The Order is responsible for all taxes, Social Security and retirement benefits. Benefits are offered in accordance with Diocesan Policy. All contract payments shall be made by the Diocese or its designee to the contracting Order.

ORIENTATION

Orientation of new employees is under the direction of the Department Head, Pastor/Administrator, President/Principal or their designee. Length and nature of this orientation process depends on the nature of the particular position. Mission statements, values, goals and codes of ethics shall be provided to such new employees.

INTRODUCTORY PERIOD

There is an introductory period of six (6) months for each new employee. This introductory, or probationary, period is designated to determine the suitability of the employee with the job duties of the position for which they have been hired.

Prior to the end of the introductory period, the Department Head, Pastor/Administrator, President/Principal or their designee shall evaluate performance and communicate employment status to the employee. In some cases, this performance evaluation may result in resignation, termination, an extended trial period, or reassignment.

If the employment relationship is terminated during the introductory period, the employee may not submit an appeal, unless the basis of the complaint is discrimination prohibited by civil law. See Equal Employment Opportunity Section. The Introductory period does not have any effect on benefits or paid time off. See those specific sections for more information.

EXEMPT AND NON-EXEMPT STATUS

Each job is classified by the Director of Human Resources as either exempt or non-exempt in accordance with federal and state wage/hour laws. Employees are informed of the exempt or non-exempt status of their job at the time of hire. Changes in job duties or assignments may result in a change of status. Employees should address questions about their status to their Department Head, Pastor/Administrator, President/Principal or their designee or the Director of Human Resources.

Exempt Employees: Exempt employees are paid on a salary basis and hold positions that require the regular exercise of discretion and independent judgment. Exempt employees are not eligible for overtime pay or compensatory time. Employees who are considered to be exempt employees are expected to work a sufficient number of hours per week to complete their assigned tasks. As a general rule, this means that the work assigned will require at least forty (40) hours per week to complete.

Exempt employees must inform their supervisor in writing each payroll period if vacation, personal, sick, FMLA, etc. time was used.

In accordance with the Fair Labor Standards Act Safe Harbor, the Diocese recognizes that with limited legally permitted exceptions, no deductions should be made from the salary of exempt employees. If you believe that any improper deductions have been made from your salary, please report the matter immediately to the Director of Human Resources. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue, and the Diocese will take appropriate steps to avoid a recurrence of the error.

Non-exempt Employees: Employees that are not exempt from the overtime provisions of the Fair Labor Standards Act are called non-exempt employees. Such employees must be paid at least minimum wage and overtime pay of time and a half for any time worked beyond 40 hours in a given week. Compensatory time may not be substituted for overtime pay. The Diocese does not permit compensatory time in any circumstances.

Diocesan employees sometimes must work more than their normally scheduled hours. When this is necessary, non-exempt employees must have the prior approval of their supervisor to work the additional hours.

Non-exempt employees may be non-exempt hourly or non-exempt salaried. Non-exempt hourly must complete a time sheet for each payroll period for all worked hours, as well as vacation, sick and other paid leave time taken. The employee's supervisor must sign the time sheet. Non-exempt salaried do

not have to submit a time sheet unless more than 40 hours are worked in a week or if vacation, sick or other paid leave is taken. The employee's supervisor must sign the time sheet.

Paid hours not actually worked, for example, vacation, sick, holiday, etc. will not be counted toward the 40 hours per workweek required to receive overtime pay.

Non-exempt employees may make up time missed during one work/pay week. For example, if an employee has a doctor's appointment and leaves one hour early on Tuesday, the employee may come to work an hour earlier the next day to make up the time. The non-exempt employee's supervisor must approve the makeup time in advance. Please note, in accordance with federal laws, time must be made up within one forty (40) hour workweek. Questions concerning this issue should be directed to the Director of Human Resources.

The Diocese has adopted a "zero tolerance" policy to permitting or requiring any hourly employees to work off the clock. It is against this policy for any supervisor to expressly or implicitly allow non-exempt employees to perform any work without being paid. Non-exempt employees are expressly assured that they will not be discriminated or retaliated against for making a good faith complaint under this policy.

FLEXIBLE WORKING HOURS

Non-Exempt Employees

Working hours may be adjusted into a time period other than the standard office hours but the schedule for non-exempt staff is not to exceed 8 hours per day without prior approval of supervisor. This may be done at the request of an individual employee and at the discretion of the appropriate supervisor.

Exempt Employees

Working hours may be adjusted within a single pay period to accommodate time worked outside of the normal scheduled hours. For instance, if an Exempt level employee normally works Monday through Friday and has a need to work on a Sunday, an option is to adjust the normal working regular schedule in order to accommodate working on the weekend. This may be done at the request of an individual employee and at the discretion of the appropriate supervisor.

EMPLOYMENT FILE

An employment file will be kept on each staff member including the following types of information, as applicable:

- Pre-employment information (i.e., resume, job application, etc.);
- Wage history sheet;
- Benefits history sheet;
- Signed performance evaluation forms;
- Any correspondence or written corrective actions from the employer;
- All disciplinary records;
- A thorough documentation of any dismissal procedure;
- An exit interview form.

All employment files are the property of the Diocese.

Employees may request access to their own employment file during normal working hours. Request for access will be made to the Director of Human Resources for Diocesan office employees and to the Department Head, Pastor/Administrator, President/Principal or their designee for all other locations and shall be in writing. Review of the files must be monitored by a supervisor. Employees may obtain a photocopy of any item in the employment file which the employee has signed.

Employees may request corrections of factual errors in their employment records, along with the right to submit dissenting opinions with regard to their evaluations.

Individuals may also submit any pertinent information on their achievements, education, recognition, etc., for inclusion in their file.

I-9 FORMS

The Federal Immigration Reform and Control Act requires employers to verify that employees are eligible to work. Therefore for every new employee, employers must:

- have the employee fill out section 1 of Form I-9 no later than the first day of employment.
- require the employee to provide identification and authorization documents and to complete section 2 of Form I-9 within 3 business days of the employee's first day of employment.
- ensure the I-9 form is updated each time an employee's form of verification changes or expires.

Original I-9 forms are to be kept in a separate binder and be available should they be requested by The Department of Homeland Security. The Department of Homeland Security should not have access to employment files of employees.

MEDICAL FILES

Employment files should not contain medical information regarding an employee. Medical information should be maintained in a separate file labeled: Name of Person – Medical. Any medical information such as medical diagnosis, absence, return to work slips from doctors which contain medical information or diagnoses, and private disability records should be kept in this file.

JOB DESCRIPTIONS

Job descriptions must be developed for each job in the Diocese and approved by the Director of Human Resources. Job descriptions summarize each job's basic purpose, organizational reporting relationship, duties and responsibilities, and qualifications. It is impossible for job descriptions to cover every task or responsibility assigned; hence they do not limit the supervisor's right to assign additional duties as needed.

Job descriptions are reviewed for accuracy whenever significant changes in job duties occur and when annual employee performance appraisals are conducted. Employees are encouraged to review and suggest changes to their job descriptions. The Diocese reserves the right to transfer duties from one job to another, as well as to transfer employees to other jobs to meet the needs of the Diocese.

Diocesan Positions: Department Heads, in consultation with the Director of Human Resources, will determine what duties are assigned to each specific job.

Parish/School Positions: The Pastor/Administrator and President/Principal or their designee, in conjunction with the supervisor, will determine what duties are assigned to each specific job. The Director of Human Resources is available to provide input and/or assist in preparing job descriptions.

PERFORMANCE APPRAISAL

The Diocese believes in both the affirmation and accountability of job performance evaluated in the context of a performance appraisal. The best practice is an ongoing dialogue through the performance year involving coaching and feedback. This appraisal serves both the needs of the Diocese to evaluate its mission and effectiveness and is an aid in the development of the individual's contribution.

The Department Head, Pastor/Administrator, President/Principal or their designee shall conduct evaluations of assigned regular employees on an annual basis following completion of introductory periods.

An evaluation should include verbal discussions and written evaluations by both the supervisor and the staff member (i.e., self-evaluation). Annual goals are included in the final written evaluation. The written evaluation must be made available to the staff member for signature. The staff member may add in writing any disagreement with the evaluation. Both the evaluation and any statement of disagreement are submitted to the Department Head, Pastor/Administrator, President/Principal or their designee, who reviews all evaluations. Both will be retained in the staff member's employment file.

Evaluations shall be up-dated at times of promotion or change of assignment. Written evaluations are also required as part of dismissal/termination procedures.

Job performances shall be evaluated on such factors as quantity and quality of work, skill, cooperation with others, attendance, attitude and other relevant matters, including documentation of unsatisfactory performance.

COMPENSATION POLICY

The Diocese makes every effort to provide just wages and benefits in accordance with church teaching, applicable civil laws and regulations, and good human resources practice. The compensation of each staff member is based on training, experience, and the nature and responsibilities of the position. The individual's compensation at time of hire is agreed upon by the staff member and the Department Head, Pastor/Administrator, President/Principal or their designee or appropriate supervisor, within the current budgetary limits.

Compensation changes are dependent upon budget capabilities of the school or parish and level of job performance. Compensation changes are made after the annual performance evaluation by the Supervisor and with the approval from the Department Head, Pastor/Administrator, President/Principal or their designee.

SECTION 3 PAID TIME OFF AND LEAVES

TIME OFF POLICIES

Time off for school employees will be described in the administrative handbook for schools and will be identified in the contract for school employees.

VACATION

Diocesan Offices

The Diocese provides regular staff member's vacation time with pay, based on years of service. The Diocese recognizes that rest, relaxation, and stress reduction are very important for its employee's well-being and health. All vacation time must be approved in advance by the employee's supervisor.

Vacation time is awarded on January 1 of each year. Vacation time does not roll over from year to year. However, we understand that situations may arise where certain business reasons may make it difficult to take all vacation by December 31 of each year. A total of five (5) vacation days may be carried over to the next calendar year.

Each staff member may request a preference for vacation time; however, it should be understood that in cases where more than one individual in a department asks for the same time off, length of service and the date that each individual filed his/her request for the dates in conflict will be taken into consideration.

Vacation is granted on January 1 of the year following the completion of appropriate year of employment according to the following schedule. All days earned are based on the employees' typical daily schedule. For instance, if you typically work five hours a day, then each vacation day you earn is for a five hour day.

- Less than 5 years of employment – 10 days annually
- Completion of 5 to 14 years of employment – 15 days annually
- Completion of 15 to 24 years of employment – 20 days annually
- After 25 years of employment – 25 days annually

Example of employee changing from 10 to 15 days annually:

An employee who was hired September 1, 2011 will complete their 5th year of employment on September 1, 2016. On January 1, 2017, he will receive 15 days of vacation to use that calendar year.

Vacation leave can be taken in a minimum of 1 hour increments, as approved by the supervisor. When employment is terminated for any reason, any accrued and unused vacation benefits shall be paid.

If an employee becomes ill during a vacation period, s/he may use sick leave for the days of illness only after submitting a medical doctor's verification to their appropriate supervisor. Exceptions to this policy should be approved by the Moderator of the Curia and/or Pastor/President or designee.

New hire vacation accrual: For new hires, the following schedule will be utilized. There is no waiting period to utilize vacation time; however, all vacation time must be approved in advance by the employee's supervisor.

NEW HIRE 1ST YEAR VACATION CHART

<i>Quarter</i>	<i>Start Month</i>	<i>Days</i>
1 st Quarter	Jan – Mar	7 ½ days
2 nd Quarter	Apr – Jun	5 days
3 rd Quarter	Jul – Sep	2 ½ days
4 th Quarter	Oct – Dec	0 days

Exceptions to this policy should be approved by the Moderator of the Curia, Pastor/President or designee.

Parishes/Schools

Please check with your parish/school for the local vacation policy.

HOLIDAYS

Diocesan Offices

The Diocesan Offices observes ten (10) holidays as follows:

- Solemnity of Mary, Mother of God (New Year's Day) Memorial Day
- Good Friday Easter Monday Independence Day
- Labor Day Thanksgiving Day The Friday after Thanksgiving
- Christmas Eve Solemnity of the Nativity of Our Lord Jesus Christ (Christmas Day)

Employees who work their full scheduled work days preceding and following a holiday will receive one day's pay for the holiday. Unapproved absence will result in no compensation for the holiday.

If a holiday falls on a Saturday, it will be observed the previous Friday. If a holiday falls on Sunday, it will be observed on the following Monday.

Part-time employees (those working 20 - 29 hours per week) receive holiday pay only if it falls on a regularly scheduled workday for the employee.

Parishes/Schools

Please check with your parish/school for a list of paid holidays.

HOLY DAYS

Diocesan Offices

The Diocesan Offices observes three (3) Holy Days (in addition to the Solemnity of Mary, Mother of God and the Solemnity of the Nativity of Our Lord Jesus Christ listed under Holidays) as follows:

The Assumption of Mary (August 15th)

The Feast of All Saints (November 1st)

The Immaculate Conception (December 8th)

The Feast of the Assumption (August 15th) and the Feast of All Saints (November 1st) are paid holidays only when they fall on Tuesday, Wednesday, Thursday or Friday. All other days are considered regular work days. The Feast of the Immaculate Conception (December 8th) will be observed as a Holy Day regardless of the day of the week on which it falls.

The same rules shall apply as to eligibility for regular pay for these Holy Days for full and part time employees as set forth in the section regarding Vacation Time Off.

Parishes/Schools

Please check with your parish/school for a list of paid holy days.

PERSONAL DAY

Diocesan Offices

All regular employees receive one (1) paid personal day each year. Employees must notify their supervisor in advance of using their personal day. The personal day must be taken by the end of the calendar year or it is lost. The personal day may be taken in 1 hour increments.

Parishes/Schools

Please check with your local parish/school regarding personal days.

SICK LEAVE

Diocesan Offices

Sick leave entitles the staff member to absence from work with pay when s/he is unable to work by reason of personal sickness or injury of the staff member, spouse or minor child of the staff member. This includes employer-approved medical, dental, or optical examination or treatment. Sick leave is not paid out upon termination.

Sick leave accrual

- Full Time/Part Time Regular Employees: 1 day per calendar month
 - Based on typical daily work schedule
 - Less than 20 hours, no sick leave accrual
- 60 days maximum sick leave balance may be carried over from year to year

Sick leave hours begin to accrue on the first day of the calendar month after hire. Sick leave can be taken in a minimum of 1 hour increments. Sick leave is not transferable to another employee.

Notification of Absence: A staff member who is absent from work because of illness shall notify the Department Head, Pastor/Administrator, President/Principal or their designee at the beginning of the

first day of absence. A staff member shall notify and obtain the approval of his/her Supervisor before taking sick leave because of medical, dental, or optical examination or treatment.

The Department Head, Pastor/Administrator, President/Principal or their designee may require a doctor's statement when sick leave extends beyond three (3) consecutive working days.

Parishes/Schools

Please check with your parish/school for sick time policy.

CLOSURES

From time to time, an employee's place of employment may be declared closed due to inclement weather or other emergency by the Moderator of the Curia, Pastor/Administrator, President/Principal or his designee. In these situations all employees scheduled to work will be paid their regular rate of pay. Should an employee be unable to reach his/her place of employment due to local conditions when the place of employment is not declared closed, the employee will be charged with a vacation day or, if no paid time off is available, taken without pay at the discretion of the Department Head, Pastor/Administrator, President/Principal or their designee.

INJURY ON THE JOB

Any employee injured on the job or while performing a job-related duty should be provided a form by the supervisor and must report the injury as soon as possible to the Department Head, Pastor/Administrator, President/Principal or their designee who will then report the injury to the Diocesan Insurance and Benefits Office. The Diocese carries statutory coverage for accidents compensable under the Indiana Workers' Compensation Act.

Work-Related Disability Leave A leave of absence will be granted to an employee who is disabled from working as a result of a work-related injury or illness.

Eligibility: All employees are eligible for leave due to a work-related injury or illness. There is no length of service requirement for this type of leave.

Duration of leave: The employee may remain on work-related disability leave until one of the following circumstances occurs:

- (1) The employee is released to return to work without restrictions.
- (2) The employee is released to return to work with restrictions and work, which is consistent with those restrictions, is offered.
- (3) Medical evidence establishes that the employee is permanently disabled from returning to usual duties.
- (4) The employee indicates the intent not to return to work (either by direct communication to the employer or by actions inconsistent with the intent to return to work, for example, by moving out of the area or by accepting other employment).

PERSONAL LEAVES OF ABSENCE

Employees who have completed their introductory periods and have become regular (full or part-time) employees may request (in writing) approval for an unpaid personal leave of absence for reasons not covered elsewhere from the Department Head, Pastor/Administrator, President/Principal or their designee. If all other paid leaves have been taken (vacation, sick, personal), consultation with the Director of Human Resources for Diocesan positions and the Pastor/Administrator, President/Principal or their designee for all other locations, is required before approval is to be given.

PARENTAL LEAVES OF ABSENCE

Employees shall be eligible for paid parental leave upon the successful completion of their introductory periods. The maximum period for such leaves shall be pro-rated as to part-time regular employees. All parental leaves run concurrently with any applicable FMLA leave.

- (1) The Sick Leave policy will apply for the benefit of employees who are pregnant and who may become ill or disabled due to pregnancy or childbirth related problems.
- (2) Post-natal maternity leave: Regular, full-time employees who give birth shall be eligible for up to ten (10) days of paid maternity leave (if requested), beyond the period of any sick leave available with regard to post-partum illness or disability.
- (3) Post-natal paternity leave: A regular, full-time staff member, whose spouse has given birth, shall be eligible for up to ten (10) days of paid paternity leave (if requested).
- (4) Adoptive parenthood leaves: A regular full-time staff member (of either gender) who adopts a minor child shall be eligible for up to ten (10) days paid "adoptive parent" leave (if requested).
- (5) Possible additional leave time: Subject to the provisions of the Personal Leave policy, personal leaves may be granted for periods beyond those set forth above for parental leave purposes.

MILITARY LEAVE OF ABSENCE

When an employee who is a member of the National Guard or the Reserves is called to active duty, the employee will not be paid salary or benefits during the period of active duty. However, the employee will be granted all rights provided by law and will be permitted to resume the employee's former position upon conclusion of active duty.

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee who is absent from work for more than 31 days and up to twenty-four months because of duties in the uniformed services may continue employer-provided medical insurance coverage at a charge of up to 102% of the full premium under the plan. If the employee is absent from work for less than 31 days, the employee will not be charged more than the employee's share of the cost of the coverage.

An employee who wishes to be reinstated after military duty must contact the employer within the time limits prescribed by USERRA in order to be eligible. An employee may be eligible for reinstatement rights for up to five years if the employee has been absent from employment on account of military duty in the "uniformed services" and timely applies for reinstatement.

JURY DUTY

Employees will be paid the difference between the payment received for jury duty and their regular pay.

FUNERAL LEAVE

In the event of a death in the immediate family (husband/wife, child, father, mother, brother, sister, grandparent, and "in-law" or "step" relatives to the same degree) of a regular staff member, up to five (5) days absence with pay will be permitted (pay to be pro-rated as to part-time regular employees).

In the event of a death of a relative other than the immediate family, one (1) day's absence with pay will be permitted.

Any extension of time sought when any death of a relative occurs may be granted at the supervisor's discretion as unpaid time off, depending on the circumstances of need in the particular case.

Special consideration will be given by the individual Department Head, Pastor/Administrator, President/Principal or their designee after consultation with the Director of Human Resources for attending funerals in other circumstances on an individual basis.

ELECTION DAY LEAVE

All necessary considerations shall be given to employees for voting in National, State or County elections, including both general and primary elections. Every effort should be made to keep services operating.

FAMILY AND MEDICAL LEAVE ACT

The following policy applies to all eligible employees of the Chancery of the Diocese of Lafayette-in-Indiana, Parishes and Schools and is based upon the provisions of the Family and Medical Leave Act of 1993 (FMLA).

Eligibility

To be eligible for leave, a staff member must have been employed by the Diocese for at least twelve (12) months and worked at least 1250 hours during the preceding twelve (12) month period.

Serious Health Condition Defined

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Types of FMLA Leaves

A. FMLA Leave of Absence for personal non-work illness or injury

Under FMLA, unpaid, protected leave can be granted for up to 12 weeks or 480 hours for the employee's own serious health condition.

Additionally, FMLA leave may include leaves for incapacity due to pregnancy, prenatal medical care or childbirth, to care for the employee's child after birth, or placement for adoption or foster care.

Eligibility for FMLA leave due to birth or adoption expires 12 months from the date of birth or placement of the child. Parents of a newborn or a newly placed child who are both employed by the Diocese are entitled to a combined total of 12 work weeks of leave to care for the newborn or newly placed child.

Medical Leaves require supporting medical documentation to include when the leave starts and the expected end date. If you are released to return to work with limitations/restrictions or you are unable to perform all of your tasks, please contact your supervisor immediately to discuss the possibility of returning to work under a temporary work assignment.

If you feel your condition qualifies for accommodations under the Americans with Disabilities Act (ADA), please contact Human Resources.

B. FMLA Leave of Absence for qualifying family member illness or injury

Under FMLA, unpaid, protected leave can be granted for up to 12 weeks or 480 hours to care for an immediate family member (as defined by the FMLA including the employee's spouse, child, or parent) with a serious health condition.

C. FMLA Military Leave of Absence

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use FMLA unpaid leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a 12-month period. A covered service-member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service-member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

D. Indiana's Military Family Leave Act

An eligible employee who is a family member of a person on active duty in the United States Armed Forces, or the National Guard, may be eligible to take leave of up to a total of ten unpaid workdays per rolling calendar year under the Indiana Military Family Leave act of 2007 (IMFLA).

Under the IMFLA, an eligible employee may take up to ten days of unpaid leave per year during one or more of the following periods:

1. Within the 30-day period before a family member begins active duty.
2. During the leave period of a family member on active duty.
3. During the 30-day period following a family member's return from active duty.

The employee seeking leave must have been employed the Diocese for at least 12 months, and worked at least 1500 hours during the preceding twelve month period immediately preceding the day the leave begins.

The employee must give the Diocese written notice of a request for leave at least 30 days prior to the requested leave, unless the service person's active duty orders are issued less than 30 days prior to the requested leave.

IMFLA leave is unpaid, and an employee must use all accrued vacation and personal leave concurrently with IMFLA leave.

Procedures for Utilizing FMLA

A minimum of (30) days advance written notice of intent to take leave must be given if the need for the leave is foreseeable, based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. The Leave of Absence form can be found on the Diocesan website. If such notice is not practicable, because of lack of certainty as to when the need for leave will begin, or due to a change in circumstances, or a medical emergency, the form must be completed as soon as possible.

In situations where it is medically necessary, leave may be taken on an intermittent or reduced schedule basis. Employees must attempt to schedule planned medical treatment – either their own or that of a seriously ill family member (spouse, child, or parent) – so that it does not unduly disrupt operations. If leave is requested on an intermittent or reduced work schedule basis, the employee may be transferred to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave.

An employee's request for FMLA leave to care for the serious health condition of an applicable family member or themselves must be supported by a written certification from a health care provider, which includes the following information:

- (1) The date, if known, on which the serious health condition began.
- (2) The probable duration of the condition.
- (3) If the requested leave is to care for a family member, an estimate of the amount of time the health care provider believes the employee needs to care for the family member and a statement that the family member's condition warrants the employee's participation in providing care to the family member.
- (4) If the leave is for the employee's own serious health condition, a statement that, due to the employee's serious health condition, the employee is unable to work or is unable to perform the essential functions of the employee's position.

The medical certification must be completed and returned to Human Resources within 15 calendar days of the request for FMLA leave.

Should the Diocese or parish deem it necessary, a second or third medical opinion may be solicited at the employer's expense. Recertification of the condition and the need for continued leave may be required, but not more than every 30 days, unless: (1) an extension of the FMLA leave is requested; (2) circumstances have changed significantly; or (3) there is reason to doubt the validity of the prior certification.

Pay and Benefits During FMLA Leave

Pay: FMLA leave is unpaid. However, employees on leave must use all accrued sick, vacation and personal days.

Employees who are on leave due to childbirth, complications caused or contributed by pregnancy or miscarriage, and adoption must use all accrued parental leave in accordance with the Diocesan parental leave policy.

Benefits: During the leave, the Diocese will continue medical, dental, vision and life insurance, and disability benefits at the same level and under the same conditions as regular employment. Once paid leave has been exhausted, the employee is responsible for submitting payment for his/her portion of benefits. The employee will have a 30-day grace period in which to make payment. If payment is not made in a timely fashion, the employee's elected benefits may be cancelled. Employees will be given written notice of the date that coverage will lapse 15 days in advance.

Returning to Work from FMLA Leave

Employees on leave must report at least every (4) weeks on their status and their intention to return to work. A medical certificate of "fitness-to-return-to-work" is required when the employee plans to return from a disability or FMLA leave if the employee's medical condition required the leave.

In order to obtain an accurate assessment of ability to return to work, the Diocese may submit the job description and list of essential functions to the employee's physician or health care provider before the employee is allowed to return from an FMLA leave. The "fitness-to-return-to-work" certification must address the employee's ability to perform those essential functions. If the employee decides not to return to work, he/she must submit a written letter of resignation as soon as possible within the leave period.

When the employee returns to work after the leave of absence, s/he will return to his/her former job or to an equivalent position. Should the employee become eligible for a compensation increase during a leave, it will be delayed for the period of the leave.

The Diocese reserves the right to make fair and reasonable interpretations in situations not addressed by this general statement of policy, provided the interpretations are in accordance with the law.

SECTION 4 EMPLOYEE BENEFITS AND PROGRAMS

Health Insurance, Dental Insurance, Vision Insurance

The Diocese provides an opportunity for health, dental and vision insurance benefits to its employees and their families. Information on the plans will be made available to new and existing employees as of

hire dates or thereafter at the time of any change in coverage. Coverage begins immediately upon hire. Each of the plans may be elected independent of the other.

The Diocese pays a portion of the total cost of the applicable insurance premiums for eligible employees and their families. A booklet containing a detailed description of each of the plans is furnished to each employee who elects to participate. Coverages under the diocesan programs cease on the last day of the month when employment terminates or as provided for under various leave policies stated elsewhere in this document.

Life Insurance/Accidental Death and Dismemberment

The Diocese pays the total cost of life insurance/accidental death and dismemberment insurance up to a specified amount for each employee. Additional coverage for the employee and spouse/children is available to the employee for additional purchase.

Retirement/Pension Plan

The Diocese offers a lay employee pension plan to all eligible members who choose to participate. Details will be furnished at time of enrollment, or at the time of any later changes. The Diocese pays a portion of the contribution to the pension plan. Part-time employees may be eligible if they work at least 1,000 hours per year.

Individuals may arrange for their own payroll deduction savings plan, where available. Details need to be arranged through the Pastoral Office, parish or school, as applicable, for administration.

Social Security

All employees (except independent contractors and Religious) participate fully in Federal Old Age and Survivors Insurance as outlined in the Social Security Act.

Liability and Malpractice

The Diocese and all employees (or others) acting as authorized agents for the Diocese are insured to the extent of liability and malpractice coverage carried by the Diocese, while acting in the course of their employment.

Employee Tuition Reimbursement

Diocesan Employees Eligible for tuition reimbursement if the following conditions are met:

1. The employee has completed the first year of employment within the Diocese.
2. The course or courses taken are directly relevant to employment.
3. The employee must enter a program which leads to a certification or degree. The program must be from an accredited institution or certified by a recognized agency as determined by the Diocese.
4. The course, courses and program must be approved by the employee's supervisor and the Diocese prior to taking the course.

5. At the completion of the course, the employee will be reimbursed 1/3 of the cost of tuition for each of the next three years to cover the cost of the program/degree. Reimbursement will not be available if an employee leaves employment with the Diocese for any reason. Employees must work for a minimum of 6 months or the tuition reimbursement must be paid back.
6. The employee will submit a report of the final grade for the course work. The employee will be reimbursed 100% for an A, 80% for a B and 50% for a C. For courses that are pass fail, 100% will be reimbursed for a passing grade.

The following expenses are not eligible for reimbursement: travel, meals, lodging, textbooks and continuing education classes to maintain a certification.

Parish/School Employees: May be eligible for assistance with professional development activities at the discretion of the individual parish or school.

SECTION 5 GENERAL POLICIES

OFFICE HOURS/SCHEDULED HOURS

An employee's hours of work will be established by that employee's supervisor. What is considered normal office hours varies between parishes and various ministries.

DRESS

Employees are expected to dress with Christian modesty and in a professional manner. Because our appearance sets an example and sends an implicit message of discipline and commitment to those with whom we come in contact, all employees must follow this policy. Inappropriate clothing includes but is not limited to, athletic clothing, shorts, flip flops, t-shirts, and inappropriate logos. Final determination of appropriate clothing will be made by the Pastor/Administrator, President/Principal or Director of Human Resources.

LACTATION BREAKS

The Diocese will provide breaks and a private location for employees to pump milk. Upon request, the Diocese will provide a cold storage space for keeping milk until the end of the workday; otherwise, employees may provide their own portable cold storage device. Lactation and breast feeding must be done in private.

TRAVEL EXPENSE REIMBURSEMENTS

A staff member who must travel on Diocesan business will be reimbursed, within reasonable limits, for meals (excluding alcoholic beverages), lodging and transportation. All approved travel must have prior approval by the appropriate supervisor. All receipts must be retained and submitted for reimbursement.

Mileage reimbursement is paid at the IRS allowable rate and is provided for business-related travel to and from the chancery or your "office" (should it be located at a parish, school or other diocesan facility)

to the business related destination. Reimbursable mileage does not include commute miles typically made from your home to your “office”.

- Similarly, for non-exempt employees, when travel time is considered as hours worked, the employee’s daily commute time will be deducted from the work time.

Employees may be reimbursed for other expenses incurred in the course of doing business. Such expense reimbursements will be within limits of approved Diocesan budgets. Approved expense reimbursement requests will be paid only with the signed approval of the employee’s supervisor.

The Diocese will not be responsible for any parking or moving violations of staff on Diocesan business, whether in Diocesan cars or staff member’s vehicle.

When traveling by airline, the Diocese will pay for one bag to be checked through to the destination and return flight. Please contact the Pastoral Office for Administration if there are extenuating circumstances.

TRAVEL TIME FOR NON-EXEMPT EMPLOYEES

1. Travel During Non-exempt Employees’ Regularly Scheduled Work Hours

- A. Travel to an offsite location at the beginning of the workday: Employees traveling to an offsite location from their home will be paid their regular rate of pay for working time from the time they leave their home until they arrive at the location. The normal home to primary work location commute time may be deducted from the travel time.
- B. Return travel from the offsite location: Employees will be paid for travel time from an offsite location back to their primary workplace. However, if the employee travels to their home instead of to their primary work location, the travel time from the offsite location to the home will not be paid.

Employees will NOT be paid for travel time from their home directly to the workplace or from their workplace to their home.

Employees will be paid for their time at the offsite location as long as they are actively performing work for the Diocese. This includes setting up for a presentation or events and packing up afterwards.

When there is more than one offsite location to visit in the same day, the employee will be paid for driving time from one location to the other.

2. Travel that Extends Beyond Regularly Scheduled Work Time Not Requiring an Overnight Stay.

If an employee travels away from the place of business and works until the end of his/her regularly scheduled workday and then must travel back, the return travel time will be considered regular work hours.

For instance, an employee reports to work at his regularly scheduled time at 8:00 a.m. He then must travel to a meeting at a location 2 hours away. The meeting ends at 5:00 p.m. and then the employee must travel back home. The two hours spent traveling at the end of the day is also counted as hours worked.

If at the end of the day the employee travels directly to his home, the normal primary work location to home commute time may be deducted from the travel time.

3. Travel Requiring an Overnight Stay.

- A. Time spent traveling as a passenger or a driver during the regularly scheduled workday will be considered time worked. However when travel as a passenger requires an overnight stay, any time spent traveling past the regularly scheduled workday will not be considered time worked.
- B. Travel spent during regularly scheduled working hours on non-working days is also considered time worked. For instance, if an employee normally works 8 a.m. to 5 p.m. Monday through Friday, and he is required to travel on Saturday as a passenger on an airplane from 1 p.m. until 8:00 p.m., only the time spent traveling from 1 p.m. until 5 p.m. will be considered time worked.
- C. Any work an employee is required to perform while traveling, including driving, must be counted as hours worked.

Thus, in the situation above, if the employee is required to drive a vehicle, all hours spent driving will be considered time worked, regardless of whether or not the travel occurs during his regularly scheduled work time.

SAFETY

All staff should immediately report to their Department Head, Pastor/Administrator, President/Principal or their designee any accident occurring on Diocesan property, whether an employee, volunteer or visitor. All staff should immediately report any unsafe situation, safety hazard or unsafe practice.

PUBLIC STATEMENTS

Only persons with direct authorization of the Bishop may speak on behalf of the Diocese. Only those Parish employees with direct authorization of the Pastor may speak on behalf of the Parish.

All employees of the Diocese should realize the danger of confusing personal viewpoints with an official position of the Diocese. Therefore, a staff member who speaks on community or political matters must make it clear that they are speaking on these issues as an individual.

BEHAVIOR

It is the policy of the Diocese of Lafayette-in-Indiana to hold every person accountable for maintaining the integrity of the teachings of the Catholic Church in all ministerial and professional relationships.

Speech and language used must be respectful to visitors and fellow employees and uphold Catholic ideals.

If any employee has concerns about workplace conditions which could reflect discredit on the Diocese or Parish, s/he should promptly report such conditions to the Department Head, Pastor/Administrator, President/Principal or their designee, the Director of Human Resources, or the Ethics Alert Line.

Prompt reporting is essential so those problems can be addressed and resolved quickly before they escalate. The Director of Human Resources will consult with the Moderator of the Curia if necessary.

Failure to live up to these standards may result in disciplinary action up to and including termination of employment.

PERSONAL PURCHASING

Due to Sales Tax exemption granted to Non-profit Organizations, materials for personal use may not be purchased through the Diocesan Offices.

TELEPHONE USAGE

Telephones are not to be used for personal long-distance calls except in emergency situations. Such use should be reported immediately to the Pastoral Office for Administration. The staff member will then be billed for the cost of such calls. Payment is due upon receipt of the notification.

CELLULAR PHONE USAGE WHEN DRIVING POLICY

Employees with cell phones and any related or similar hands-free mode of communication (devices) must not use these devices while driving. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages or any other purpose related to employment with the diocese.

Regardless of circumstances including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call or using a device for any other purpose.

Employees who do not drive diocesan vehicles or are not provided cell phones by the diocese but use a cell phone for business, also must abide by the above policy.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill diocesan business or pastoral needs.

Since this policy prohibits any employee from using a device while driving, employees who are involved in an accident or are charged with traffic violations resulting from the use of their devices while driving will be solely responsible for all liabilities.

SOLICITATIONS

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

No distribution of any non-work-related materials is permitted in any work area at any time, unless first approved by the Department Head, Pastor/Administrator, President/Principal or their designee. "Work areas" are defined as any Parish office or facility, other than designated break areas. Without prior approval, employees may solicit or distribute materials only during break time or outside of scheduled work hours in a common work area such as a break room.

Persons not employed by the Parish are prohibited from distributing materials or soliciting employees on Parish premises at any time, unless authorized by the Department Head, Pastor/Administrator, President/Principal or their designee. Any employee who violates these rules will be subject to disciplinary action.

CONFIDENTIALITY

Security of information is of utmost importance. Privileged information must be treated in a confidential manner. Care should always be taken regarding all information gained by virtue of employment with the Diocese, whether related to Diocesan matters or to individuals served by or having dealings with the Diocese or its employees.

Depending upon job responsibilities, employees of the Diocese are entrusted with various types of non-public information. For purposes of this policy, "Confidential Information" is defined to mean non-public information pertaining to the Diocese, including but not limited to information regarding parishioners and other individuals, lists of households, finances, property, services, operations, plans, activities, proprietary information, employment records, and all other trade secrets.

Employees should be careful to safeguard Confidential Information and should not disclose Confidential Information during their employment with the Diocese or thereafter, either directly or indirectly, to any person, entity or third party. Any questions regarding this policy should be directed to the Vicar General or the Director of Human Resources.

OUTSIDE EMPLOYMENT ACTIVITIES

Although the Diocese does not discourage outside employment and does encourage civic involvement, such activities could occasionally create a conflict of interest. With this in mind, an employee considering such an activity must consult with the Department Head, Pastor/Administrator, President/Principal or their designee, prior to making any significant commitments.

An employee retains the personal right to engage in political activity in the employee's private life. However, such political activity must be entirely separate from employment, and may not involve advocacy of beliefs or behaviors that are contrary to the teachings of the Catholic Church. Such political activity may not occur during the compensated portion of any work day, and may not involve the use of the employer's facilities, properties, or assets.

WEAPONS POLICY

No employee, volunteer or visitor may possess a weapon, concealed or not, on Diocesan property (Chancery, School or Parish campus or building) at any time, unless an employee, volunteer or visitor is lawfully in possession of such a weapon, and transports such weapon in his or her vehicle with the

weapon locked in the trunk of that person's vehicle, or in other non-visible location within the locked vehicle, throughout the time such person is present on the Diocesan property. An exception to this policy is visiting law enforcement officers. Residents of private residences on parish or Diocesan property may possess a firearm if they are legally permitted to own such a weapon and the item is locked in a weapon safe.

ILLEGAL SUBSTANCES

On property owned by the Diocese or while conducting the business of the Diocese, no employee may possess a controlled substance other than a prescribed medication. Alcohol may not be possessed other than for Mass, for a suitably licensed social activity, or for proper personal use by an adult over the age of 21 in a residence owned by the Diocese.

TOBACCO FREE WORKPLACE

The use of tobacco products in any form is prohibited on Diocesan property.

WORKPLACE SEARCHES

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

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

BUILDING SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. All employees should be familiar with emergency exits, the alarm systems, and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of the Department Head, Pastor/Administrator, President/Principal or their designee or local authorities.

CONFLICT OF INTEREST

In general, a conflict of interest exists if the employee has a personal stake in a work-related decision or undertaking, and a reasonable person would be concerned that the personal stake could sway the

employee's view away from the best interests of the Diocese/Parish/School, or agency that employs the employee. It is not a conflict of interest for an employee to urge that scarce resources be allocated to the ministry or area in which the employee works. A minor or questionable conflict can be resolved by the employee's disclosure to the Department Head, Pastor/Administrator, President/Principal or their designee, (an example might be a parish deciding whether to hire a friend or protégé of the school principal). A more significant conflict can be resolved by excluding the employee from the decision or undertaking (an example might be the decision whether to pay a license fee to use a hymn written by a parish employee). Finally, some conflicts are so substantial that they must be avoided entirely (an example might be a parish entering into a snow removal contract with a company owned by the parish business manager).

CHILDREN IN THE WORKPLACE

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, maintain the safety of the children and help maintain the company's professional work environment.

If an employee feels that bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee parent at all times.

TERMINATION OF EMPLOYMENT

- A. Resignation An employee has resigned if he or she voluntarily chooses to leave employment. Absence for three consecutive work days without notifying the supervisor is also considered a resignation.

As to any regular staff member submitting a resignation, written notice of thirty (30) days prior to leaving the position is requested. The Department Head, Pastor/Administrator, President/Principal or their designee or Human Resources Director is to be notified immediately. For probationary employees, two (2) weeks' notice is requested. After notice of resignation, the staff member and supervisor should plan for transfer of responsibilities.

- B. Retirement The normal retirement age for lay employees of the Diocese for purpose of its retirement/pension plan is sixty-six years of age. However, retirement will not be required merely because of attainment of a particular age. Upon their request, those employees eligible for retirement benefits will be apprised of options under the Diocesan plan prior to their retirement date.

C. Elimination of Position/Reduction of Force From time to time business needs and restructuring activities may result in no longer needing a position to be performed. The Department Head, Pastor/Administrator, President/Principal or their designee in collaboration with the Director of Human Resources may decide to eliminate a position. Depending upon the circumstances, appropriate notice and/or a severance package may be provided to the employee.

The Diocese shall give written notice of planned layoffs and the reason for such action whenever possible. Competency, seniority and specific program needs will be the primary consideration for retaining employees.

A staff member who is separated from employment in the event of reduction-in-force or elimination of a position may be considered, along with other applicants, if there is another vacant position to be filled if deemed qualified.

D. Dismissal Every effort shall be made to help employees adjust to their position and responsibilities. Employment with the employer is at-will. This means that, just as any employee may terminate his or her employment with the employer at any time, for any reason or for no reason, so may the employer terminate the employment of an employee at any time, for any reason or for no reason.

All terminations must be reviewed by the Director of Human Resources prior to communication with the employee. As a practical matter, most dismissals are caused by the employee's performance problems or failure to meet behavioral expectations. The following is a list of examples of the kinds of behaviors that may result in immediate dismissal:

- (1) Failure to perform adequately in the job classification.
- (2) Malpractice or unethical practice.
- (3) Theft, fraud, embezzlement, or dishonest record-keeping.
- (4) Lying to a supervisor.
- (5) Flagrant misconduct, including but not limited to insubordination, intimidation, harassment, unprofessional conduct, or violation of the substance-abuse or prohibited harassment policies.
- (6) Behavior or advocacy that is contrary to the teachings of the Catholic Church.
- (7) Breaches of confidentiality.
- (8) Political activity that improperly entangles the Diocese or that improperly uses time, facilities, properties, or assets.
- (9) Conviction of an offense that is incompatible with continued employment.
- (10) Repeated failure to notify supervisor of absences or abuse of policies regarding annual leave or sick leave.
- (11) Possession of any weapon.

In all cases of dismissal, formal notice of dismissal, in writing, will be given to the dismissed staff member by the Pastor/Administrator, Department Head, President/Principal or their designee, including reasons for the dismissal.

Termination Compensation

Upon termination, an employee is eligible for any salary earned but not yet received, and any vacation earned but not yet taken.

Exit Interview

When an employee resigns or retires, the employer may conduct an exit interview.

Return of Diocesan Property

All keys, key fobs, Diocesan owned mobile devices, laptops, etc. must be turned in to the employee's supervisor or designee on or before the employees' last day of employment.

Unemployment Compensation

The Diocese is not considered to be subject to and does not participate and/or contribute to any state or federal unemployment compensation programs.

Dispute Resolution

Should an employee feel that s/he has been directly and adversely affected by an improper application of one or more Diocesan work-related rules or policies, or by improper disciplinary action (short of dismissal), s/he should follow this dispute resolution process.

Every employee has the opportunity to discuss any aspect of employment, or any questions or complaints, with his/her immediate supervisor. An employee who has a dispute should discuss it with his/her immediate supervisor and, as appropriate, any other involved individual.

If the matter is not resolved to the employee's satisfaction or if the issue is with the supervisor, s/he should bring it to the attention to the next level supervisor.

If the issue is not resolved at the parish/school or department level, then the employee may bring to the attention of the Director of Human Resources who will forward it to the Moderator of the Curia.

The decision of the Moderator of the Curia shall be final in the dispute resolution process.

SECTION 6 INFORMATION TECHNOLOGY

APPROPRIATE USE OF TECHNOLOGY

Refer to Diocesan Polices published in on the Diocese of Lafayette-in-Indiana website:

IT 2015-1 Password Management Policy

IT 2015-2 Email Policy

IT 2015-3 Computer and Information Security Policy and Guide

IT 2015-4 Information Security Policy—Definitions, Responsibilities and Principles

Policy

Technology contributes to the effective performance of our daily business activities and our ministry. This section of the Employee Handbook, along with specific Diocesan policies publicized with regard to Information Technology, communicates the rules and procedures that relate to the efficient and effective use of all forms of technology and defines the appropriate behavior of Diocesan employees when using technology.

The inappropriate use of technology has the potential to damage the credibility and reputation of the Diocese of Lafayette-in-Indiana and the Catholic Church overall. Inappropriate use of technology risks the safety and integrity of the data we are entrusted with, including personal and confidential data.

It is of the utmost importance that all Diocesan employees, regardless of their role or location in the Diocese, adhere to these policies and observe the greatest prudence in their use of technology.

Ownership of Technology and Data

The Diocese provides a variety of technology platforms for business purposes and for the ministry with which we serve in the Diocese. The technology and the data/information processed and stored within our technology platforms are owned and operated by the Diocese of Lafayette-in-Indiana. These platforms and the data/information contained therein are the sole property of the Diocese.

Employees, clergy, and authorized third parties using these technology platforms accept that they do not own the data or the information contained on these platforms nor do they hold any right of ownership to the devices that comprise a Diocesan technology platform. Furthermore, users accept that the privacy of the communications they engage in or the records they administer on these technology platforms is not guaranteed.

Computer and Information Security

Each of us, whether clergy or lay employee of the Diocese, are integral to the ministry of Christ's Church on earth and in particular to the people and parishes of the Diocese. The success of our efforts to support and sustain the many ministries with which we are charged is dependent on each of us diligently protecting the security of our computer systems and the information that we administer.

Remaining steadfast in our adherence to security practices outlined in IT Policy IT 2015-3 gives us the confidence that the integrity of the information we administer and distribute is unquestionable and that the people who entrust us with their spiritual care can be assured that confidentiality of our ministries is meticulously protected.

E-Mail

IT Policy IT 2015-2 governs the use of the electronic mail technologies adopted by the Diocese.

Password Management

IT Policy IT 2015-1 governs how passwords are used and administered in the Diocese.

Information Security

IT Policy IT 2015-4 provides a set of definitions, responsibilities and principles that help to govern the administration of information security across the Diocese.

Internet and Social Media

The use of the internet and various social media platforms is guided by the Diocesan Social Networking Directive issued in March of 2011. This directive is published on the Diocese of Lafayette-in-Indiana website.

SECTION 7 HANDBOOK REVISIONS AND ACKNOWLEDGEMENT

REVIEW AND REVISION OF EMPLOYEE HANDBOOK

Human Resources policies and practices are reviewed on an ongoing basis. Such practices, and the related provisions of this handbook, are subject to revision from time to time by the Diocese. Every effort will be made by the Diocese when changes are made to the handbook; however, employees are responsible for reviewing the handbook for changes on a regular basis.

EMPLOYEE ACKNOWLEDGEMENT

The employee handbook describes in summary form information about the Diocese of Lafayette-in-Indiana, and I understand that I should consult with my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with the Diocese of Lafayette-in-Indiana voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Diocese of Lafayette-in-Indiana can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Nothing in this handbook should be construed to change the Diocese's policy of employment-at-will.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Bishop of the Diocese of Lafayette-in-Indiana has the ability to adopt any revision to the policies in this handbook and to enter into any agreement which changes the Diocese's policy of employment-at-will.

Furthermore, I acknowledge that this handbook does not create a contract of employment between the Diocese of Lafayette-in-Indiana and its employees. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name

Witness Name

Employee Signature

Witness Signature

Date

The returned acknowledgement will be placed in the employee's human resource file.